



## European School Bergen

### 2016.09.12.CPP Anti-bullying policy of the European School Bergen Secondary Cycle

The European School Bergen promotes a positive school atmosphere throughout the school. The school takes bullying very seriously, it will not be condoned.

#### 1. Definition of Bullying

Bullying in school is systematic verbal, physical or psychological violence and abuse of power by an individual or a group against another individual or a group who is / are not capable of defending himself / themselves.

Examples of unacceptable behaviour include

- physical contact
- verbal abuse, by name calling, teasing or making offensive remarks
- indirect emotional tormenting by excluding from social groups or spreading malicious rumours
- cyber-bullying, which is defined as the use of ICT by an individual or group in a way that is intended to upset others. Examples include using social websites, mobile phones, text messaging, photographs, video and e-mail.

These sorts of problems exist in all countries, and may be described using a variety of words. The word bullying may not have an exact equivalent in other languages, but the behaviour exists nevertheless.

#### 2. Preventive action to be taken

A proactive approach should be taken aiming at preventing problems developing by raising awareness and suggesting strategies that promote a positive, supportive environment.

- Students understand that bullying is unacceptable and not to be tolerated.
- Teachers and all staff are vigilant in providing supervision and accurate reporting for all incidents of bullying behaviour through the reporting document.
- Give special attention to the school climate so that it reflects respect, tolerance, caring, trust and support. Everyone in the school community should be mindful of their interactions with one another so that this positive behaviour is reflected.
- All members of the school community have the responsibility not to ignore instances of bullying behaviour and to intervene when necessary.
- Bullying as a topic is regularly dealt with in the classes of Ethics/Religion, IT. External experts/specialists are invited to school if possible.

- A MAILBOX next to the nurse's room is available in Secondary where students may put a written note and address their concerns to the teacher or other staff member of their choice.
- All students are taught through discussion and scenarios in school and home so that they understand that wherever possible they should help/protect their peers whom they see are being bullied. By ignoring the incident they are not only condoning the behaviour, they are behaving in an irresponsible manner.
- Relevant videos, handbooks and posters are readily available at school and can greatly enhance classroom discussions.
- Develop if possible skills in assertiveness, conflict resolution and mediation

### **3. When bullying is suspected our advice is as follows:**

#### **3.1. Advice to Pupils**

- Remember that what one pupil sees as fun may be hurtful to another.
- Ask yourself "Would I like to be treated that way?"
- Do not stand by when bullying occurs.
- Talk on behalf of the victim who may be too scared to speak effectively and/or report the incident to a teacher.
- If you feel you are being bullied do not bottle it up, talk to someone you can trust (a parent, teacher, friend, educational advisor)

#### **3.1.1. Specific advice regarding to cyber bullying:**

- Keep passwords private
- When speaking to someone you do not know on the Internet, be aware they may not be who they say they are.
- Always be careful what you say or what you show a person in confidence on the Internet for it is never guaranteed to remain confidential. The information may be sent on to others.
- Keep a record of bullying messages you receive—in hard copy. If you can show an adult either the messages themselves or a diary of when you received them, it may be easier to verify what went on and who the bully was.
- Talk to someone who you trust (a friend, parents, teacher etc.).
- Stop all communication with the bully when possible. You may be able to block their phone number so you no longer receive their calls or texts. Facebook and instant messenger providers allow you to block other users so that they can no longer interact with you.
- If you are targeted by cyber bullies, it is important not to respond to any messages or posts written about you, no matter how hurtful or untrue. Responding will only make the situation worse and provoking a reaction from you is exactly what the cyber bullies want, so do not give them the satisfaction.

#### **3.2. Advice to Parents**

- Watch for signs of distress in your own child, e.g. irrational and changeable behaviour, reluctance to go to school, change in appetite and/or sleeping habits, frequently feels unwell, torn, damaged or missing clothing or belongings.
- If you notice behavioural changes in other children and/or bullying report it to the school.
- Listen to your child's concerns remembering you do not have to have immediate answers.
- If you suspect bullying (bullying or being bullied) is going on, discuss it as soon as possible with the class teacher and/or an educational advisor or the direction or any teacher or the nurse of your choice in the first instance. Do no attempt to deal with it yourself.
- Here are the details for the organisation to contact for help - De Kinder Telefoon - website [www.dekindertelefoon.nl](http://www.dekindertelefoon.nl)
- Telephone number 08 00 04 32

### **3.3. Advice to Teaching and Non-teaching Staff**

- Watch for signs of distress especially in new pupils
- Be vigilant when walking around the School
- Be aware of trouble areas (especially the Sports Field and the Locker Area)
- Intervene when in doubt
- If you suspect bullying is going on follow the procedure below.

### **4. Procedure to follow in school when there is a case of bullying**

5. If a student is bullied , he/she informs an adult, preferable the Class Teacher or Educational Adviser or Deputy Director
- If a teacher/staff member discovers that a pupil is bullied, he/she informs the Educational Adviser or Deputy Director
- If a parent finds out that his/her child was bullied, he/she informs the Class Teacher or Educational Adviser or Deputy Director
- Class Teacher/Educational Adviser or Deputy Director investigates by talking with:
  - a) the victim
  - b) the bully
  - c) other pupils if appropriate
  - d) parents
- Appropriate steps to be taken by the Class Teacher/Educational Adviser or Deputy Director , depending on the seriousness of the case.
- Form completed (Annex 1)
- Class Teacher/Educational Adviser informs other teachers as they see fit
- Class Teacher/Educational Adviser or Deputy Director contacts the parents
- Follow-up check
- Record to be kept by Educational Adviser /Deputy Head for a maximum of two years
- In case of bullying the disciplinary measure can be as follows:

- ✓ Reprimand
- ✓ Extra work
- ✓ Detention
- ✓ Warning and/or sanction by the Director
- ✓ Discipline Council
- ✓ Warning and/or sanction by the Director on a proposal from the Discipline Council
- ✓ Temporary exclusion from the school by the Director
- ✓ Expulsion from the school decided by the Director on a proposal from the Discipline Council

## **Annex 1**

### **Record of a case of bullying**

Name of pupil (victim):

Name of pupil (aggressor):

Date of report:

Reported by:

Reported to:

Short description of incident:

Actions taken:

Signed:

Date:

### **Follow-up check**

Interview with the victim:

Interview with the aggressor(s):

Further actions necessary: YES      NO

Follow-up check completed on

Signed :

Date:

Record to be kept by Deputy Director for a maximum of two years