



ANTI-BULLYING & HARASSMENT POLICY

Created: April 2018
Due for Review: April 2020

Rationale:

OIS has a responsibility to provide an educational and professional environment that promotes the dignity and respect of the person and therefore, aims to encourage the development of positive relationships between students, and staff, to eliminate bullying and harassment in all forms.

The **Anti-Bullying and Harassment procedures** of the school is grounded in the OIS values, which are respect, growth, commitment, excellence/personal challenge and integrity.

Integrity

- We aim to verify that students & staff act with integrity by ensuring that the dignity of all community members is upheld at all times
- We promote being principled and honest with our interactions with others

Respect

- We aim to care for, inspire and respect students and staff by providing a safe and secure school environment
- We respect that students & staff should be able to learn and teach without disruption caused by others bullying or harassment
- We promote positive attitudes towards others, free from inappropriate remarks or gestures

Growth

- We identify that inappropriate choices can be made at times, and those involved will be assisted in reflecting upon their actions
- We strive to promote the development of critical and creative thinking skills to ensure that positive choices are made
- We nurture the growth of inquirers who recognize the delicate balance of the interdependence we have with others

Commitment & Service

- We are committed to providing a bully and harassment free learning environment
- We are committed to supporting the development of the whole person, through open minded communication

Excellence/ Personal Challenge

- We strive for excellence in encouraging the school community to seek knowledge of others, their beliefs, their gender and their ethnicity; with the aim to eliminate misunderstanding that leads to bullying or harassing behaviour
- We challenge students and staff to take risks in condemning bullying and harassment behaviour

Definitions:

Bullying is unwanted negative behaviour; verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. Bullying involves:

- A desire to hurt
- Hurtful behaviour (physical, verbal, relational)
- An imbalance of power
- An unjust use of power
- Typically, repetition is experienced by the target of the aggression as oppressive, and by the perpetrator as enjoyable

Harassment is any unwanted, unwelcome or uninvited behaviour which makes a person feel humiliated, intimidated or offended. Harassment can be seen as one form of bullying. The terms are often used interchangeably.

Bullying and harassment can be characterised as:

- Repetitive, causing distress, not only at the time of the attack but also by the threat of future attacks
- An imbalance of power (that is inappropriate and where there is intention to hurt)

Its nature may be:

- Verbal
- Physical
- Social
- Psychological
- Electronic

The following types of bullying and harassing behaviour are included in the definition of bullying:

- Deliberate exclusion and/or isolation (ignoring, hiding, ostracising)
- Cyber-bullying
- Humiliation
- Intimidation; including aggressive use of body language, stalking or threatening looks
- Verbal abuse (name calling, put downs, spoken or written threats, anonymous or otherwise)
- Physical abuse or threatened abuse (hitting, tripping, punching, throwing objects, stealing)
- Aggressive or obscene language
- Offensive jokes; whether spoken or by email, text messaging etc
- Victimisation; including very personal remarks
- Intrusion through interfering with, or damaging personal possessions or locker.
- Threats
- An attack by rumour, malicious gossip, innuendo or ridicule on any individual's reputation either verbally or through electronic media
- Insulting/threatening phone calls, sending inappropriate texts on social media, or emails or any other form of electronic communication
- Posting a picture or pretending to be someone else on social media

This policy applies:

- While on the school premises
- While in school uniform
- While attending any school based activity, school field trips, sports events, etc.
- To any other event or activity done in the school name
- To any behaviour that adversely affects the school reputation
- To any behaviour that adversely affects **the education of any student in the school**
- To all personnel i.e. Students, Staff, Admin Staff, Support Services, *et al*

Members of the OIS community recognises the very serious nature of bullying and harassment, and the negative impact that it can have on the lives of students. OIS is therefore fully committed to the following key procedures of good practice in preventing and tackling bullying and harassing behaviour

Procedures

The roles and responsibilities of staff, students and parents with regard to bullying and harassment:

1.0 Staff

The primary aim in investigating and dealing with bullying is to resolve any issues and to restore, as far as practicable, the relationships of the parties involved (rather than to apportion blame). The school's procedures for investigation, follow-up and recording of bullying/harassing behaviour and the established intervention strategies used by the school for dealing with cases of bullying/harassing behaviour are as follows:

1.1 Students should discuss any incident of bullying with the student ombudsperson, a teacher, or another trusted adult within the school system. This is considered responsible action, as keeping the incident private will not make it go away. Incidents of bullying behaviour, no matter how trivial, which are drawn to the attention of a teacher, will be dealt with in the following manner:

1.1.1 The teacher will:

1.1.1.1 Listen, take notes, reassure the student, ensure the student's safety as far as possible, negotiate confidentiality

1.1.1.2 Inform the relevant tutor teacher if they become aware that a student(s) has/have been the victim(s) of bullying

1.2 The incident will be documented and the following action will be taken:

Meeting with alleged victim

- The alleged victim of the incident will be interviewed by the ombudsperson/tutor teacher
- The alleged victim will be invited to write down any relevant details and an *Initial Bullying Report Form* will be completed. Written statements from all involved in the incident will be attached to the Report Form. See Appendix A
- All interviews will be conducted with sensitivity and with due regard to the rights and confidentiality of all students involved.
- Records will be kept of all incidents and of the procedures that were followed.
- The Senior Tutor/Vice Principal will be kept informed of all incidents

Meeting with alleged perpetrators

- The ombudsperson/ Tutor teacher/Senior Tutor/Head of Pastoral Care arranges a meeting with the alleged perpetrators
- The person conducting the meeting informs them about the way the alleged victim of the bullying is feeling and the purpose is for those students to be made aware of how their behaviour maybe impacting on another person
- Blame is not allocated, but the student(s) are asked what they think they could do to fix the situation. Support will be provided at this point should the student struggle in reflecting on their behaviour and the cause of it
- Each member of the group is encouraged to suggest a change in their behaviour whereby the outcome would be for the student alleging the bullying to feel happier/safer
- Allow the students to problem solve by passing the responsibility to the student(s) to solve the issues presented

Follow Up

- Follow-up meetings with the relevant parties involved will be arranged separately with a view to possibly bringing them together at a later date if the alleged victim is ready and agreeable.
- In determining whether a bullying case has been adequately and appropriately addressed the Senior Tutor must, as part of his/her professional judgement, take the following factors into account:
 - Whether the bullying behaviour has ceased;
 - Whether any issues between the parties have been resolved as far as is practicable;
 - Whether the relationships between the parties have been restored as far as is practicable;
 - Any feedback received from the parties involved, their parents or the school Vice Principal
- In cases where the Senior Tutor considers that the bullying behaviour has not been adequately and appropriately addressed within 10 school days after he/she has determined that bullying behaviour has occurred, it will be recorded by the Senior Tutor in the recording template in appendix B and passed on to the Vice Principal with appendix A

- 1.3 For more serious incidents of bullying/harassment, the Senior Tutor will consult with the Vice Principal Pastoral Care and take the above action to stop the harassment/bullying. Counselling will be offered to both the victim and the perpetrator of the bullying through the School Student Support Coordinator or an outside agency if deemed appropriate. The student bullying will receive sanctions such as in-school suspension, community service or 'probation'. Parents will be contacted and involved in the discussion and outcomes where appropriate. Appropriate detailed written records of the incidents and follow – up will be placed on the student's file.
- 1.4 Very serious or repeat offenders may result in a meeting with the Principal.

2.0 Students

- 2.1 Students will be educated to understand that it is their responsibility to inform the class teacher/tutor teacher when they are aware that a student is being bullied
- 2.2 The ombudsperson will be empowered to take a role of mediation or appropriate intervention when they perceive that bullying is taking place. They will also help to develop student centred strategies to reduce bullying

3.0 Parents and Guardians

- 3.1 Parents will be contacted and involved to whatever extent is appropriate in cases of bullying/harassment
- 3.2 The school will provide information on policies and procedures related to bullying/harassment via the school website and via email to all parents and students annually
- 3.3 If your child reports any type of bullying/harassment, treat the concern seriously
- 3.4 Encourage your child to talk about how she/he is feeling about the situation
- 3.5 Contact your child's tutor if you detect any signs of changes to your child's behaviour that indicate unhappiness or if you are concerned about aggressive, intimidating or anti-social behaviour that your child is exhibiting
- 3.6 The matter will be dealt with in a sensitive and caring manner

The OIS Code of Conducts as it applies to anti - bullying and harassment, is as follows:

RIGHTS AND RESPONSIBILITIES OF EACH MEMBER OF THE SCHOOL COMMUNITY

Right	Responsibility
<ul style="list-style-type: none"> I have the right to be safe in school 	<ul style="list-style-type: none"> I have a responsibility to make our school a safe and secure place for others

RIGHTS AND RESPONSIBILITIES OF STUDENTS AND STAFF

I have a right to be:	I have the responsibility to ensure that:
<ul style="list-style-type: none"> Treated with respect Physically safe and to expect my property to be safe at school Free from all forms of verbal bullying & harassment Free from intimidation Free from unwelcome comments or touching Free from any hurtful remarks or gestures regarding person, ethnicity, gender, religion and culture Able to learn & teach without disruption 	<ul style="list-style-type: none"> Others are treated with respect Others are physically safe and the property of others is safe Others are free from verbal bullying & harassment Others are free from intimidation Others are free from unwelcome comments or touching Others are free from any hurtful remarks or gestures regarding person, ethnicity, religion and culture Others/students can learn without disruption Bullying behaviour is acted upon as appropriate

RIGHTS AND RESPONSIBILITIES OF PARENTS

I have a right to:	I have the responsibility to ensure that:
<ul style="list-style-type: none"> Expect that my child is safe in school and that she/he can learn without disruption 	<ul style="list-style-type: none"> Bullying behaviour is reported to the school I co-operate fully with the implementation of school policy My child does not engage in bullying behaviour.

RESPONSIBILITIES OF BYSTANDERS/WITNESSES

Do	Don't
<ul style="list-style-type: none"> Say 'no' or 'stop' when you see or hear someone behaving unfairly - be assertive but not aggressive Seek help immediately from an adult, if the situation is intimidating Tell when you know a student is being bullied. (This is telling to be safe.) 	<ul style="list-style-type: none"> Join in bullying behaviour for example, laughing at, sneering, or fighting Cheer on somebody who is bullying. Stay in an intimidating situation, e.g. a fight. Bully the 'bully'.

GUIDANCE AND ADVICE

For Students

These ideas as to what you can do have been suggested by other students. If you are being bullied

- tell someone you trust
- remember **you** are not the one with the problem!
- if you can, ignore the bully
- if you can, do not show you are upset
- be assertive, if you can
- walk away quickly and confidently, even if you do not feel that way inside
- your safety is more important than your possessions. If you are in danger, don't hold on to them

For Friends

- listen and talk it through
- try to be sensitive
- try not to leave them on their own
- persuade the person being bullied to talk to an adult

Bystanders

- even if you don't take part in bullying but see it and walk away, you are ignoring your responsibilities
- get help by informing an adult
- give sympathy to the person being bullied

For Parents/Guardians and Teachers

Recognising the signs

Someone who is being bullied may:

- insist on being driven to school
- change the route to school
- be unwilling to go to school
- regularly have books or clothes damaged
- have possessions 'go missing'
- continually 'lose' money
- begin doing badly in schoolwork
- have unexplained bruises, scratches, cuts
- ask for money or begin stealing money
- become withdrawn or start stammering
- have noticeable and prolonged changes in mood
- become distressed
- become bad-tempered
- refuse to say what is wrong
- lose appetite, or start overeating
- cry himself/herself to sleep or have nightmares
- attempt or threaten to harm him/herself

OIS - Oeiras International School, ASFL

Quinta N. Sr^a da Conceição - Rua Antero de Quental, N^o 7- 2730-013 Barcarena, Portugal

Tel: +351 211 935 330

info@oeirasinternationalschool.com

www.oeirasinternationalschool.com

NIPC 509 303 498

AEEP n^o 1152

For Parents/Guardians

Any of the behaviour above may indicate other problems. But, if you become aware of and are concerned by any of this behaviour, and think your child is being bullied

- encourage him/her to talk about the problem
- reassure him/her of your support
- try to listen calmly and not overreact
- attempt to find out when and where the bullying takes place. Is there a pattern?
- contact the Tutor Teacher or Senior Tutor to discuss the problem
- work with the school to support your child within or outside school
- if the bullying takes place outside school, report the matter to the police

For Staff

All members of staff, teaching and non-teaching, should deal with any incident of suspected or observed bullying by

- talking to the student and giving reassurance
- taking action appropriate at the time
- producing a written statement of what has happened and the action taken
- reporting the incident to the Tutor teacher or Senior Tutor

KEY ADVICE TO YOUNG PEOPLE ON CYBER BULLYING

Being sent an abusive or threatening text message, or seeing nasty comments about yourself on a website can be really upsetting. This code gives you seven important tips to protect yourself and your friends from getting caught up in cyber bullying and advice on to how to report it when it does happen.

1) Always respect others

Remember that when you send a message to someone you cannot see the impact that your words or images may have on the other person. That is why it is important to always show respect to people and be careful what you say online or what images you send. What you think is a joke may really hurt someone else. Always ask permission before you take a photo of someone. If you receive a rude or nasty message or picture about someone else, do not forward it. You could be assisting a bully, and even be accused of cyber bullying yourself. You could also be breaking the law.

2) Think before you send

It is important to think before you send any images or text about yourself or someone else by email or mobile phone, or before you post information on a website. Remember that what you send can be made public very quickly and could stay online forever. Do you really want your teacher or future employer to see that photo?

3) Treat your password like your toothbrush

Don't let *anyone* know your password. It is a good idea to change them on a regular basis. Choosing hard-to-guess passwords with symbols or numbers will help stop people hacking into your account and pretending to be you. Remember to only give your mobile number or personal website address to trusted friends.

4) Block the Bully

Most responsible websites and services allow you to block or report someone who is behaving badly. Make use of these features, they are there for a reason!

5) Don't retaliate or reply!

Replying to bullying messages, particularly in anger, is just what the bully wants.

6) Save the evidence

Learn how to keep records of offending messages, pictures or online conversations. These will help you demonstrate to others what is happening, and can be used by your school, internet service provider, mobile phone company, or even the police, to investigate the cyber bullying.

7) Make sure you tell

There are people that can help:

- Tell an adult who can help you to report it to the right place, or call a helpline like SOS Crianca 116 111
- Tell the provider of your social media that you have been bullied on (e.g. your mobile phone operator or social network provider).
- Tell your school. Your student ombudsperson, tutor, senior teacher or Head of Pastoral Care can support you.

Finally, don't just stand there – if you see cyber bullying going on, support the victim and report the bullying. How would you feel if no-one stood up for you?