



EEB4 Anti-Bullying Policy (Secondary)

This policy is grounded in and enforced through the GENERAL RULES OF THE EUROPEAN SCHOOLS and the EEB4 school rules.

The following articles are of particular relevance to the formulation of this policy:

Article 5 mandates the Director to 'ensure that the necessary measures are taken to maintain order and discipline within the school ... in collaboration with the Education Councils'. These educational councils, consisting of representatives of the various school partners (as defined in Article 37) are charged to 'promote the school's proper functioning and to foster a climate of trust'.

Along with agreed policies, the Director has a variety of disciplinary measures at his/her disposal. These measures are listed and contextualised in Articles 40-42.

1. Title

EEB4 Anti-Bullying Policy (Secondary)

2. Introductory Statement

- The EEB4 school community believes that each student has a right to an education free from fear and intimidation.
- The school regards bullying as a serious infringement of individual rights and a serious threat to the self-esteem and self-confidence of targeted students. Therefore it does not tolerate bullying of any kind.
- Every report of bullying is treated seriously and dealt with, having due regard for the well-being of the targeted student(s) and the perpetrator(s).
- An 'Anti-Bullying Team,' made up of school community members, should cultivate an environment free from bullying. The *Care-Team* will follow cases of bullying from a supportive point of view. The Principal Advisor and the team of advisors manage the anti-bullying dossiers and files. Class teachers, Educational Advisors and Management deal with bullying incidents, should they occur.
- The immediate priority, should a bullying incident occur, is ending the bullying and protecting the person(s) being targeted while avoiding any consequent negative repercussions.
- All students are expected to contribute to the creation and maintenance of a safe environment in the school. On becoming aware of any instance of bullying, in or outside the school, involving members of the school community they should notify a responsible adult.
- This policy was drafted by an Anti-Bullying WG throughout 2013. It was then circulated to the staff and to both student and parent representatives for consultation, before being finalised and ratified by the SAC on 30 May 2013. It was

reviewed by a working group of teachers, advisors and parents in 2016 and presented to the Education Council in March 2016 for ratification.

3. Scope

- The policy deals primarily with any form of bullying – physical, mental, emotional, cyber or verbal ... – of any person in our school community.
- The policy applies to a variety of time periods/activities. These include class times (including break times), going to and from school, school outings and trips, corridors and extra-curricular activities. Furthermore, the policy applies outside the school if the behaviour impacts on any person's participation in our school.
- It deals with negative behaviours and attitudes which arise or occur in school and which affect the progress and sense of emotional wellbeing of students or other people at the school. The policy will outline the necessary steps to be taken when a bullying incident is reported.
- All members of the school community are subject to this code, particularly the following relationships:
 - Student to Student,
 - Student to any Staff member,
 - Staff member to Student,
 - Parent to Staff member,
 - Staff member to Parent,
 - Staff member to Staff member.

4. Rationale

- Both the staff and management of EEB4 consider this to be both a priority and necessity as our school community expands.
- Involving all members of the school community in the development, formulation and review of this policy promotes a sense of partnership, ownership and shared responsibility for implementation.

5. Relationship to characteristic spirit of the school

Jean Monnet's founding vision expressed a belief that diverse students educated in our system would come to feel that they 'belong together'. This policy aims to promote the collective feelings of security and self-worth required for this aim to be realised.

It also supports the following key principles of the ES:

- To foster tolerance, co-operation, communication and concern for others throughout the school community and beyond;

- To cultivate pupils' personal, social and academic development and to prepare them for the next stage of education.

6. Goals/Objectives

1. To ensure that students can learn and staff can work in a supportive, caring and safe environment, without fear of being bullied.
2. To create a school ethos which encourages students to disclose and discuss incidents of bullying behaviour.
3. To raise awareness of bullying as an unacceptable form of behaviour with school management, teachers, non-teaching staff, students and parents/guardians.
4. To create a school ethos that acknowledges, accommodates and respects a diversity of people including with regard to issues of nationality, ethnicity, colour, disability, gender and sexual orientation.
5. To take practical actions to prevent incidents of bullying behaviour.
6. To develop procedures for investigating and dealing with incidents of bullying behaviour.
7. To develop support structures for those affected by or involved in bullying behaviour.

7. Key measures

1. What is bullying?

Bullying is the repeated use of any type of aggression, generally involving an imbalance of power, and aimed at hurting another person. Bullying results in pain, distress and fear in the victim. It does not just affect the bully and the person being bullied. It damages the atmosphere in a class and the climate of a school.

Bullying can take many forms including:

Emotional	Being unfriendly, excluding, tormenting (hiding books, damaging personal belongings, threatening and rude gestures...)
Exclusion	Saying nothing, ignoring, preventing someone from participating in school life
Verbal	Name-calling, sarcasm, spreading rumours, teasing, personal remarks aimed at undermining confidence
Physical	Any use of violence, pushing, kicking, punching etc and other unwanted forms of physical contact.
Against disability	Name-calling, comments on appearance, ability, achievement levels

Racist	Racial taunts, graffiti, gestures, jokes, inciting others to be racist, wearing provocative clothing or badges
Homophobic	Use of homophobic language, making comments about sexuality, orientation or appearance
Sexual	Unwanted sexual contact or comments, sexually abusive comments, pornographic material, graffiti with sexual content, distribution, publication or sharing of intimate photos
Text and cyber	Sending threatening or disturbing messages or images, misusing the telephone, the Internet (chat room, social networks, mail, sexting) or associated technology such as camera and videos

B. Identify actions to prevent bullying behaviour

B1: Publishing and Publicising an Anti-Bullying Policy

- Excerpts from the Anti-Bullying Policy should be visible throughout the school in corridors and classrooms.
- It will be published on the school web-site, in the students' agenda (extract), in the school Code of Behaviour (extract), and in the School Plan (extract).
- The Anti-Bullying Policy will be promoted at various occasions e.g. parents' nights, first year enrolment, student-run-events and open nights.
- The APEEE newsletter will be used to raise the awareness of parents of the issue of bullying and to encourage the early reporting of incidents of alleged bullying to the staff.

B2: Supervision and Monitoring

- Bullying "black spots" within the school will be identified and monitored during break times.
- Staff will be vigilant and follow the procedures as incidents arise.
- The investigating staff member could give a questionnaire to students. This would give students an opportunity to voice concerns. In classes where there are problems every student must write something down.
- Social networking sites will continue to be blocked. The Anti-Bullying Policy will operate in conjunction with the school's ICT Acceptable Use Policy.

Student Involvement

- In the future, senior students could assist newcomers to the school through a “mentor” programme.
- The Student Council should play an important role in both the organisation and implementation of the “anti-bullying week”.

B3: Inclusion in the Curriculum

- Ethics/religion: The students could partake in a structured anti-bullying programme in these classes in S1. Linkages can also be made in these subjects with issues of “Human Dignity” and “Rights and Responsibilities” that will encourage positive behaviour between students.
- Informal curriculum: lunchtime activities could aim to create communication between the sections and offer isolated students supportive spaces to spend their lunch breaks where they can make new friends. This will be done where circumstances allow.
- Pedagogical connections: The policy should be linked to other programmes such as the Unplugged Programme and the Transition P5-S1 programme.
- During an “Anti-bullying Week”: The topic of bullying could be explored in varying ways across all year groups in a variety of different subjects.

C. Identify the steps to be taken in dealing with bullying incidents

When an incident of apparent bullying becomes known, teachers should:

1. Complete the ‘Incident Report Form’ (Appendix 1). This document details the source of the information and the nature of the alleged incident.
2. Inform the Titulaire(s) and relevant Educational Advisors.
3. Investigate the incident, documenting all actions in the ‘Action Taken Form’ (Appendix 2). These actions may include interviews with the persons involved, class surveys, all forms of communication with parents or other staff, referrals and sanctions imposed.

This form also requires the teacher to note any follow-up actions that have been made.

4. Both forms must be given to the Educational Advisors in all circumstances. S/he will copy, distribute and file them. The Principal Advisor manages the anti-bullying dossier.
5. IMPORTANT:
If the teacher believes that the investigation should be completed by someone with more authority or a broader perspective (e.g. for language reasons), s/he can pass the documents (and thus the investigation) on to the Titulaire. In more serious/complicated cases the investigation can be passed on, in a similar way, to the Educational Advisors, , The Principal Advisor, Deputy Director and Director, in that order.

Records of bullying incidents will be kept in this school indefinitely.

8. Links to Other Policies

The policy is a vital element of our Whole school planning. It should be read in conjunction with other school documents relating to Child Protection, Equality, Internet Safety, Health and Safety, ICT policies and the Code of Behaviour when these Policies are in place.

9. Implementation Arrangements, Roles and Responsibilities

The Anti-Bullying policy shall indicate the individual roles, responsibilities and obligations of staff, students and parents. These roles and responsibilities shall be clearly outlined to existing staff and shall be communicated to all new staff at induction.

9.1 Implementation

The people who have responsibility for implementing each action and their roles are outlined as follows:

1. The Director and DAS shall be responsible for the implementation of the Anti-Bullying Policy. They will ensure that the following actions are taken: group assemblies (when necessary), induction of new staff and students, correspondence with parents, parent teacher meetings and the publication of the policy on the school website. These will ensure that the policy is accepted and widely recognised by the school community.

9.2 Roles and responsibilities

9.2.1 Non Staff

•**Student:** The student will have the responsibility of complying with the anti-bullying policy. The student will also have the responsibility of reporting incidents of bullying that they are subject to or have witnessed. The CDE should designate student representatives to the Anti-Bullying team.

•**Parent/Guardian:** The parent or guardian will have the responsibility of upholding the recommendations within the policy and accepting the sanctions held within it. Where incidents of bullying are occurring to their child, they will have the responsibility of reporting this to the relevant teacher. The parent/guardian will have the responsibility of signing the anti-bullying policy on behalf of their child and therefore agreeing to be bound by it. APEEE are responsible for following-up bullying issues on the school busses – they can also ask the school to support them in this endeavour. APEEE should designate parent representatives to the Anti-Bullying team.

9.2.2 Staff

Where possible, cases are dealt with by the person closest to the incident.

•**All teachers:** Teachers will promote the anti-bullying policy and be constantly vigilant for

any bullying behaviour. S/he must record all incidents in the *Bullying Incident Report* form and must then investigate the incident, take actions and follow up. This written report shall be submitted to the relevant Educational Advisor and Principal Advisor. The subject teacher should inform the titulaire and seek his/her support if necessary. The CDP should designate staff representatives to the Anti-Bullying team.

- **Ethics/religion teachers:** They are responsible for delivering the agreed Anti-Bullying programme to students:
- **Titulaire:** The titulaire will maintain an overview of the situation in each class by staying in contact with subject teachers. S/he shall assist the subject teacher where necessary in the investigation and resolution of issues. In this case s/he must take over the process. S/he may seek the assistance of the Educational Advisors if necessary.
- **Anti-bullying Team:** The Anti-Bullying Team shall be responsible for developing an Anti-Bullying strategy for the school with regards to policy, procedures, practices and the physical environment. They will also promote an anti-bullying philosophy and emphasise the importance of reporting. The team will run an annual awareness week to enable the publicity of the anti-bullying policy in the school.
- **Educational Advisor:** Educational Advisors will be responsible for the copying, distribution and filing of information regarding all reported incidents. They will only become involved in the investigation of incidents; the disciplining of students and contact with parents when a case has exceeded the responsibility of the class teacher.
- **School psychologist:** S/he shall be responsible for the specialist care of both the injured party and the accused and shall be invited to meetings of the Anti-Bullying Team. S/he will also follow-up cases with the Care team.
- **Deputy Director:** The DAS shall have responsibility for the implementation of the policy in the secondary school including its publicity at staff meetings, parent teacher meetings and assemblies. S/he shall also liaise with staff on a regular basis regarding bullying behaviour. S/he will only become involved in cases which have exceeded the responsibility of the Principal Educational Advisor. S/he will also follow-up cases with the Care team.
- **Director:** The Director shall have overall control and responsibility for the implementation of the policy. He/she will also be responsible for its ratification and will only become involved in cases which have exceeded the responsibility of the Deputy Director.
- **Other staff members:** shall have the responsibility of reporting all incidents of bullying behaviour that they have witnessed or are aware of.

10. Ratification & Communication

School Advisory Council

After the review process, EEB4's policy on Anti-Bullying was submitted to the SAC for ratification. This policy was ratified on 26 November 2015.

Staff

Staff will be reminded at regular intervals about the policy. New staff must also be made familiar with the policy during their induction.

Students

A class session will be held with each class group to familiarise them with the policy at the beginning of each year. It is important that each student is familiar with the sanctions and rules held within this documentation.

Parents/Guardians

Parents are required to sign the school agenda stating that they have read and understood the Anti Bullying Policy.

11. Implementation Date

Tuesday 3rd September 2013

12. Monitoring the implementation of the policy

The Anti-Bullying Team will monitor regularly the implementation of the policy.

To facilitate this process:

- A file/folder containing blank incident report forms will be located in the Principal Educational Advisor's office for teachers to fill in. Completed forms will be kept on student files in Principal Educational Advisors' office.

13. Reviewing and evaluating the policy

The policy will be reviewed and evaluated every two years to ensure it is being adhered to and that it continues to meet the needs of the school. On-going review should be in line with any changing information or regulations and feedback from parents/guardians, students, staff members and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.



EEB IV Anti-Bullying Campaign

INCIDENT REPORT FORM

Source of Report: Parent Student Staff-Member Survey Other

Date: _____

Incident reported by: _____

Details of Alleged incident:

Location of incident: _____

Time: _____ Day: _____ Date: _____

Possible Targeted Student(s): _____ Class _____

Possible Perpetrator(s): _____ Class _____

_____ Class _____

Others who were there: _____

Initial Details of Incident: _____

Action taken will be outlined on accompanying sheet

