BHAVANS WISE INDIAN ACADEMY

Title	:	**Anti-bullying Policy**
File Name	:	**WIA/ACD-ABP/014**
Date of Issue	:	**25th Sep 2018**
Revision Date	:	**22nd Nov 2020**

INTRODUCTION

WISE school is committed to providing an environment where all students feel safe and protected from harm by others. This framework endeavors to provide a set of guiding principles to promote a safe, caring and happy learning environment for all members of our school community.

To ensure that all students become confident, self-motivated and independent life-long learners, our School Vision indicates that we will provide a secure and caring environment and develop self-esteem, self-confidence while acquiring knowledge.

As children grow, it is important they learn how to communicate and work with their peers; this is a key life skill. Sometimes children will behave in overly assertive manners as they learn to get on with other people; they will make mistakes and there will always be times they must reflect on how the behave to other people.

Bullying behavior tends to present itself as a persistent and deliberate in its form, which affects individuals or groups. As a school, we recognize that bullying may occur and have therefore put into place a clear set of guidelines that recognizes bullying as being anti-social and unacceptable. Through Counselling we will raise student awareness of what bullying is and our zero tolerance for all bullying behaviors, including how to deal with a bully and what avenues of support are provided within the school if one is a victim.

DEFINITION OF BULLYING

Acts of bullying can take place in a variety of places and situations. It can be in the classroom, in the playground, on the sports field, on school transport and using electronic technology, in particular; text messages or emails, rumors sent by email or posted on social networking sites or the posting of embarrassing pictures, videos or the use of fake profiles to hurt, threaten, blackmail, or lower self-esteem in a student.

Victims of bullying may hesitate to report the behavior out of fear of retribution, or because they feel that they should deal with the problem on their own.

The impact of bullying may be manifested by poor grades, solitude or moodiness at home, or nervous reactions such as loss of appetite or insomnia.

Bullying involves a person being hurt, distressed, pressured or victimized by repeated intentional attacks by another individual or group. Bullies abuse less powerful individuals by intimidation and/or harassment.

Bullying may involve physical, verbal, textual, psychological or social behavior. For example:

> ➢ Physical - hitting, punching, pushing, scratching, biting, spitting, tripping
> ➢ Emotional – being unfriendly, excluding, tormenting, racial taunts, name calling, gestures, graffiti, religious taunts.
> ➢ Verbal - name calling, teasing, putdowns, sarcasm, ethnic or religious insults; physical, social or academic disability insults Textual - passing notes, writing on desks or in Student Planners/Diaries. Electronic forms: SMS, email; social media sites like Facebook, Twitter, 'What's app' etc.
> ➢ Social - ignoring, excluding, mimicking, spreading rumors; defaming, dirty looks, intimidation, extortion, stealing, hiding or breaking possessions; inappropriate photos on social networking sites.
> ➢ Cyberbullying- the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.

<u>Cyberbullying</u>

Cyberbullying may be defined as the use of electronic communication, particularly mobile phones and the internet, to bully a person, typically by sending messages of an intimidating or threatening nature: children and adults may be reluctant to admit to being the victims of cyberbullying. It can take a number of different forms: **threats and intimidation**, harassment or **cyber-stalking** (repeatedly sending unwanted texts or instant messages), **sexting** (sending and receiving sexually explicit messages, primarily between mobile phones) **vilification/defamation**, **exclusion/peer rejection**, **impersonation**, **unauthorised publication of private information or images** and **trolling** (abusing the internet to provoke or offend others online). It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target.

<u>Cyberbullying differs from other forms of bullying in several significant ways</u>:

- By facilitating a far more extreme invasion of personal space. Cyberbullying can take place at any time and intrude into spaces that have previously been regarded as safe and personal.
- The potential for anonymity on the part of the bully. This can be extremely distressing for the victim.
- The potential for the bully to play very rapidly to a larger audience so the scale and scope of cyberbullying can be greater than for other forms of bullying.
- Through the knowledge that the data is in the world-wide domain, disproportionately amplifying the negative effect on the victim, even though the bully may feel his / her actual actions had been no worse than conventional forms of bullying.
- The difficulty in controlling electronically circulated messages as more people get drawn in as accessories. By passing on a humiliating picture or message a bystander becomes an accessory to the bullying.
- The profile of the bully and target can be different to other forms of bullying as cyberbullying can take place between peers and across generations. Teachers can be victims and age and size are not important.
- Many cyberbullying incidents can themselves act as evidence so it is important the victim saves the information.

AIMS

- To inform students and parents of our expectations to ensure a productive partnership, where each and everyone has a role to play in eliminating bullying.
- To maintain a community in which everyone feels valued and safe and where individual differences are appreciated, understood and accepted.
- To promote a secure and happy, caring environment where kindness and helpfulness are expected and respected.
- To praise and reward positive behavior which benefits others and the community.
- To teach students to respect themselves and others, promoting crucial self-esteem.
- To reduce the emotional and mental distress of any bullying enabling all students the right to enjoy their time at school.

ROLE AND RESPONSIBILITY

Anti-Bullying Team

    Ms. Indu Panickar   (Principal)
    Ms. Madonna James   (Vice-Principal)

Ms. Priyanka	(Online Safety Leader)
Ms. Megha Victor	(Academic Head)
Ms. Princy Jackson	(KG Supervisor)
Ms. Deepa Anil	(Primary Supervisor)
Ms. Ariya Baby	(Student Counsellor)
Ms. Akshaya Ashokan	(P.E Teacher)

Promote the wellbeing and ensure the safeguarding of students in school. Ensure staff (including support staff) receive appropriate training to enable them to recognize and prevent all forms of bullying and ensure they are clear about their roles and responsibilities in preventing and responding to bullying.

Take responsibility for personal behavior and actions and treat one another with respect and kindness.

STRATEGIES

- To help students through guidance and counseling, to make the right choices and not succumb to peer pressure.
- Educates pupils and students about the issues related to bullying and gives them strategies to deal with situations they might encounter.
- To listen to all parties involved in incidents and always take allegations from victims seriously.
- To reassure students that the school will do all in its power to protect and support all parties involved while the issues are being resolved.
- To identify bullying behavior at the early stages and work towards behavior modification before the problem becomes more serious.
- Depending upon the nature of the incident, if necessary and appropriate, the police will be consulted.

Action Steps to Respond to Cyber Bullying or Harassment

- Save the evidence
- Identify the Cyber Bully.
- Clearly tell the Cyber Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or cell phone company..
- Contact the Cyber Bully's parents.
- Contact the school administration.
- Contact the police.

REPORTING BULLYING

As a school we will:

> ➢ Encourage victims and witnesses to speak up.
> ➢ Treat incidents seriously however trivial they might seem at first.
> ➢ Be alert, staff, to changes in behavior, attitude and well-being, reporting these immediately to the appropriate members of staff.

RETORTING TO BULLYING

As a school, we will endeavor to:

> ➢ Take all bullying problems seriously.
> ➢ Deal with each incident individually and to access the needs of each student separately.
> ➢ Regard all incidents as potentially serious and examine them thoroughly.
> ➢ Ensure that bullies and victims are interviewed separately.
> ➢ Obtain witness information.
> ➢ Keep a written record of the incident (See Appendix A & B), investigation and outcomes which should be recorded.
> ➢ Ensure that action is taken to prevent further incidents. Such action may include:
>   - Obtaining a sincere apology.
>   - Informing parents of both bully and bullied.
>   - Provide support for both victim and bully.
>   - Contact the Police.

DISCIPLINARY ACTIONS

Level 1 (Warning)
If a student is beginning to behave in a manner which could develop into or be interpreted as bullying, wherever possible a warning will be given (Level 1). In this way it is hoped that many potentially serious situations will never materialise. However, the warning stage is at the discretion of the school, and a student involved in a serious instance of bullying will bypass this stage and be placed onto the relevant scale of the school Procedures which are detailed in the Online Safety Policy.

Level 2
 Where, after due investigations, the school is satisfied that bullying has occurred, it will be explained to the bully why his/her behaviour is unacceptable, and positive strategies will be

pursued to raise his/her self-esteem as well as to protect the victim. The bully's parents will be informed in written.

Level 3
If the bullying continues, arrangements will be made to minimise contact between bully and victim. The bully's parents will be called into school to discuss the situation. The bully will sign a statement promising that the bullying will not be repeated.

Level 4
Where there is no improvement in the bullying, the bully will be excluded (temporarily suspended) from the school for at least a week. This may be internal or external depending on the severity of the case along with prior history of such behaviour. As a last resort, and when it is clear that the bully consistently endangers the welfare of fellow members of the school community, he or she will be permanently excluded as well as will be informed to the police if necessary.

Revision

Revision Date	File Name	Revision
25th Sep 2018	WIA/ACD-ABP/014	New Policy
22nd Nov 2020	WIA/ACD-ABP/014	Logo Change & Updated with cyberbullying

Approvals

Principal

BHAVANS
WISE
INDIAN ACADEMY

APPENDIX A
BULLYING INCIDENT REPORT FORM

Date of Incident: _____ *Time of Incident:* _____ *Repeat infraction? YES NO*

Location of Incident (circle all that apply):

Classroom   Lobby   Restroom   Playground   School Bus

To/From School   After School Program   Text/Phone/Internet/Social Media   Other: _____

Name of victim(s):   *Name of student(s) bullying:*   *Name(s) of witnesses/bystanders:*
_____   _____   _____
_____   _____   _____
_____   _____   _____

Type of Bullying:

□ Verbal
□ Physical: Result in injury? YES/ NO Reported to School Nurse? YES/ NO Reported to Police? YES NO
□ Cyber

Bullying Behaviors (circle all that apply):

Shoved/Pushed   Hit, Kicked,   Punched Threatened Stole/Damaged Possessions

Excluded Taunting/ridiculing   Writing/Graffiti   Told Lies or False Rumors

Staring/Leering   Intimidation/Extortion   Demeaning Comments Inappropriate touching

Cyber-bullying using: Text messages Website Email Other: _____

Racial, Sexual, Religious or Disability Circle one and describe: _____

Reported to school by (circle all that apply):

Teacher   Student   Bystander   Victim/Target   Parent   Bus Driver   Other:
_____
Describe the incident:
_____
_____
_____
_____

Actions Taken:

Consequences:
Remediation:
Referral for additional support services:

Parent Contact: Date _____ Time _____ Person making contact: _____
Result:

Date: _____ *Reported by:* _____ *Signature:* _____

APPENDIX B
BULLYING INCIDENT FOLLOW-UP

Follow-up Conference   *Date:*   *Time:*

Conducted by:

People present:

Counselor_____ Teacher_____ Student _____

Parent _____ Other _____

According to student, situation is: Better   Worse   No difference

Comments:

Parent Contact: **Date:**   **Time:**   **Person making contact:**

Additional action/notes:

APPENDIX C

Online Safety Policy

https://ovq.843.myftpupload.com/wp-content/uploads/2021/02/ONLINE-SAFETY-POLICY.pdf