



## SAN SILVESTRE SCHOOL

	<b>POLICY AND PROCEDURES</b>
<b>NAME OF POLICY</b>	<b>STUDENTS OF DETERMINATION POLICY AND PROCEDURES</b>
<b>APPROVED BY</b>	<b>PRINCIPAL</b>
<b>DATE APPROVED</b>	
<b>DATE OF REVIEW</b>	
<b>RELATED POLICIES</b>	

## BULLYING AND CYBER-BULLYING POLICY

*"Everyone has the right to be respected and the responsibility to respect others"*

[www.bullying.org](http://www.bullying.org)

As a school, we embrace differences, welcoming people from any culture, age, ability, religion, sexual preference or race. We are always respectful, discreet and honest. We respect each other's rights and are careful on how we speak to each other, in order to maintain a courteous and safe school environment for all.

The main objective of this policy is that the whole school community, be it teaching, non-teaching and administrative staff, as well as students and parents, should have a clear understanding of what bullying is. Also, all should be aware of what steps to take if a case of bullying is identified, as well as properly and promptly reported. As a school we take bullying seriously. Students and parents should be assured that they will be supported when any case of bullying is reported. There should be a message of zero tolerance; no negative attitudes and behaviors will be tolerated.

Bullying can be defined as a behaviour by an individual or a group, which is repeated over time, that intentionally hurts another individual either physically or emotionally, and that involves a perceived imbalance of power or strength. It is a form of peer on peer abuse, which can cause severe and adverse effects on children's emotional development.

Whenever a bullying situation arises, all the parties involved -the bully, the victim and the bystanders- will be considered, listened to and given support. As adults, we should avoid taking sides in a conflict and/or forming an opinion. When referring to an incident, we should stay focused on the inappropriate behaviour rather than on the individuals. All members of staff must be involved in the task of preventing and dealing with bullying and/or aggressive behaviour among our students. All members of staff should take any allegation seriously, and report it for further investigation to the DSLs. If you witness an aggressive behavior, you must intervene and immediately report the incident to the DSLs. In many cases, it will also be necessary to work with the parents of the students involved.

## **TYPES OF BULLYING**

Bullying can be:

- Physical: pushing, kicking, hitting, punching or any other use of violence.
- Emotional: being unfriendly, excluding from groups, tormenting, threatening.
- Verbal: name-calling, mocking, sarcasm, spreading rumours, offensive comments, teasing, gossiping.
- Sexual: unwanted physical contact or sexually abusive comments.
- Cyber: includes misuse technology (cameras, video, audio), sending offensive, upsetting or inappropriate messages by phone, text, instant messaging services, through gaming, websites, social media sites and apps, and sending degrading or offensive photos or videos.

## **PREVENTIVE STRATEGIES**

In order to create a safe and respectful environment for all, the whole school community will:

1. Create and support an inclusive environment which promotes a culture of mutual respect, integration of students, as well as consideration and care for others.
2. Reinforce respect, empathy and assertive behaviour.

3. Recognise the potential for children with special educational needs and disabilities might be more impacted by bullying and will implement additional support if needed.
4. Openly discuss differences between people that could motivate bullying behaviors so students can easily identify them.
5. Encouraged the positive and responsible use of technology, especially mobile phones and social media.
6. Actively create “safe spaces” for vulnerable children and young people.
7. Use PSHE classes to apply programs that help develop values, build self-esteem, social skills, assertiveness, conflict resolution and problem solving.
8. Transmit values throughout the curriculum and extracurricular programs.
9. Regularly monitor areas of concern, where staff will be available if needed.
10. Celebrate success and achievements to promote and build a positive school environment.

**WARNING SIGNS:**

**Warning signs you might observe if a girl is being a victim of bullying:**

As a Parent:	As a Teacher:
<ul style="list-style-type: none"> <li>- She is upset when coming home from school.</li> <li>- Refuses to talk about what happens in school.</li> <li>- Is not invited and refuses to invite other school friends because she feels that no one will go.</li> <li>- She may have sleeping and/or eating disorders.</li> <li>- Seems, sad, unhappy and/or depressed.</li> <li>- Tries to be absent from school reporting non-existent pains.</li> <li>- Has sudden mood swings.</li> <li>- Loses interest in school work and her achievement may decrease.</li> <li>- Asks for more money than usual.</li> <li>- Any sudden change from normal behavior.</li> </ul>	<ul style="list-style-type: none"> <li>- Frequent victims of nasty jokes.</li> <li>- Are given nicknames which they do not like.</li> <li>- Are insulted, ridiculed or despised.</li> <li>- Are challenged and threatened.</li> <li>- Are objects of scorn.</li> <li>- Are victims of physical aggression.</li> <li>- Are in the middle of fights and arguments when they cannot defend themselves.</li> <li>- Are frequently alone during play time and lunch time.</li> <li>- Are not chosen or are the last one to be chosen for study groups or games.</li> <li>- Often go to the library at play time.</li> <li>- Are insecure when participating orally in class.</li> <li>- Look sad and/or show little interest in being in school.</li> <li>- There is a drop in academic achievement.</li> </ul>

→ How to act with a girl who is a victim of bullying:

- Reassure the student and provide continuous emotional and psychological support.

- Do not show excessive support in public.
- Look for special time to talk in private, listening closely to recount of incidents and the feeling that the victim has about them.
- Listen to and understand the feelings and encourage her to tell her parents.
- Offer an immediate opportunity to discuss the experience with their form teacher, the designated safeguarding lead, or a member of staff of their choice.
- Congratulate her for her courage to share what is happening to her.
- Ask her what she needs to feel safe.
- Emphasize about the confidentiality of the conversation but tell her about the steps to be taken (reporting to DSL).
- Foster her social interaction with other girls.

**Warning signs you might observe if a girl is showing bullying behavior:**

As a Parent:	As a Teacher:
<ul style="list-style-type: none"> <li>- Has a strong character and a tendency to lose her temper easily and a need to dominate or control others.</li> <li>- Acts impulsively.</li> <li>- Low frustration threshold and always wants to get her way.</li> <li>- Tendency to be defiant and aggressive towards adults.</li> <li>- Seems to have and likes to show off high self-esteem in order to hide anxiety and insecurity.</li> </ul>	<ul style="list-style-type: none"> <li>- Plays nasty tricks and jokes onto others frequently.</li> <li>- Intimidates others.</li> <li>- Engages in name calling.</li> <li>- Displays physical and/or verbal aggression with others.</li> <li>- Has a negative attitude towards school which intensifies as she gets older.</li> <li>- Chooses the weaker or defenseless girls to show her aggressive feelings, even having others feel intimidated at her command.</li> <li>- Games usually end in fights as she gets cross at unimportant things.</li> <li>- Tries to make others laugh displaying a daring and inappropriate behavior.</li> <li>- Tends to tell stories where she is the aggressor and/or she breaks the rules.</li> <li>- Not sympathetic towards girls who suffer aggressions.</li> </ul>

→ How to act with a girl who shows bullying behaviors:

- Establish firm and clear limits.
- Many times, a girl that acts this way is not consciously aggressive. She might be seeking affection and consistent limits.
- Help her reflect on the reasons for her negative behaviour.

- Remind her that our actions have consequences.
- Focus on her inadequate behaviour, not on her as an individual.
- Remind her of the behavior expectations established by the school.
- Depending on her age, think of a sanction that would help the pupil to reflect on and improve her behaviour.
- Talk to her parents if bullying continues. Working with parents is essential but we it might be difficult for them to accept the situation. We should be extremely cautious when approaching them.
- She should know that she can come to us whenever she feels that something is difficult in the relationship with her peers. We should convey the message that she can count with us but we will not tolerate her bad behavior towards others.

### **CYBER-BULLYING**

San Silvestre does not allow students to access social networking sites in school and the use of email is restricted to teaching and learning purposes only. The appropriate use of technology is implemented not only to avoid bullying behaviour but to encourage effective and positive communication within the school community. Eventhough the students' access to technology is given under supervision, we will continuously educate our students in cyber-bullying and the correct use of technology to ensure their safety inside and outside of school. Any incidents of this matter will not be tolerated by the school and will be dealt with appropriately, in line with this policy.

While cyber-bullying is similar to real life bullying, it also differs in some ways:

- It is invasive and can be difficult to escape because it can occur 24/7 and a person can be targeted almost anywhere.
- It can involve harmful materials (such as rumors, texts, videos or images) being posted or sent and therefore widely and rapidly spread to many people at once.
- It can provide the bully with a sense of relative anonymity and distance from the victim so there is a lack of immediate feedback or consequences.

<b>Warning signs you might observe if a girl is experiencing <u>cyber-bullying</u>:</b>
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| <ul style="list-style-type: none"> <li>- Being emotionally upset during or after using the internet or the phone.</li> <li>- Being very secretive or protective of her digital life and avoiding discussions about computer or cellphone activities.</li> <li>- Withdrawal from family members, friends, and other activities.</li> <li>- Avoiding school or group gatherings.</li> <li>- A change in work attitude or grades.</li> <li>- Change in behaviour such as "acting out" at home or school.</li> <li>- Changes in mood, behaviour, sleep, or appetite.</li> </ul> |
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- Wanting to stop using the computer or phone.
- Being nervous or jumpy when getting an instant message, text, or e-mail.

All cases reported will be promptly registered on the incidents notebook, as indicated by the SiSeVe, a program created by the Peruvian Ministry of Education to prevent and intervene in cases of bullying. There will be a close follow-up of all parties involved; all be given the support they need.

Sources:

- <http://alkirasc.com.au/images/policies/alkira-bullying-cyber-bullying-policy-september-2016.pdf>
- [https://ihms.tas.edu.au/files/7113/6433/4668/Cyberbullying\\_Policy.pdf](https://ihms.tas.edu.au/files/7113/6433/4668/Cyberbullying_Policy.pdf)
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- EduCare - Preventing Bullying for International Schools - Level 2 - [www.educare.co.uk](http://www.educare.co.uk)
- <https://www.theavenueinfantschool.co.uk/attachments/download.asp?file=1546&type=pdf>
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