



WATERSTONE COLLEGE

Anti-bullying Policy

A Policy Statement:

Waterstone College adopts a **zero tolerance** approach to bullying. We aim to have a learning environment in which everyone feels valued and safe and where individual differences are appreciated, understood and accepted.

We encourage all learners to report cases of bullying whether done towards them or to someone else. We also encourage learners to stand together against any form of bullying.

B Definition of Bullying:

Bullying can be direct (physical assault, verbal or written harassment, etc) or indirect (exclusion from social situations, manipulation etc). Boys and girls both take part in bullying even though, in general, boys bully more physically while girls use more indirect means. Cyber bullying (harassment on the phone, internet, texting etc) is also on the increase.

C Forms of Bullying (detailed description):

- 1 Deliberately bumping, flicking, kicking, punching or hitting
- 2 Picking on someone, trying to frighten, tormenting, teasing, taunting, mocking, name calling
- 3 Spreading rumours
- 4 Repeatedly 'putting down' or humiliating
- 5 Deliberately ignoring, avoiding, excluding and isolating
- 6 Interfering with, taking or damaging another's property
- 7 Using threatening gestures
- 8 Writing offensive notes, sms's, emails, facebook messages or graffiti about or to someone
- 9 Demanding money
- 10 Making degrading comments about another's appearance, religion, culture, family members, sexual orientation or social background

D Why do children bully?

- Children today are more aggressive (exposed to media etc)
- Marriages and family structures are weak (parents so busy battling in their own marriages they don't have time to mentor and discipline their kids)
- Children today are angry (they rage against their parents neglect and indifference and take it out on others)
- Children are bullied by parents (parents are overworked and tired and therefore criticize their kids etc ... this is continued by their children)

E Symptoms of the victim for teachers to look out for:

- Headaches
- Stomach aches

- Unexplained injuries
- No friends
- Withdrawn
- Underachieving
- Afraid to ask questions
- Depression
- Mood changes
- Suicidal

F How can you help as a teacher?

What to do:

- Take the victim seriously
- Keep open dialogue with the victim – encourage them to talk about it
- Don't assume bullying has stopped if the victim stops talking about it
- Give consistent advice
- Bolster the victim's self esteem, help them find where they fit in
- Help the victim to find a group of allies (friends who will stand up for them)
- Keep parents informed

What not to do:

- Never say it's a 'normal phase'
- Don't minimize the problem
- Don't tell them they are being over sensitive
- Never say they must be joking

G Solutions to help children deal with bullies

Encourage them to:

- Never show fear before the bully
- Make it clear to the bully that they will report him/her
- Report the bully
- Don't bully back

H Procedure for victims to follow when bullying occurs:

1 Ask yourself the following 3 questions:

- a Is the behaviour malicious (mean and unacceptable) - see list on page 1
- b Is it deliberate/ intentional?
- c Is it persistent (happening over and over)?

2 If one or more of the above is true, go to your register teacher who will assess the situation. Teachers are to ascertain whether it is actually a case of bullying or more of a friendship issue.

3 If the register teacher deems it necessary, he/ she will send you to the school counsellor, or the grade co-ordinators and Head of Student Affairs (High School) or Head of Academics (Primary School).

4 The school counsellor will then assess the situation and follow some/ all of the following steps:

- Fill in the Bullying Report Form together with you and send it home to be signed by your parents.
- Offer care and support during the process
- Call in the offender and make them aware of the report against them
- Allow the offender to present his/her 'side of the story' and listen in an unbiased manner
- Fill in the Behaviour Warning Form and help the offender to understand the consequences of his/ her hurtful behaviour. Send it home to be signed by parents
- Offer assistance to the offender to find more socially acceptable behaviour
- Instruct the offender to write a letter of apology to the person he/ she has hurt
- Place a copy of Bullying Report Form and Behaviour Warning Form in both learners files as well as a copy of the letter of apology
- Depending on the severity of the case, give the necessary debits to the offender
- Do follow up checks with both parties to make sure that the behaviour has changed
- Call in parents if necessary
- If behaviour does not change, the offender will be disciplined by the school's management committee

Bullying Report Form:

No: ____

It is your right and responsibility to report bullying whether it happens to you or to someone else. To remain silent is to condone (allow and accept) bullying. Speaking out is the greatest weapon we have against bullying.

Name: _____ Class: _____

Date: _____

*Lately, I have been extremely unhappy because I feel that I am being hurt **on purpose** at school.*

*I have thought carefully about **my** involvement in the problem and have looked at **both sides** of the story. I am answering this report with **complete honesty**, taking time to write things down **accurately, telling the whole truth**.*

1 The person(s) who is (are) deliberately picking on me is (are):

.....

2 When did it start?

.....

.....

3 Description of what is happening:

.....

.....

.....

.....

4 Where does it happen?

.....

5 Has this happened more than once from the same person or people? Explain.

.....

.....

6 Are there any witnesses? If yes, who?

.....

7 Have you at any stage been hurtful too? (Is there anything that you have done to get the situation started or to keep it going?)

.....

.....

Pupil's signature:

Parents name:

Parent's signature:

Email address:

Telephone no:

Comments:

Thank you for taking the time to complete this form. We want our school to be your 'home from home' where you feel relaxed and happy. Your teachers care for you and will ensure that this problem is dealt with to ensure that your feelings and needs are respected.

Behaviour Warning Form

No: _____

Name: _____

Class: _____

Date: _____

Unacceptable behaviour was reported by

In Grade on

Brief description of behaviour:

.....
.....
.....
.....

Pupil's response:

- I have had the opportunity to tell 'my side of the story', but would like to discuss this further.
- I have had the opportunity to tell 'my side of the story'. I agree to stop this behaviour immediately and undertake a commitment not to repeat it.
- I agree to write a letter of apology to the learner I have hurt.
- I do not believe there is a problem. I choose not to work any further on this matter. I will face the consequences if I decide to continue this behaviour.

Pupil's signature:

Parents name:.....

Parent's signature:

Email address:

Telephone no:

Comments: