

BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

Anti-bullying Policy

Updated January 2024

Monitoring and Review

This policy is to be reviewed annually, though any deficiencies or weaknesses in health and safety arrangements will be remedied without delay.

This policy will be reviewed by the Principal.

This policy will be approved by the Board/ Orbital Education.

Date when policy was last approved: August 2024

Date when next review is due: August 2025

For Head Office advice contact:

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Principles

This policy builds on Britannica's Charter of Rights.

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?

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
- An annual anti-bullying week raises awareness for all students, staff and parents

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.

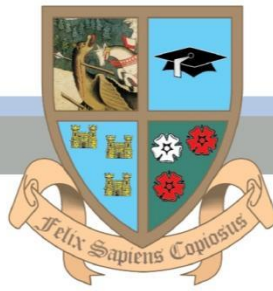
Reporting and investigating a bullying concern

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.



BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

反欺凌政策

更新于 2024 年 1 月

审查与评估

这一政策将每年审查一次，但有关于健康与安全中的任何缺陷或不足都将立即得到纠正。

该政策将由校长审查，由董事会/Orbital 教育集团批准。

政策最后批准日期：2024 年 8 月

下一次审查截止日期：2025 年 8 月

总部咨询请联系：

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原则

这项政策建立在《上海不列颠英国外籍人员子女学校：学生权利篇章》的基础上。

在上海不列颠英国外籍人员子女学校，我们了解到人们相互交往的方式会显著影响每个人的自我价值感、归属感和幸福感。我们相信，我们校区的所有成员都有权在安全、支持、关怀、积极和包容的环境中学习和工作。我们相信，作为一个学校社区，我们都有责任培养、提供和促进这样一个环境 - 所有教职员工 - 学术、行政和辅助人员，以及从幼儿园到高中年级的所有学生。

定义

什么是欺凌？

我们将欺凌定义为“个人或团体对另一个人（或多个人）进行的不受欢迎的负面行为——言语、心理或身体上——并且随着时间的推移而重复。欺凌行为是故意和蓄意的。

欺凌的定义包括以下类型的欺凌行为；然而，该列表并不一定详尽无遗：

- 关系型：故意排斥、恶意八卦和其他形式的关系型欺凌
- 网络欺凌——通过电子手段进行的任何形式的欺凌
- 基于身份的欺凌：如种族主义欺凌，以及对残疾人或有特殊教育需求的人的欺凌
- 身体欺凌：击打、推搡、绊倒等
- 言语欺凌：取笑、使用冒犯性的名字等
- 非言语欺凌：冒犯性的笔记、粗鲁的手势和其他
- 勒索：威胁要夺走他人的财产
- 财产：盗窃、藏匿、损坏或毁坏财产

上海不列颠英国外籍人员子女学校 反欺凌政策

我们在全校范围内推行的方法培养对学校全体成员的尊重：

- 反欺凌是我们围圈时间（幼儿园/小学）和个人、社会、健康及经济教育课程（中学部）的主题。
- 我们通过我们的课程、个人、社会、健康及经济教育课程、国际主义课程和全球公民计划，促进多样性的价值，以解决偏见和刻板印象问题。
- 我们通过课程和课外活动培养和增强所有学生的自尊意识
- 课程中明确教授积极行为，以解决积极关系、冲突解决和韧性问题
- 我们定期表彰和表彰通过我们的证书奖励计划和每周之星计划等表现出积极行为的学生。
- 学校有警戒教室、操场监督和过渡时期监督
- 我们鼓励“说出来”的文化——我们向所有学生明确表示，报告事件不是“讲故事，而是负责任的行为”

调查和处理欺凌行为的程序

学校调查、跟进和记录欺凌行为的程序的主要目的是解决任何问题，并尽可能恢复有关各方的关系，而不是推卸责任。

报告和调查欺凌问题

1	学生们被教导要尽快报告欺凌行为 任何学生或家长都可能提请任何员工注意欺凌事件
2	所有报告将首先转交给被报告为欺凌受害者的学生的班主任/班主任。这位老师将调查问题的情况，并与问题中提到的所有学生交谈。
3	面谈将谨慎进行，并充分考虑所有相关学生的权利
4	如果涉及一个小组，所有成员将首先单独接受询问。此后，所有相关人员将作为一个小组会面，以便所有人都清楚彼此的陈述。
5	学生们写下事件的经过可能是合适的做法。
6	老师将准确记录他们与所有相关学生的讨论情况。

处理欺凌事件

如果确定发生了欺凌行为:

1	被指控欺凌的学生的班主任/班主任将通知家长，向学生和家长明确表示该学生违反了学校的反欺凌政策。他们将与学生会面，并试图让他们从被欺负的学生那里了解情况。他们将要求被指控的学生向受影响的学生写一封道歉信，并要求他们完成一项反欺凌意识任务。
2	班主任将通知年级组长和副校长（负责教职员工和学生福利），说明该事件已在班级层面得到解决，记录在 ISAMS 系统上并通知家长。
3	如果有再次发生的情况，学生将在 3 天的课间闲暇时间从年级组长处接受反欺凌意识培训，年级组长还将与家长和副校长会面，并将其记录在 ISAMS 系统上。
4	如若事件再三发生，校长将出面参与会面，确定被指控的学生是否能够根据学校的价值观量身改善自己的行为。如果家庭和学生认为学生仍然有能力调整他们的行为，学生将签署一份合同或协议来制止欺凌行为。学生将在课间闲暇时间进行为期 5 天的学校社区活动。
5	如果违反此协议，则由校长决定是否开除学生。