



# British School of Ulaanbaatar

## 3.8 - Anti-Bullying Policy

The aim of the anti-bullying policy is to ensure that all students at the British School of Ulaanbaatar learn in a supportive, caring and safe environment without fear of being mistreated or bullied. Bullying is anti-social behaviour, which affects everyone; it is unacceptable and will not be tolerated by all members of our community. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at schools.

Bullying is defined as deliberately hurtful behaviour which is repeated over time and in circumstances where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

- Physical bullying (hitting, pushing, kicking, theft)
- Verbal bullying (name calling, discriminatory remarks)
- Indirect bullying (spreading rumours and personal attacks through written text often without the victim's overt knowledge)
- Cyberbullying (spreading rumours and personal attacks using internet-based communications technology)

Students who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truancy from school. Students must be encouraged to report bullying in schools. Cyberbullying is often perpetrated both within and outside of School and is therefore an aspect of a child's life which parents must be aware of and vigilant. All colleagues at BSU, whether academic, administration or support staff, are required and expected to be alert to the signs of bullying and act promptly and firmly against it in accordance with this policy and our overall responsibilities for safeguarding (see [3.5 – Safeguarding and Child Protection](#)).

### Identifying and reporting concerns about bullying

All concerns about bullying will be taken seriously and investigated thoroughly. Students who are being bullied may not report it. However, there may be changes in their behaviour, such as becoming shy and nervous, feigning illness, taking unusual absence or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. All school staff will be alert to the signs of bullying and act promptly and firmly against it in accordance with this policy.

Students who are bullying others also need support to help them understand and change their behaviour. Students who are aware of bullying ('bystanders') can be a powerful force in helping to address it and will be encouraged to do so in a safe way. However, bystanders who remain apathetic to incidents of bullying are acting in a manner which condones this behaviour and should expect to be disciplined. Apathy to any type of bullying from any member of the School community is not acceptable and will not be tolerated.

All Students will be encouraged to report bullying by:

- Talking to a member of staff of their choice
- Talking to a peer mentor
- Contacting external agencies for advice/support

A member of staff, who believes that he or she is being bullied or harassed, will be encouraged to report it to the HR Department in line with [6.8 – Conflict and Bullying in the Workplace](#).

Parents will be encouraged to report concerns about bullying and to support the School in tackling it. Trying to resolve bullying directly with the bully together with their families can prevent problems escalating.

Responding to reports of bullying

**School:** The school will take the following steps when dealing with concerns about bullying:

- If bullying is suspected or reported, it will be dealt with immediately by the member of staff who has been made aware of it.
- A clear account of the concern will be recorded and given to a senior member of staff such as the Heads of School or other members of SLT.
- The investigating member of staff will interview everyone involved and keep a detailed record. This will be held in line with the School's data protection policy (see [5.2 – Data Protection Policy](#)).
- Parents and other relevant adults will be kept informed – this should preferably happen at one-to-one meetings, but parents may need to be informed via phone or email.
- Where bullying occurs outside School, any other relevant schools or agencies may be informed as required.
- Punitive measures will be used as appropriate and in consultation with all parties involved.
- Peer mentors are also trained alongside relevant staff to listen to a student's concerns and recognize the signs of bullying.

**Students and Staff:** Staff who have been bullied will be supported by:

- The offer of an opportunity to discuss the experience with a member of staff of their choice.
- Providing reassurance that the bullying will be addressed
- The offer of continuous support.
- Providing targeted support to help restore self-esteem and confidence
- Help and advice on how to remove online material.

Students who have been bullied will be supported via the offer of an immediate opportunity to discuss the experience with a teacher and/or Counsellor and/or member of the SLT who will:

- reassuring the student
- offering continuous support
- restoring self-esteem and confidence

Students who have bullied will be helped by

- Discussing what happened.

- Discovering why the student became involved
- Establishing the wrongdoing and need to change
- Informing parents to help change the attitude of the student
- The use of special interventions where appropriate.

The following disciplinary steps can be taken:

- official warnings to cease offending which may include a behaviour contract
- detention during breaks
- exclusion from activities and certain areas of school premises
- Group or one-to-one sessions to explain the negative effects of bullying to the perpetrators.
- Confiscation of mobile phones
- minor fixed-term school suspension
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- Other consequences as per [3.2 – Behaviour Management Policy](#).

### Parents

- Most concerns about bullying will be resolved through discussion between home and school. However, where a parent feels their concerns have not been resolved, they are encouraged to use the formal Complaints Procedure (see [5.13 – Complaints Procedure](#) and [5.14 – Complaints and Confidentiality Protocol](#)).
- Where a student participates in bullying others outside school, i.e., in the street or through the use of internet at home, parents will be asked to work with the school in addressing their child's behaviour, for example, restricting/monitoring their use of the internet or mobile phone.

All incidents of bullying are recorded in writing and stored in the students' file.

### Educating Students about Bullying

Everyone within the School community must know what bullying is and the consequences of bullying someone. This will be communicated throughout the Academic Year via PSHE lessons, assemblies, anti-bullying week and anti-bullying sessions. All staff will deal with complaints seriously, no matter how trivial they may seem.

Anyone has the capacity to bully. There are no completely reliable predisposition diagnoses. However, those who perceive themselves as low status within a community, institution or group may use bullying to artificially boost their status. Self-esteem is therefore a key factor in whether someone bullies or not. This puts equal opportunities and inclusion at the centre of all anti-bullying work in schools.

Anyone can be bullied: from student to parent, member of staff or volunteer. Those who are victims of bullying are often perceived by others to be different. Sometimes the perceived difference is individual to that person – shyness, physical appearance, clothing and possessions, accent, perceived inappropriate behaviour. At BSU, differences may and do originate from nationality, perceptions of ethnic and cultural backgrounds and family financial situations.

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in various programs such form time, assemblies and specialist teaching areas, as appropriate, in an attempt to eradicate such behaviour. Students will be given the opportunity to take part in programmes such as raising self-esteem through PSHE. Active supervision throughout the school day particularly at lunch and breaktime and at the beginning and end of the day is extremely useful in spotting bullying behaviour and their impact (see [4.4 – Staff Supervisory Duties: Guidelines and Procedures](#))

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