



Since 1978

NEW CAIRO BRITISH INTERNATIONAL SCHOOL



<b>Name of Policy:</b>	Anti Bullying Policy
<b>Applicable to:</b>	Whole School
<b>Effective date:</b>	January 2023
<b>Date of next review:</b>	January 2026



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## Anti-bullying Policy

### **NCBIS Mission Statement**

To be a caring, internationally-minded learning community guided by the philosophy of High Performance Learning and a commitment to continuous self-improvement and reflection.

### **Purpose and Scope of Policy**

New Cairo British International School is committed to ensuring that all students are able to learn in a supportive, caring and safe environment without the fear of being bullied. Bullying is an anti-social behaviour which affects everyone; it is unacceptable and will not be tolerated at the School. If bullying does occur, all pupils should know who to tell and know that incidents will be dealt with promptly and effectively.

### **Links to other relevant school policies**

- Behaviour policy

### **Aims of the policy**

- To assist in creating an ethos in which attending school is a positive experience for all members of the school community.
- To make it clear that all forms of bullying are unacceptable at NCBIS.
- To enable everyone to feel safe while at school and encourage pupils to report incidences of bullying.
- To deal effectively with bullying.
- To support and protect targets of bullying and ensure they are listened to.
- To help and support bullies to change their attitudes as well as their behaviour, and understand why there is the need for change.
- To liaise with parents and other appropriate members of the school community.
- To ensure that all members of the school community feel responsible for combating bullying.
- To ensure that all members of the school community are treated fairly, with respect and no loss of dignity

### **NCBIS Definition of Bullying**

“Bullying is unwanted hurtful behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time.”

Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can present itself in the following ways:

- Verbal bullying is saying mean things (teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm)
- Social bullying, involves hurting someone’s reputation or relationships (leaving someone out on purpose, telling students not to be friends with someone, spreading rumours)
- Physical bullying involves hurting a person’s body or possessions (hitting/kicking/pinching, spitting,

tripping/pushing, taking or breaking someone's things, or making mean or rude hand gestures)

- Cyberbullying is using technology to bully-text, setting up abusive websites, posting photos, misusing social networking sites, sexting, sextortion.
- Racial bullying is verbal or physical abuse or discrimination suffered because of a person's colour, race, ethnicity or national origin, culture, language or religion.
- SEN/ disability bullying is verbal or physical abuse or discrimination suffered because of a person's special educational needs or disability.
- Sexist or sexual bullying is when a student is harmed or intentionally made unhappy because of their gender.
- Homophobic bullying is a specific form of bullying and occurs when bullying is motivated by prejudice against lesbian, gay or bisexual people, or against those perceived to be lesbian, gay or bisexual.

#### **The Impact of Bullying**

Bullying can be wide ranging in its impact and effects those who are bullied (the target), those who bully, and those who witness bullying. Bullying is linked to many negative and harmful outcomes including impacts on mental health, physical health and achievement in school. Students with special educational needs may be particularly vulnerable to bullying and should be closely monitored.

#### **Signs and Symptoms of Bullying**

The signs and behaviours can be a normal part of growing up, but could be symptoms of bullying and may warrant a greater awareness/further investigation if noticed over a period of time.

- becomes withdrawn anxious, or lacking in confidence
- is frightened to say what's wrong
- is without friends
- begins to do poorly in school work
- is unhappy, withdrawn and unwilling to spend time in a group, especially during unstructured periods e.g. break time
- is unwilling to go to school (school phobic)
- stops eating
- feels ill in the morning
- becomes aggressive, disruptive or unreasonable
- changes their usual routine
- doesn't want to go on the school bus/begs to be driven to school
- cries themselves to sleep at night or has nightmares
- has unexplained cuts or bruises
- begins to truant
- comes home with clothes torn or books/planner damaged
- has possessions which are damaged or "go missing"
- is bullying other children or siblings

- is afraid to use the Internet or their mobile phone
- is nervous and jumpy when a cyber message is received
- gives improbable excuses for any of the above
- attempts or threatens suicide or runs away

Some of these signs might also indicate abuse at the hands of adults or other negative experiences, so they should be treated with caution. If you suspect this then please contact the Designated Safeguarding Leads.

### What to do if a child is being bullied

If a child is being bullied they should be encouraged to share this and tell someone they trust. This could be their tutor, teacher, the School Counsellor, or any adult. They may prefer to tell another child or young person first and ask that person to help them tell an adult.

### Reporting and Record Keeping

**Students** (and parents) can report bullying to any staff member (i.e. tutor, class teacher, duty staff, bus monitor). If appropriate, the staff member should take immediate action to intervene or investigate. Details of the bullying are then passed on to the relevant Head of Key Stage (secondary)/class teacher or year group leader (primary).

**Staff** who witness bullying should intervene directly and immediately if appropriate, and then report the bullying to the relevant Head of Key Stage/class teacher and year group leader.

The Heads of Key Stage or the class teacher in conjunction with the relevant year group leader will take responsibility for investigating the bullying and updating the records as necessary.

All incidents of reported bullying will be recorded on student files. The record will be placed on the files of all students involved in the bullying/those reporting the bullying/the target of the bullying. This record of bullying will enable patterns to be identified. The age and maturity level of the children involved, and any special educational need will be taken into consideration when addressing incidents. The records placed on file may take the form of:

- an incident report (see appendix 1)
- notes from the teacher who has investigated the bullying
- copies of any other evidence collected (this process is summarized by the bullying flowchart – appendix 2)

As the school moves towards implementing Engage, incidents will be recorded on the electronic recording system. Safeguarding procedures will be followed if child protection concerns arise.

### Responding to Bullying

**Commented [1]:** Should there be a google form for this? Make it quick and easy to collect? will also trigger an email?

**Commented [2R1]:** This would replace appendix 1 which is a little unwieldy.

**Commented [3]:** Google form? see comments above

**Commented [4]:** Standardised statement form

**Commented [5]:** Is this going to happen?

All cases of alleged bullying should be reported to the Deputy Headteachers. In any case of alleged bullying, either the Classteacher or the Deputy Headteacher should first establish the facts, and build an accurate picture of events over time, through speaking to the alleged perpetrator(s), victim(s) and adult witnesses, as well as parents and pupil witnesses if necessary and appropriate.

If the allegation of bullying is upheld, the Deputy Head Teacher should seek to use a restorative approach, in line with the school's behaviour policy, with the perpetrator(s) and victim(s) together. The perpetrator(s) should fully understand the consequences of their actions on the victim(s), and apologise without reservation. Both parties should be clear that a repeat of these behaviours will not be acceptable. All bullying incidents must be recorded on the report form in the policy appendix. Parents of both parties should be informed. If the situation does not improve, the Deputy Head Teacher will meet with the parent(s) of the bullying child(ren) and agree clear expectations and boundaries which would be shared with the pupils involved. Any further incidents should lead to intervention, further monitoring, support and punitive sanctions as deemed necessary. Any necessary action should be taken until the bullying has stopped. Please see appendix 1 for the flow chart to follow.

**Commented [6]:** Do we want this form?

**Commented [7]:** I think we need to rewrite this section inline with changes to the behaviour policy... In fact we could delete this section and say 'refer to the behaviour policy'... No need for repetition

#### Preventive Action and Awareness Initiatives

**Staff Awareness:** All teachers have a vital role to play as they are at the forefront of behaviour management and supporting students' sense of well-being. Teachers provide students with a framework of behaviour, set a good tone and help create a positive atmosphere, in line with the school's ethos and policies.

Professional development and meeting time is dedicated to reviewing the behaviour and discipline policies and other relevant policies, including the anti-bullying policy; discussing school ethos, routines and procedures; updating staff on any changes or current issues. Staff are directed to the Google drive, which is stored in staff shared, which contains the school's behaviour and discipline policy, this anti-bullying policy and other relevant policies. Throughout the year, pastoral meetings and professional development may focus on an aspect of behaviour for learning and classroom management, the sharing of policy development and procedures, or the sharing of tools and strategies for restoring justice and dealing with problems between students, or dealing with bullying.

**Duties and Supervision:** The document 'Supervision of Pupils and Duties' sets out clear guidelines and expectations for staff for effective supervision, including the following expectations: (extract from 'Supervision of Pupils and Duties' document)

- promoting positive pupil-pupil and staff-pupil relationships
- engaging with students in conversation
- catching pupils being good
- communicating concerns to other staff at the point of handover (second break)
- being proactive in moving towards groups which could be regarded as intimidating to others or a cause for concern

**Commented [8]:** Does this exist? If so, this section is not needed. If not, then keep it but delete the reference to the extract.

- dealing immediately with any problems that may arise

Potential problem areas/times have been identified (see primary/secondary duties guidance for more detail). The duty rota has been drawn up to ensure adequate and strategic staffing of these areas.

Students are encouraged to report any problems to staff immediately and to ask for help when dealing with any problems.

**PSPE and PSHCE -Safety and Learning for Life:** The PSPE and Learning for Life curriculum specifically address different types of bullying and provide opportunities for students to develop empathy skills, learn strategies to cope with bullying and discuss what they should do should they be a witness, target or bully, and where they should seek help.

**Curriculum opportunities to stop bullying:** Across all curriculum areas, students are encouraged to develop their empathy skills and to express themselves clearly. Fostering an ethos of caring for one another and promoting an atmosphere of mutual respect is a large part of the preventative intervention strategies used by the school.

**Assemblies:** Opportunities are created for the topic of bullying to be explored as part of the assembly schedule.

**Use of the School Counsellor:** The School Counsellor may in conjunction with the Heads of Key Stage and year leaders, hold formal and informal restorative justice style meetings with students to support and help settle differences before they escalate.

**Peer Support:** Across the schools, strategies such as lunchtime club, peer supporters and the buddy system may be used in order to provide friendly support for vulnerable and/or isolated students.

**Teacher Support:** During PSPE, PSHCE and registration in the Secondary School, all students are given the opportunity to have a one-to-one meeting with their tutor or co-tutor, at least once every term. In the Primary School, pupils have the opportunity at any time to share concerns with their class teacher and teaching assistants. This gives students the chance to report any concerns or bullying in a supportive environment. Any reported bullying is passed to the Head of Key Stage, or Primary Year Leader, who investigates and logs the incident.

**Sanctions outside of school:** School staff will take action if incidents of bullying that happen outside school are reported to them. School staff members will discipline pupils for bullying outside the school premises.



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**Vulnerable Pupils:** Some pupils are more likely to be the target of bullying because of the attitudes and behaviours of some young people have towards those who are different from themselves. Children with SEN or disabilities can often lack the social or communication skills to report such incidents so it is important that staff are alert to the potential bullying this group faces and that their mechanisms for reporting are accessible to all.



**Appendix 1**  
**Bullying incident report form**

Name:

Class/tutor group:

Date & time:

Details of incident & reported by:

Action taken and date:

Follow up action

Target informed of action

Other staff members informed

Signature of HOKS/year leader

Signature of Deputy Head

\*\* Statements attached from

## Appendix 2 - NCBIS Bullying Contract

### **NCBIS Anti Bullying Contract (created by Student Councils)**

This is an Anti-Bullying contract for Primary students at NCBIS. This contract is made to make sure we can prevent bullying at our school. Everyone at NCBIS has the right to feel happy and safe at our school.

#### **NCBIS Definition of Bullying**

“Bullying is unwanted hurtful behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time.”

Bullying can take place in many different forms (cyber bullying, verbal bullying and physical bullying). Bullying can be one child bullying the other or a group of children bullying one child or a group of children bullying another group of children.

#### **Examples of bullying:**

- Hitting, shoving, pinching, punching and slapping
- Calling people names
- Spreading rumours
- Racism
- Gender teasing

#### **I agree to:**

- Help prevent bullying by being an upholder
- Treat all people in a good way
- Be kind to everyone
- Not engage in any form of bullying directly or indirectly
- Be a role model for other students
- Tell a parent or a staff when bullying occurs and not be a bystander

#### **Consequence for breaking this contract may include the following:**

- Parents notified
- Record of bullying placed on student file
- Losing privileges such as representing school on sports teams and competitions



Bringing out the best in every one

# NCBIS

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Name \_\_\_\_\_ Class: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

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5<sup>th</sup> Settlement, New Cairo, Cairo, Egypt  
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New Cairo British International School is the sole operating activity of the Heliopolis Society for the Social and Cultural care of English Speaking Foreigners. Ministry of Social Affairs Registration No: 2643, New Cairo.



@New Cairo British International School



@NcbisSecondary

@NcbisPrimary

@NCBISDutch

### Appendix 3 - NCBIS Bullying Flowchart

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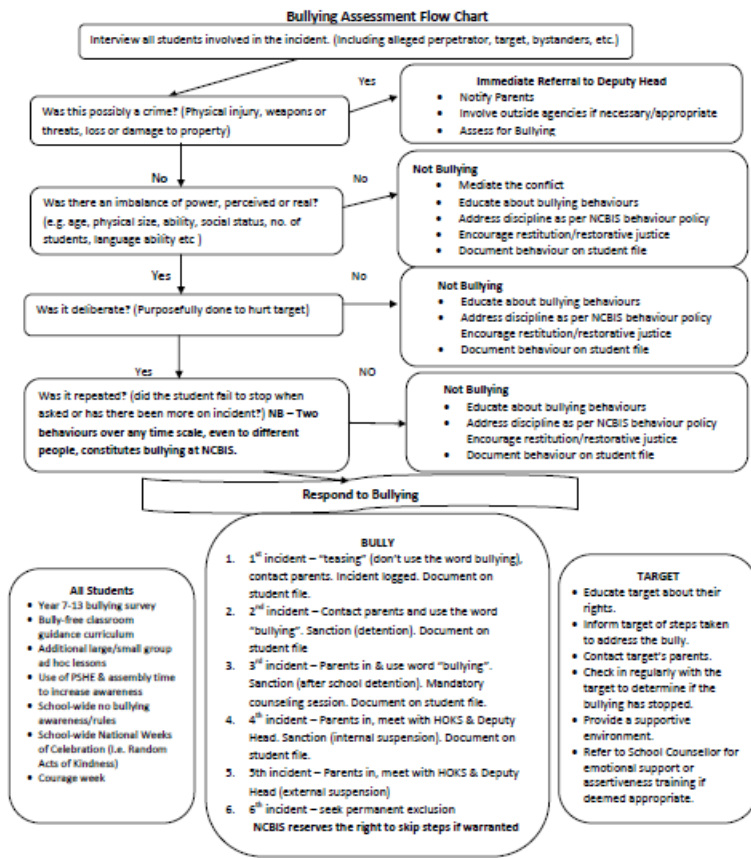
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### Appendix 2 – NCBIS Secondary Bullying Assessment Flowchart

Bullying is unwanted hurtful behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time to one person or different people



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