



Anti-Bullying Policy

Owners, staff, parents/carers and pupils at Traill International School are firmly opposed to all forms of bullying. Each pupil and member of staff has a right to enjoy an education and working environment free from fear and distress.

All members of the school are expected to treat each other with consideration and respect. The school will react firmly and promptly to cases of bullying.

What is bullying?

Bullying is behaviour which

- deliberately makes another person feel uncomfortable, distressed or threatened
- is repeated over time
- makes those being bullied feel powerless to defend themselves
- can include racist, sexist or homophobic behavior

Bullying may take many forms, such as

- physical: for example, hitting, pushing, kicking
- name-calling and verbal abuse: face-to-face, in writing, by phone, on-line, or by text message
- making racist, sexist or gender-based comments, jokes or graffiti
- making threats
- taunting or mocking
- spreading rumours
- making jokes to make someone look 'small'
- shutting out a person
- ganging up on someone
- refusing to cooperate with someone
- hiding equipment or other possessions
- demanding money

It is important that pupils learn that one person's good natured teasing may, to another person, be unkind and even cruel bullying. Pupils are taught, through the Tutor System and Personal, Social and Health Education (PSHE), to recognise the difference between teasing and bullying. They are also taught to understand that what is meant as good natured teasing may not always be received in the same way and that bullying may be unintentional.



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It is not necessarily the way that behaviour is intended, but the way it is received that is important in identifying and tackling instances of bullying.

It is understood that children can both bully and be bullied at the same time. Although some children are vulnerable to bullying because of physical or social characteristics, anyone can be bullied for any reason or difference. Individuals may resort to bullying for a range of reasons and the School will seek to support the bully as well as the bullied.

Trail International School works to combat bullying by

Involving pupils in

- producing a pupil-friendly version of this policy
- tutorial work and PSHE programmes and assemblies
- displays of appropriate work
- Year 7 anti-bullying work; Year 9 anti-racism project
- assertiveness work
- work with primary school pupils

Raising awareness in staff, parents and governors through

- awareness-raising sessions for teaching and non-teaching staff
- school brochure and other publications to parents/careers

GUIDANCE and ADVICE

For pupils...

These ideas as to what you can do have been suggested by pupils
If you are being bullied

- tell someone you trust
- remember **you** are not the one with the problem!
- if you can, ignore the bully
- if you can, do not show you are upset
- if possible, avoid being alone in the places bullying happens
- be assertive, if you can
- walk away quickly and confidently, even if you do not feel that way inside



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- your safety is more important than your possessions. If you are in danger, don't hold on to them
- if you are different in some way, be proud of who you are.

Friends

- listen and talk it through
- try to be sensitive
- try not to leave them on their own
- persuade the person being bullied to talk to an adult

Bystanders

- even if you don't take part in bullying but see it and walk away, you are ignoring your responsibilities
- get help
- give sympathy to the person being bullied

FOR PARENTS/CARERS and TEACHERS

Recognising the signs

Someone who is being bullied may

- be frightened of walking to or from school
- insist on being driven to school
- change the route to school
- be unwilling to go to school
- regularly have books or clothes damaged
- have possessions 'go missing'
- continually 'lose' money
- begin doing badly in schoolwork
- have unexplained bruises, scratches, cuts
- ask for money or begin stealing money
- become withdrawn or start stammering
- have noticeable and prolonged changes in mood
- become distressed



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- become bad-tempered
- refuse to say what is wrong
- lose appetite, or start overeating
- cry himself/herself to sleep or have nightmares
- attempt or threaten to harm him/herself

Bullying by members of Staff

Staff must remain aware of the way their own behaviour is received and take care not to bully pupils or other members of staff. Forms of bullying by staff may include:

- Teasing pupils about physical features or characteristics that they have little or no control over.
- Inappropriate displays of bad temper
- Ridiculing the work of a pupil in front of others
- Showing inconsistency in the way punishments or rewards are applied
- Physically intimidating pupils
- Insulting or swearing at other members of staff
- Belittling the actions or work of other members of staff
- Criticising colleagues in ways that are not constructive, or are unnecessarily personal.

Staff must always remember that an important part of education is to lead by example. Bullying by members of staff will be treated as a disciplinary matter. Any member of staff who feels he/she is being bullied should initially raise the matter with his/her Team Leader. If the problem persists, he/she should seek help through the School's Grievance procedure.

For Parents/Carers ...

Any of the behaviour above may indicate other problems. But, if you become aware of and are concerned by any of this behaviour, and think your child is being bullied

- encourage him/her to talk about the problem
- reassure him/her of your support
- try to listen calmly and not overreact
- attempt to find out when and where the bullying takes place. Is there a pattern?
- contact the Year Tutor to discuss the problem
- work with the Year Tutor to support your child within or outside school
- if the bullying takes place outside school, report the matter to the police



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For Staff ...

All members of staff, teaching and non-teaching, should deal with any incident of suspected or observed bullying by

- talking to the pupil and giving reassurance
- taking action appropriate at the time
- producing a written statement of what has happened and the action taken
- reporting the incident to the Head of Primary or Senior Teacher for Student Welfare

The Head of Primary or Senior Teacher for Student Welfare will

- arrange for support and reassurance for the pupil
- interview the person responsible for the bullying
- contact parents/carers when necessary
- take any appropriate disciplinary action
- if necessary, refer the matter to the Head
- work with pupils, parents/carers and other teachers to support those involved and prevent the bullying

Appendix 1

TRAIL INTERNATIONAL SCHOOL BULLYING POLICY

Complaints Procedure for Pupils

While you are at School, we hope that you will be as happy and content as possible, but life does not always go as smoothly as we would like. Often our grumbles are about little things but occasionally a situation is more serious and we get worried.

What should you do when you want to complain or just talk to somebody about something that has happened or that you are worried about?

This sheet is for your use. It explains what you can do if you are worried, if you want to complain about something, or about the way you have been treated either by another pupil or by a member of staff. If you lose it, you can always get another one from your



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Tutor, the Head of Primary, the Senior Teacher for Student Welfare, or the School Office. If you don't understand anything on the sheet, ask a member of staff or a friend to explain it to you.

What to do if you just want to talk to someone

Remember you have friends who may be able to help you or a brother or sister in the School. You may feel able to turn to an older boy or girl for advice or a member of the Student Council. Your Tutor is always ready to help and so are other members of staff including the nurse.

There may be times when you feel you can't talk to anybody at School and this is perfectly alright and quite natural. You can talk, telephone or write to any of the following:

Your parents or other relatives or friends

What to do if you want to complain about someone or something

You may find it easier to write down your feelings rather than talking about them. If so:

Write to your Class Teacher or Tutor

Your letter will be passed on to the Headmaster, Head of Primary or Senior Teacher for Student Welfare.

The Headmaster will let you know that your complaint is being attended to within two days of your letter being received.

You will be invited to talk things over with your Tutor, the Headmaster or both. You may bring a friend with you if you wish.