

Bullying is that behaviour which is repeated over time by an individual or a group and which is intentionally hurtful in a direct manner against a person who has difficulty defending himself.

Objectives:

- To provide a safe and secure environment for all;
- To protect students and all stakeholders;
- To prevent and stop bullying behaviour;
- To promote respect, tolerance, value-based education.
- To encourage parents to take a more active role.

Reporting:

Student to student bullying

- All members of staff are to verbally intervene immediately to stop any bullying behaviour.
- When a student reports a bullying incident, members of staff need to listen in a non-judgemental manner.
- Speak to the perpetrator (separately from reporting student)
- Speak to witnesses for further clarification.
- Inform designated member of staff about incident so that it can be noted in the Incident Report Book. Situation is investigated and clarified whether it is conflict or bullying and proceed accordingly.
- Discuss with the designated member of staff who is going to address the issue. In cases where designated member of staff approaches entity to address the issue - the Nurture Class, the Counsellors and Guidance teachers and the College Master of Discipline (in that respective order) this is done verbally and/or in writing.
- If the case is still unresolved, the entity involved is expected to report back to designated member of staff who in turn refers case to the Anti-Bullying Service (online referral in writing).

- In such cases, the designated member of staff is to inform parents of both parties verbally, and if need be by means of a letter.
- If the parents are making the referral about the bullying incident, it must immediately be reported to the Head of School or designated member of staff, and then follow guidelines mentioned.

Cyber Bullying:

- Inform Senior Leadership Team (SLT) members, who in turn informs parents of the students and if in need, advise parents to file a police report
- Should SLT still have concerns about the student/s safety they are to inform Appogg.

Adult to Student Bullying:

- Head of School needs to be informed immediately.
- Head of School is obligated to inform Director of Student Services, in writing and copy Head of College Network. Child Safety Services are also included in such cases.
- The Director of Student Services will set up a board to investigate the case.
- Outcome will be forwarded to the Director General of the Directorate for the Education Services.
- If allegations are unfounded, the Director General will dispose of all collected data.
- If allegations are sustained, the Director General is to proceed according to the established regulations and legislations.

Student to Adult Bullying:

- To be dealt with at SLT level.
- Further advice is to be sought from College Principal, who in turn refers to the Director of the Students Services Department.

Prevention Programme:

PSCD Teachers, Counsellors and the Nurture Team hold regular sessions regarding positive behaviour and anti-bullying.