

## 6.3 International School Eindhoven Secondary School

### General Points

- A copy of the Anti-Bullying Policy is available on the school website.
- Anti-Bullying units are part of the Year Tutor (YT) lessons for all classes.
- The YT discusses general rules at the beginning of the school year. These include the specific rules regarding bullying and teasing; bullying should always be reported and be considered offering help rather than telling tales.
- Documentation of all incidents and dealings with bullying will be kept in the student records in the Care Department and in the YT file.
- The approach of the ISE in a suspected incident, involves members of staff (including teachers, YT, Student Team members and Care Department members), parents, bully, victim, followers and silent bystanders.
- Parents who report bullying will be taken seriously. The school will work with the parents how to best solve a situation of bullying. This includes providing advice and eventually referrals to external specialists.
- When repeated behaviours are observed involving the same student, the leadership team is informed and disciplinary measures are discussed. These may include internal or external suspension.

### Action Plan Bullying including Peer to Peer Abuse

#### **Every report of bullying should be taken seriously**

- Step 1.

Every student has the right and the duty to report a bullying situation to the YT, the Care Department staff, or a trusted member of staff. During this meeting the adult will aim to clarify the situation as much as possible.

- Step 2.

The situation will be brought to the YT, who will bring this to the YT meeting. Strategies will be discussed and determined. These include meetings and processes with the victim, the bully, the followers, the silent bystanders and parents. The YT, members of the Student Team and/or the Care Department are involved.

- Step 3.

Monitoring of behaviour of the students involved will continue for a substantial period. As a result, disciplinary measures may be put into place should behaviours not stop.

## Roles and Responsibilities

- Subject Teachers
  - To monitor behaviours of all students in his/her class
  - To report issues to the YT, a member of the Student Team or Care Department
  - When approached by a student to have the initial meeting directly or as soon as possible, in this meeting he/she will aim to clarify the situation and to ensure the reporter of the issue that measures will be taken and support is available.
  
- Year Tutor
  - To monitor behaviours of all students in his/her class(es).
  - To address the topic of bullying during YT lessons.
  - When the YT is approached by a student, (s)he will have the initial meeting directly or as soon as possible. In this meeting he/she will aim to clarify the situation and ensure the reporter of the issue that measures will be taken and support is available.
  - To bring bullying issues to the YT meetings. In an acute situation seek support from a member of the Student Team or the Care Department.
  - When necessary the YT will explicitly work with his/her group on bullying. The approach will include the role of the bully, the victim, the followers, and the silent bystanders.
  - To keep a log of all bullying situations, to be kept in the YT records.
  
- Members of Student Team and/or Care Department
  - Support the discussions and determining of strategies
  - Support meetings with students, groups, parents and/or other members of staff
  - Execute interventions (e.g. counselling) with individual students involved
  - Keep records of interventions and their progress in the Care Department records
  - Report back to the YT (meeting)