BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

Anti-bullying Policy

Updated January 2026

Principles

This policy builds on Britannica's Charter of Pupil Rights.

Here at Britannica International School Shanghai, we understand that the ways in which people interact with each other significantly affect each person's sense of self-worth, belonging and well-being. We believe that all members of our community have the right to learn and work in a safe, supportive, caring, positive and inclusive environment. We believe that as a community we all share a responsibility to foster, provide and promote such an environment – *all* staff - academic, administrative and ancillary, and *all* pupils from EYFS to Sixth Form

Definition

What is Bullying?

In accordance with the Anti-Bullying Alliance's stance, we define bullying as 'unwanted, negative behaviour – verbal, psychological or physical – conducted by an individual or group against another person (or persons) and which is repeated over time. Bullying behaviour is intentional and deliberate.

The following types of bullying behaviour are included in the definition of bullying; the list however necessarily is not exhaustive:

- Relational: deliberate exclusion, malicious gossip and other forms of relational bullying
- Cyber bullying –any form of bullying which is carried out through electronic means
- Identity-based bullying: such as racist bullying, and bullying of those with disabilities or special educational needs
- Physical: hitting, pushing, tripping and others
- Verbal: teasing, using offensive names and others
- Non –Verbal: offensive notes, rude gestures and others
- Extortion: threatening to take someone's possessions among others
- Property: stealing, hiding, damaging or destroying property

Britannica Anti-Bullying Strategies

Our school-wide approach fosters respect for all members of the school community:

- Anti-bullying is a theme in our Circle time (EYFS/Primary) and PSHE (Secondary) programmes
- We promote the value of diversity to address the issue of prejudice and stereotyping, through our curricula, our PSHE programmes, Internationalism curriculum and our global citizenship programmes.
- We foster and enhance the self –esteem of all our pupils through both curricular and extracurricular activities
- Explicit teaching of positive behaviours embedded within the curriculum address positive relationships, conflict resolution, and resilience
- We regularly recognise and acknowledge pupils who demonstrate positive behaviours through our Certificate Awards scheme and our Star of the Week programmes, amongst others.
- There is vigilant classroom, playground and transition supervision in place
- We encourage a culture of telling – we make it clear to all pupils that to report incidents is not to 'tell tales, but responsible behaviour

Procedures for Investigating and Dealing with Bullying

The primary aim of Britannica's procedures for investigation, follow-up and recording of bullying behaviour is to resolve any issues and to restore, as far as possible the relationships of the parties involved, rather than to apportion blame.

Reporting and investigating a bullying concern

1	Pupils are taught to report bullying behaviour as soon as possible Any pupil or parent may bring a bullying incident to the attention of any member staff
2	All reports will be firstly funnelled to the Class/ Form teacher of the pupil who is reported to be at the receiving end of the bullying. This teacher will investigate the circumstances of the concern and talk to all pupils cited in the concern.
3	The interview will be conducted sensitively with due regard to the rights of all pupils concerned
4	If a group is involved, all members will be interviewed individually at first. Thereafter, all those involved will be met as a group, so that all are clear about each other's statements
5	It may be appropriate for the pupils to write down an account of the incident
6	The teacher will keep an accurate factual written record of their discussions with all pupils involved

Dealing with a bullying incident

If it is established that bullying has taken place:

1	The Class/Form teacher of the pupil accused of bullying will inform the parents, making clear to the pupil and parents that the pupil has breached the school's Anti-Bullying Policy. They will have a meeting with the pupil and try to get them to see the situation from the pupil being bullied. They will ask the accused pupil to write a letter of apology to the pupil affected, and they will be given an anti-bullying awareness task to complete.
2	The class teacher will Inform the Key Stage Coordinator and the Vice Principal (Staff and Student Well Being) that the incident has been resolved at class level, record it on ISAMS and inform the parents.
3	If there is a further occurrence the pupil will undertake anti-bullying awareness training in their free time over 3 days from their Key Stage Coordinator who will also have a meeting with the parents and the Vice Principal, and record it on ISAMS.
4	Yet another occurrence will result in a meeting with the Principal, where it will be established whether the accused pupil is able to tailor his /her actions in accordance with the school's values. If the family and the pupil feel the pupil is still capable of tailoring thus their actions, the pupil will sign a contract or agreement to stop the bullying behaviour. The pupil will undertake school community-based activities for 5 days in their free time
5	If this agreement is broken the decision lies with the Principal as to whether the pupil is expelled.