

Bullying and Harassment Policy

Policy and Procedure Statement

BIPS is committed to maintaining a safe and healthy environment for all staff and students, and this policy explicitly acknowledges that all forms of bullying, harassment, violent or abusive behaviour are unacceptable.

All staff and students have measures in place to report and/or respond to observed reported bullying and harassment.

Employees and students taking part in bullying or harassing behaviour will be subject to disciplinary action.

The BIPS will ensure that all staff and students are aware of the behavioural expectations when attending BIPS and its associated activities.

Bullying can include:

- emotional – being unfriendly, excluding, tormenting
- physical – pushing, kicking, hitting, punching or any use of violence
- racist – racial taunts, gestures
- sexual – unwanted physical contact or sexually abusive comments
- discriminatory – about disability, gender, age or other differences
- verbal – name-calling, sarcasm, spreading rumours, teasing
- cyber – all areas of internet, such as email and internet chat room issues
- mobile – threats by text messaging and calls
- misuse of associated technology e.g. camera and video facilities

Harassment

Harassment related to sex, gender reassignment, race, disability, religion/belief, sexual orientation and age, along with sexual harassment, is explicitly prohibited in employment and vocational training.

Harassment is defined as any unwanted conduct related to race, age, etc that has the purpose or effect of either:

- violating the dignity of an individual
- creating an intimidating, hostile, degrading, humiliating or offensive atmosphere

for an Individual

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If a member of staff suspects bullying/harassment towards a student, If a student feels uncomfortable with the way someone is treating them, please encourage them to talk to a school Counselor. Student’s concerns might be:

- Being talked to in a manner which upsets him/her
- Student is being verbally annoyed about rudely expressed strong racial, religious or sexual opinions, which the student disagrees with
- Any other physical/mental abuse which upsets the student

If a student discloses such information to you, your primary responsibility is to ensure that the student’s concern is taken seriously and report it to the Supervisor. Do not attempt to deal with the problem yourself. When the student is talking to you, it is important to:

Stay calm

Listen, hear and believe

Give the person time to say what they want

Reassure the student they have done the right thing in telling you

Explain that only professionals who need to know will be informed

Record in writing what was said, as soon as possible

Report to a Supervisor of the school

Supervisor/Counselor, who will inform the parents/guardians of those involved about what has happened and how it has been resolved.

If bullying/harassment is suspected of taking place by/towards a member of staff

1. Please speak to the Supervisor. The Supervisor will decide the appropriate course of action.
2. In all proven situations of bullying and harassment involving staff, the Principal will apply the BIPS Staff Disciplinary/Grievance Procedures. The action taken will depend on the seriousness of the situation. If there is a possibility of some form of

Reconciliation and subject to the agreement of the victim, the following steps may be taken:

When appropriate and with the school Supervisor, explain to the person acting unkindly that their actions are unacceptable and tell them the effect it has had on another / others.

Ask them to consider an appropriate way of putting things right and, if necessary support them in carrying out an apology.

Ensure that any apology / reconciliation is done with a director present so that it can be accurately recorded.

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Alternatively, bring both parties (bully and bullied) together for a "no blame" meeting. The aim is to clarify the situation through discussion and allow both sides to work out a solution that is satisfactory to them both. This will be recorded and signed

by a school Principal If, after this meeting, the bullying continues then it must be seen as deliberate or that the perpetrator (for example if suffering from fits of anger) is

unable to control him/herself.

The Principal will take immediate action to protect the bullied person and will begin procedures to restrict the activities of the bully.

3. In the case of staff, any further incidents of bullying by the same person the disciplinary procedure will be implemented, which may result in dismissal.

Recording Incidents

Any incidents are recorded on the student administration system or/and on the personal record of the staff member.