



INTERNATIONAL SCHOOL OF CAPE TOWN

Woodland Heights • Edinburgh Close • Wynberg 7800 • Cape Town • South Africa
Tel: +27 21 761 6202 • Fax: +27 21 761 0129 • Email: info@isct.co.za • www.isct.co.za

International School of Cape Town

Anti-Bullying Policy

ISCT is committed to providing a safe and caring environment which fosters respect for others and does not tolerate bullying.

Our Definition of Bullying

Bullying is defined as:

- any behaviour initiated by one or more persons against a victim which is deliberate and hurtful.
- repeatedly using physical or psychological means to hurt another person.

Bullying can take many forms. We consider the following behaviour to be bullying:

Physical:

- Hitting, kicking, punching
- Pushing, shoving, spitting
- Taking or damaging something which belongs to someone else
- Forcing others to hand over food, money or something which belongs to them.
- Making someone do something they don't want to.

Verbal:

- Name calling
- Teasing
- Threatening
- Making fun of someone because of their appearance, physical characteristics or cultural background
- Making fun of someone's actions
- Spreading rumours

Indirect: Social / Emotional

- Excluding others from the game or group
- Spreading untrue stories about others
- Taunting
- Causing a someone to feel socially isolated
- Making rude gestures

Possible signs of being a bully

- May tease(repeatedly) in nasty ways, taunt, intimidate, threaten, ridicule, hit and damage belongings of other students; this may be displayed toward many students,



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but typically they select in particular weaker and relatively defenceless students as their targets.

- May be physically stronger than their classmates and the victims in particular; are physically effective in play activities, sports, and fights (applies particularly to boys)
- May have strong needs to dominate and subdue other students, to assert themselves with power and threat, and to get their own way; they may brag about their actual or imagined superiority.
- May be hot tempered, easily angered, impulsive, and have low frustration tolerance, they have difficulty conforming to rules and tolerating adversities and delays, and may try to gain advantage by cheating.
- May be generally oppositional, defiant, and aggressive towards adults.
- Are often not anxious or insecure and they have a relatively positive view of themselves
- May engage in antisocial behaviour

Strategies we will use to deal with Bullying

At the International School of Cape Town we will:

- Openly talk about bullying – what it is, how it affects us and what we can do about it.
- Teach our children the skills which will build their self-esteem and empower them to take the responsibility for themselves – and give them the opportunity to practice these skills.

Responsibilities of staff:

- To model appropriate behaviours at all times.
- To deal with all reported and observed incidences of bullying as set out in this policy.
- To ensure that children are supervised as much as possible
- To report incidences of bullying to the Principal if this is warranted.
- To raise awareness and knowledge

Responsibilities of Children

- To “tell” / “report” if they are being bullied or if they see someone else being bullied – both at school and on the way to and from school
- To help someone who is being bullied.
- To not bully others
- To develop a student creed against bullying

Responsibilities of Parents

- To watch for signs that their child may be being bullied.
- To speak to the Principal / key stage head at the International School of Cape Town if their child is being bullied, or they suspect that this is happening.
- To encourage their children to “tell” / “report” if they are bullied.



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Reporting of Bullying

Incidents of bullying can be reported to any teacher, the Head of Key Stage or the Principal by children and their parents. Any bullying incidences that are dealt with will be recorded and this record will be kept on the file of the student concerned.

Responding to Reported Incidences of Bullying

When a bullying incident is reported or observed we will use the following graded sanctions.

Step 1

- Send the children involved for mediation with the Principal or Key Stage Head.
- If mediation is unsuccessful, talk to the children involved about the incident and remind them that such behaviour is not acceptable. Comfort the victim and point out how he / she feels
- The bully will receive a **VERBAL WARNING** and will be informed of the consequences of further incidences.
- Inform other staff of the incident and record it on the file of the student concerned.
- Monitor the behaviour of the children involved following this discussion. Try and give the bully some tasks to do or some responsibilities, or praise him / her for doing something right.
- A **VERBAL WARNING** would be effective for a period of six months

Step 2

- Should the bully re-offend within 6 months after being given a **VERBAL WARNING**, he/she will progress to the next stage.
- A disciplinary hearing will take place with the Principal. The bully will be questioned and if found to have bullied a second time may lead to a **WRITTEN WARNING**.
- The parents will be informed of the incident and will be required to sign the **WRITTEN WARNING**. We will remind them of the policy and ask for their cooperation in stopping the learner from bullying other learners.
- A **WRITTEN WARNING** would be effective for a period of six months
- The bully will be given support in the following ways:
 1. By talking about what happened, to discover how/why they became involved.
 2. Involving the bully's parents or guardians.
 3. By continuing to work with the bully in order to overcome prejudiced attitudes as far as possible.
 4. By following the School's normal measures for disciplining
 5. By positively reinforcing any marked improvements

Step 3

- Should the bully re-offend within 6 months after receiving a **WRITTEN WARNING**, a disciplinary hearing will take place with the Principal and Deputy Principal. The bully will be



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questioned and if found to have bullied a third time may lead to an **INTERNAL EXCLUSION**. This means the learner will not be permitted to attend classes for a set number of days, not exceeding 5 school days, but will have to come to school. He/she will be given academic work to complete as usual, outside the Principal's office. He/she will not be permitted to join his/her peers at break times but will take their breaks separately. He/she will be expected to complete work at home.

- Parents will be informed in writing.
- If there is no further transgression by the bully in the following 6 months, then it would not be necessary to proceed automatically to step 4.
- The bully will be given support in the following ways:
 1. By talking about what happened, to discover how/why they became involved.
 2. Involving the bully's parents or guardians.
 3. By continuing to work with the bully in order to overcome prejudiced attitudes as far as possible.
 4. By following the School's normal measures for disciplining
 5. By positively reinforcing any marked improvements.

Step 4

- Should the bully re-offend within 6 months after receiving an **INTERNAL EXCLUSION**, he/ she will receive another disciplinary hearing. If found to have bullied a learner, the bully may receive an **EXTERNAL EXCLUSION** for a set number of days, not exceeding 5 school days. He/she will be expected to complete work at home.
- Parents will be informed in writing.
- The bully will be given support in the following ways:
 1. By talking about what happened, to discover how/why they became involved.
 2. Involving the bully's parents or guardians.
 3. By continuing to work with the bully in order to overcome prejudiced attitudes as far as possible.
 4. By following the School's normal measures for disciplining
 5. By positively reinforcing any marked improvements.

Step 5

If none of the sanctions succeed in stopping the learner from bullying, he/she may be permanently excluded from the school.

The staff will be responsible for implementing the program and ensuring that incidences of bullying are dealt with in a manner consistent with the policy and as soon as possible after it is reported or observed.

Last updated: May 2008