



Whole School Anti-Bullying Policy 03.008_2

Standardized Cover Page of Internal policy

Author/ Autor: John Bagust, Tim Roberts
Superiors name/ Jméno nadřízeného: Michal Bočan
Approval date/ Datum schválení: 19th May 2015
Policy is/ Vnitřní předpis je: PUBLIC/ VEŘEJNÝ
Archive number/ Archivační číslo: 150519_03.008_2

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A school where people want to be

Whole School Anti-Bullying Policy

Rationale

At the Prague British School we are committed to providing a caring, friendly and safe environment for all of our students so that their time at school is free from any form of bullying or harassment. We will not tolerate unkind actions or remarks, even if they were not intended to hurt. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively.

Aims

- To eliminate incidents of bullying;
- To deal with bullying effectively;
- To create and maintain a secure, calm and healthy learning environment;
- To ensure that staff and students have an understanding of what bullying is;
- To ensure that all staff (including non-teaching staff) and students know what the school policy is on bullying and follow it when bullying is reported.

What is bullying?

Bullying may be an isolated incident or occur over a period of time. It can be emotional, verbal, physical or online.

- Emotional can include:
stealing, hiding or damaging property, being unfriendly, excluding, making people feel unwelcome, making threatening gestures and / or sending nasty emails.
- Physical can include:
hitting, pushing, kicking, punching or any use of violence and / or sexual harassment.
- Verbal can include:
spreading rumours, name-calling, teasing and mimicking, sarcasm and / or threatening behaviour.
- Cyberbullying can include:
posts and or photos online (email, Facebook, Snapchat, Twitter...etc) that are nasty, sexual or offensive in anyway and cause distress to the person they are related to.

Using the above, all staff will use their professional judgement as to what they consider to be bullying behaviour.

Why is it important that we respond to bullying?

- bullying hurts;
- no one deserves to be the victim of bullying;
- everybody has the right to be treated with respect;
- students who are bullying need to learn different ways of behaving.

Guiding principles for dealing with bullying

- when bullying is reported it should be dealt with swiftly, firmly and in an appropriate manner;
- time is the key; not only so that the student feels supported, respected and valued, but also to establish exactly what is going on;
- the needs and the problems of both the bully and the bullied need to be taken into account;
- bullying must NEVER be ignored by a member of staff, whether it is reported to them or becomes apparent to them;
- all members of staff and particularly class / form teachers must remain vigilant;
- no case is ever the same and each deserves individual consideration and response;
- discussion about incidents should take place in private;
- those involved should have the opportunity to explain events individually;
- care needs to be taken when involving parents;
- if in doubt about dealing with bullying seek guidance.

Procedures

- when bullying is reported or noticed an entry should be made (at the discretion of the teacher) in the Incident Book and / or class teacher's logbook (Primary School) or data base (Senior School) giving details of the incident and how the matter was dealt with;
- sanctions should be used where bullying incidents are clearly proven, for example the bully should apologise and think of a way in which he/ she can make up for her behaviour;
- where incidents are mild, a counselling or problem-solving approach may be useful;
- if possible, the students involved should be reconciled;
- for serious incidents there should be involvement of parents at an early stage however such action should be taken only after discussion with the Head / Deputy of the School;
- to ensure closure where such serious incidents have occurred, parents will be contacted at a later date (approximately one month and less than six weeks) to inform them of how the situation is progressing. The students involved will also be talked to in an informal way to ensure the situation has been resolved.

(For an explanation of sanctions please refer to our behaviour policy)

Students

Students will be told about the following as part of PSHCE or class / form time:

- what to do if bullying is taking place;
- how to try to stop bullying;
- what will happen if they are found bullying others.

All these items are looked at in detail in the appendix.

Parents

This policy is available to parents on the PBS website and informs them of the following:

- things to look out for in victims of bullying;
- what to do if they think their child is being bullied;
- communicating with the school;
- what to do if their child is bullying others.

All these items are looked at in detail in the appendix.

Prevention

At the Prague British School we aim to take a proactive approach to preventing and minimising bullying and harassment in the following ways:

- consulting and informing staff, parents / carers and students about our anti-bullying policy;
- staff/ adults in school acting as positive role models in their relationships with students and colleagues;
- assemblies in which the values of the school and the issues underlying bullying are regularly addressed;
- promoting anti-bullying values and co-operative behaviour through the curriculum;
- teaching themes in PSHCE lessons, for example friendship, conflict, trust, power, fairness, caring for others;
- using a positive approach in school and highlighting positive behaviours;
- parents have access to the school's behaviour policy which is available on the school website;
- in the Senior School students will be asked to sign a general behaviour policy at the start of the academic year.

For further information look at:

<http://www.dfes.gov.uk/bullying/>

Review and monitoring

This policy will be reviewed annually.

John Bagust (Primary)
Tim Roberts (Senior School)

May 2015



Attachment# 1 of Internal Policy
Whole School Anti-Bullying Policy
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ANTI-BULLYING POLICY: APPENDIX 1

ADVICE FOR STUDENTS

WHAT SHOULD YOU DO IF BULLYING IS TAKING PLACE?

We are a telling School! If you are being bullied or you know of someone else being bullied – tell someone. Don't blame yourself for what has happened.

- tell your parents or your teacher or any other adult you trust;
- keeping telling until you feel you have been heard;
- things could get worse if you don't tell;
- walk away from any dangerous situation and GET HELP or SHOUT OUT.

AS WELL AS TELLING YOU CAN STOP BULLYING BY:

- being friendly towards people you know are being bullied, including them in your discussion, games, break-times and lunchtimes;
- not laughing when someone is being bullied;
- saying out loud that you don't like what is going on;
- not joining in with any bullying behaviour;
- letting an adult know if you see someone else being bullied.

WHAT WILL HAPPEN IF YOU ARE FOUND BULLYING OTHER PEOPLE?

In every case the incident will be taken seriously and the responses can include some or all of the following:

- you will have to explain your behaviour to a member of staff;
- you will have to apologise to the person you bullied;
- you will be closely monitored by staff;
- you will have to do something to improve things for the person you bullied;
- your parents will be informed of the incident and invited into school;
- your Head will keep a record of the incident;
- you will have to replace or repair any possessions you damaged;
- you may be excluded from school for a period of time;
- as a last resort you may be expelled from the school.

ADVICE FOR PARENTS

THINGS TO LOOK OUT FOR IN VICTIMS OF BULLYING:

This is not an exhaustive list:

- regularly feeling sick or unwell in the mornings;
- reluctance to make the journey to and from school;
- money or possessions going missing;
- clothes or school bag torn;
- wanting extra pocket money for no particular reason;
- unexplained cuts and bruises;
- taking different routes to school;
- unexplained behaviour changes, eg moody, bad tempered, tearful
- unhappiness;
- not wanting to leave the house;
- reduced concentration in lessons;
- decline in progress;
- alone at playtimes;
- reluctance to talk openly about school friends and playtimes.

WHAT YOU SHOULD DO IF YOU THINK YOUR CHILD IS BEING BULLIED

- calmly talk with your child about his/her experience;
- keep a note of how often the bullying has occurred, where it happened, what has happened and particularly who was said to be involved;
- reassure your child that he/she has done the right thing in telling you about the bullying and that there is nothing wrong with him/her;
- encourage your child to report any incidents of bullying to a teacher immediately.

COMMUNICATING TO THE SCHOOL

- make an appointment to see your child's class / form tutor or head even if your child is reluctant that you do so;
- please do not approach the bully or the bully's parents directly. Deal with it through the school;
- explain to the teacher the problems your child is experiencing;
- do not encourage your child to hit back as it will only make matters worse;
- if your child is being bullied outside of school please contact us and we will offer as much support as we can.

WHAT TO DO IF YOUR CHILD IS BULLYING OTHER CHILDREN

- support your child by explaining that what he/she is doing is unacceptable and makes other children unhappy;
- talk to your children about strategies to cope with negative emotions, helping them to identify the reasons for their bullying behaviour;
- show your child how he/she can join in with other children without bullying;
- make an appointment to see your child's teacher or head;
- explain to the teacher the problems your child is experiencing;
- discuss with the teacher how you and school can stop him/her bullying others;
- regularly check with your child how things are going at school;
- give your child lots of praise and encouragement when he/she is co-operative or kind to other people.

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Standardized Acknowledgment list of Internal Policy by the Board Standardizované prohlášení o Vnitřním předpisu „ Boardem “

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Standardized Acknowledgment list of Internal Policy by the Board of Directors

Standardizované prohlášení o Vnitřním předpisu „Boardem“

The member of the Board of Directors accepts and by signature acknowledges enactment of Internal Policy name: **Whole School Anti-Bullying Policy**

Number: **03.008_2**

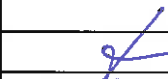




I, a member of the Board of Directors declare that I am familiar with the Internal Policy, and I will inform managers and employees in my line of management about its existence and /or update.


Členové „Boardu“ **PŘIJÍMAJÍ** a svým podpisem **STVRZUJÍ** platnost vnitřního předpisu.

Název: **Whole School Anti-Bullying Policy**

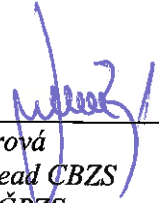
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Zároveň **PROHLAŠUJI**, jako člen „Boardu“, že jsem se s vnitřním předpisem seznámil/a, a budu o jeho vzniku a/nebo aktualizaci informovat jednotlivé manažery a zaměstnance, kteří jsou v mé kompetenci a zodpovědnosti.

School/Department Škola / Oddělení	Name and Surname Jméno a Příjmení	Signature/ Podpis	Date /Datum
Finance, ICT, HR	Michal Bočan		28/5/15
Head of Primary Schools	John Bagust		28/5/15
Head of Senior School	Tim Roberts		28/5/15
Marketing, Admission	Fraser Litster		28/5/15
Sourcing and Services, Office	Lenka Bizdrová		28/5/15
			28/5/15


Ing. Michal Bočan
Managing Director_Executive head
Výkonný ředitel/Jednatel

Date/Datum: 28/5/15


Lenka Bizdrová
Executive head CBZS
Jednatelka ČBZS