



Discovering Potential | Learning to Care | Respecting Differences

POLICY AND PROCEDURES

ANTI - BULLYING

PURPOSE

The purpose of this policy is to:

- Create a welcoming, caring environment where relationships are based on respect and to develop a positive self-esteem in each child.
- Promote a positive culture where bullying is unacceptable
- Ensure we have a community where right of respect from others, the right to learn and/or teach, and a right to feel safe and secure in the School environment is a given.

OVERVIEW

Mutiara International Grammar School takes all incidences of bullying very seriously and considers all forms of bullying and inappropriate behaviour to be unacceptable. The School implements a whole school approach in handling bullying to make sure that every student is safe and happy, whilst at school. This policy aims to protect students from bullying and fosters a school culture where bullying is unacceptable.

SCOPE

This policy and procedural document applies to staff responsible for the students at MIGS. This document is to be read in conjunction with the Behaviour Policy.

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THE POLICY

Policy Statement:

Our aim is to promote tolerance and positive behaviour in our School community by:

- Reinforcing within the School community that no form of bullying is acceptable.
- Encouraging the School community to be alert to signs and evidence of bullying and to have a responsibility to report it to staff whether as an observer or victim.
- Ensuring that all reported incidents of bullying are followed up and that support is given to the victim, perpetrator and all other individuals involved.
- Seeking parental and peer group support cooperation at all times.
- Negative behaviour not deemed to be bullying will be addressed under the School Behaviour Policy.
- Implementing and maintain a whole school approach to address the problem of bullying.

Definition:

Bullying is when someone, or a group of people, upset or create a risk to another person's health and safety – either psychologically or physically – or their property, reputation or social acceptance on more than one occasion. (NSW Department of Education Definition)

Types of Bullying

There are four main types of bullying:

- **Direct physical bullying** – could include hitting, tripping, and pushing or damaging the property of others.
- **Direct verbal bullying** – could include name calling, insults, homophobic or racist remarks, verbal abuse.
- **Indirect bullying** – harder to recognise and often carried out behind the bullied student's back. It is designed to harm someone's reputation and/or cause humiliation. Indirect bullying could include:
 - Lying and spreading rumours
 - Playing nasty jokes to embarrass and humiliate
 - Mimicking
 - Encouraging others to socially exclude someone
 - Damaging someone's social reputation and social acceptance

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- **Cyber bullying** – could include being cruel, tormenting, humiliating or harassing to others by sending or posting harmful material or engaging in other forms of social aggression using technology such as, but limited to the internet, social networking sites, blogs, emails, interactive and digital technologies, mobile phones and instant messaging. Cyber bullying includes but is not limited to:
 - Flaming: online fights using electronic messages with angry or vulgar messages.
 - Harassment: Repeatedly sending nasty, mean and insulting messages.
 - Denigration: Posting or sending gossip /photos / video or rumour about a person to damage his/her reputation or social relationships.
 - Outing: Sharing someone’s secrets or embarrassing information or images / video online.
 - Exclusion: Intentionally and cruelly excluding someone from an online group.
 - Cyber Stalking: Repeated, intense harassment and denigration that includes threats or creates significant fear.

Our School has an anti-bullying policy in place to deal with bullying promptly and effectively by involving counselling, parental involvement, mediation, warnings and disciplinary action. Bullying includes any sort of infringement involving physical, verbal, social, psychological and property abuse.

PHYSICAL

- Fighting
- Physical contact such as pushing, shoving or tripping with the intent to harm the other person.
- Throwing an object at another student

VERBAL

- Teasing or name calling
- Derogatory terms directed towards another person or their family

SOCIAL

- Deliberately ignoring, excluding, ostracising, alienating other students
- making inappropriate gestures

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PSYCHOLOGICAL

- spreading rumours about others
- Malicious SMS and email messages, intimidation using the Internet or Facebook and inappropriate use of camera phones.

PROPERTY

- Taking, hiding or damaging another students property

What bullying is NOT?

There are three socially unpleasant situations that are often confused with bullying:

- **Mutual conflict** – In mutual conflict situations, there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem.
- **Social rejection or dislike** – Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.
- **Single** – episode acts of nastiness or meanness, or random acts of intimidation – Single episodes of nastiness or intimidation are not the same as bullying. A pattern of this type of behaviour would be considered bullying.

Mutiara International Grammar Schools' anti-bullying strategies

- Emphasis is on preventative and early intervention wellbeing programs that focus on the areas of social skills and peers support and promote resilience, life skills and protective factors.
- Curriculum to include open discussion on anti-bullying strategies.
- At the commencement of the School year each classroom teacher should clarify with their students, the School Policy on Bullying and the Behaviour.
- The Behaviour Policy and Bullying Policy procedures can be viewed at any time on the School server.
- Encourage students to report incidents and assist them in adopting strategies to deal with bullying.

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Teacher Obligations:

- Consistently reinforce positive behavior
- Encourage and model tolerance and acceptance
- Be observant of signs of distress or suspected incidents of bullying
- Confer with parents if necessary
- Make efforts to remove opportunity for bullying through proactive playground duty
- Communication between staff members, the names of children requiring attention during playground duty times
- Arrive at class on time and supervise children in and out of the building
- Take steps to help victims and remove sources of distress
- Listen and respond to all complaints of bullying
- Record children's unacceptable behavior
- Report incidents of behaviour to the appropriate Head of Junior or Senior School Pastoral Care, and then the relevant Deputy Head of School.

Student Obligations:

- Refuse to be involved in bullying situations
- Report incidents to the appropriate teachers, either as an observer or a victim
- Behave in a way that reflects their understanding of the Behaviour Policy

Parent Obligation:

- Take an active interest in their child's school life to be aware of any problems
- Encourage their child to report and deal with the problem themselves
- Encourage their child to be verbally assertive rather than retaliate with action
- Communicate to the School if they suspect their child is being bullied

THE PROCEDURES

Student Procedure if you are harassed / bullied:

If you believe that you are the subject of bullying in any form, do not feel that it is your fault or that you have to tolerate it.

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The steps you can take are as follows:

1. Personal Action

- If you are able, tell the person that their behaviour is causing you offence.
- Alternatively, you can write to them and keep a copy of any correspondence.
- The school requires the student to provide evidence of cyber-bullying. This may include screen-capture, hard copy, text messages or photographic evidence.

2. Informal Action

If you feel unable to confront the harasser yourself, or if their behaviour continues after you have made them aware of the situation, you should approach your Form Teacher (Tutor) or Class Teacher (Primary School). At any stage, you may be accompanied by another person of your choice.

3. Formal Action

If after talking informally with your Form Teacher (Tutor) or Class Teacher the behaviour continues you should, in consultation with them submit a complaint to the relevant Head of Pastoral Care (Junior or Senior School) including details of what has happened and how you have been affected. You should try to write down any details as soon as possible after they occur while they are still fresh in your mind.

Staff dealing with bullying:

- Teachers respond to ALL incidents of bullying.
- Any staff observing or informed of incidents of bullying will deal with the immediate problem and refer the incident to the relevant Head of Pastoral Care (Junior or Senior School) or the Deputy Heads of School, no matter how significant, outlining what has happened and what action they have taken. All incidents will be entered into SIMS.
- Form Teachers (Tutors) and Class Teachers will look for any patterns within the information passed on – deal with any one-off incidents.
- For patterns or serious incidents the relevant Head of Pastoral Care (Junior or Senior School) should be the first contact if immediately available.
- If a pattern of bullying emerges through SIMS, parents will be requested to come into school for a meeting and an action plan will be implemented to assist the bully with their behavior.
- All physical forms of bullying will result in a detention/s and a possible notice of intention to suspend the bully from school for a period of time.

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For all serious incidents of bullying the following system will apply:

- Investigation of bullying incidents will be conducted by the class teacher or Form teacher/Tutor, in consultation with the School Counsellor.
- Statements and evidence will be collected from all parties.
- A copy of the findings will be placed in the file of those involved (bullies and victims) and copied to the appropriate Head of Pastoral Care (Junior or Senior School) and Deputy Head of School.
- Central reporting of bullying to identify common patterns, individuals.
- Incidents of physical assault will be dealt with through the established Behaviour Policy.

All bullying is serious. Anyone found bullying others will be dealt with according to the School Behaviour Policy. Continued bullying could lead to exclusion and removal from the School.

Students can expect:

- When staff see or are told about bullying they will deal with it thoroughly using the approved system.
- To be free to talk about their concerns without feeling afraid of what might happen to them if they do.
- To be listened to and to know that something will be done, without being made to feel that they are making a fuss about nothing.
- Not to put up with bullying of any sort. If anyone puts up with bullying it only encourages the bully to think that they have got away with it.
- To be contacted after actions have been taken to confirm that the situation has been resolved.

Consequences of Bullying:

- Admonishment
- Temporary removal from the classroom
- Detention
- Referral to Pastoral team
- In-school suspension
- Out of school suspension
- Expulsion

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Additional Notes

- Perpetrators of bullying will fall under the school behaviour policy. This includes the use of various consequences such as lunch and after school detentions, school suspension and expulsion.
- The School will take a stern view to any repeat offences and will be dealt with accordingly.
- The school counsellor will keep in constant contact with the victim of bullying making sure that the student is not experiencing any problems.
- All bullying incidents will be recorded.
- Parents are encouraged to monitor their child's computer and phone to ensure appropriate use and to safeguard their child from any bullying. Unfortunately, cyber bullying is becoming more common and parental support is essential if these incidents are to be minimised.

Contact Numbers for Support Services Available to the School Community

Crisis and Emotional Support/Suicide hotline:

The Befrienders Kuala Lumpur (03) 7956 8144 / 7956 8145

Lifeline Association of Malaysia Crisis support and Suicide prevention

Hotline: 603- 92850039

Hotline: 603- 92850279

Hotline: 603- 92850049

Gender based violence:

Telenita Helpline 03 7877 0224

Sexual Assault Division Police 03 22627014

Women's Aid Organization 03 79563488

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Child Abuse:

Social Welfare Child Abuse 1-800-88-3040 / 03-20520999

(TELEDERA)

Shelter 1: Shelter for abused children 03 77814885 / 03 77810000

Medical and Humanitarian Services:

Malaysian Red Crescent: EMERGENCY: 03 2141 8227

Mercy Malaysia: 03 2142 2007

Psychiatric Emergencies

Hospital Kuala Lumpur 03 2690 5553 / 03-2692 1044

University Hospital 03 79492334

UKM Hospital 03 91733333

Hospital Tengku Ampuan Rahimah 03 33723333

[Apps] 'MyDistress' SOS App from Royal Malaysian Police (Works both on Androids and Iphones/ State of Selangor only)

Date Approved	29 December, 2015
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Date of Commencement	4 January, 2016
Amendment Dates	22 December, 2015
Date for Next Review	Monday 15 August, 2016
Related Policies, Procedures and Guidelines	This policy is to be read in conjunction with the Behaviour Policy. Pastoral Care Policy
Policies Superseded by this Policy	Bullying Policy and Procedures 2012

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