Anti Bullying Policy

Statement of intent

1. The United World College of S.E. Asia is committed to providing a safe and secure environment for all of its members and will therefore not tolerate any action that undermines a person's rights in relation to this. Bullying of any kind is unacceptable at our school and action will be taken when it is evident that someone is being bullied. It is important to understand that action taken by the College is done so in a spirit of resolution and restitution.

2. All members of the School community have a responsibility to actively practise and promote:

   2.1. tolerance for individual differences

   2.2. the values of courtesy, honesty, respect, compassion and care for others in the conduct of relationships

   2.3. a supportive and encouraging climate where the achievements and efforts of others are applauded

   2.4. a commitment to upholding all aspects of this policy

3. A safe, secure environment requires all members of the community to be sensitive to others.

What is bullying?

4. Bullying involves the abuse of power in relationships. It typically involves persistent unwanted or inappropriate behaviour by a group or an individual that aims to dominate and cause hurt, fear, or embarrassment in another person. Bullying is generally deliberate and planned, but can also be as a result of thoughtlessness.

5. Bullying can be:

   5.1. **Verbal** - such as name calling or put downs, threats, blackmail, teasing, including racial and sexual harassment and innuendo.

   5.2. **Cyber** - unpleasant emails, SMS, comments in chat rooms or BLOGS

   5.3. **Physical** - being punched, tripped, kicked or having your belongings stolen or damaged.

   5.4. **Social** - being left out, ignored or having rumours spread about you.

   5.5. **Psychological** - being given dirty looks or stalked, being intimidated or manipulated.
   (This list is by no means exhaustive)

Objectives of this policy

6. The purpose of this policy is to ensure that:

   6.1. All teaching and non-teaching staff, pupils and parents have an understanding of what bullying is.

   6.2. All teaching and non-teaching staff know what the school policy is on bullying, and follow it when

bullying is reported.

6.3. All pupils and parents know what the school policy is on bullying, and what they should do if bullying arises.

6.4. As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.

Strategies for prevention

7. As a School Community all members have the responsibility to work actively towards the prevention of bullying:

7.1. This requires senior management to:

a. organise regular staff development on the subject of bullying.

b. train staff in a variety of approaches towards bullying both non-punitive and punitive.

c. ensure that new staff who join the school are fully aware of the school policy on bullying.

d. monitor the effectiveness of the school policy on bullying and make adjustments where necessary. This may entail forming a working party with representatives from different parts of the school.

7.2. This requires all staff to:

a. be positive role models at all times, in both words and actions, avoiding any actions which could be construed as bullying.

b. be consistent in the way they deal with bullying.

c. be vigilant in monitoring students for signs of bullying behaviour at all times

d. make efforts to remove occasions for bullying by proactive supervision.

e. take steps to promote a positive learning environment where bullying is openly discussed.

f. report suspected incidents of bullying to class teachers (Elementary), Heads of Grade (Middle and High School) or House Parents. Actively seek appropriate assistance from class teachers, tutors, Heads of Grade, Vice Principals, Principals, and counsellors to support students.

g. recognise instances of bullying and be able to differentiate them from playful activity and isolated personal disagreements.

h. encourage a sense of social justice amongst students.

i. develop curriculum materials to heighten students' awareness and coping skills.

7.3. This requires students to:

a. make a conscious decision not to be involved in any incidents of bullying.

b. take some form of preventative action if present when a bullying incident occurs. If a student

witnesses an act of bullying, the way they react is very important.

7.4. A “Bystander” Code of Behaviour

The role of the bystander is outlined below

a. Don’t join the bullying incident.

b. Don’t smile to show that you agree with the bully’s behaviour.

c. Tell others you don’t like the bullying behaviour.

d. Inform an adult in the school community of the incident.

e. Accompany the target to report the incident.

f. Show care for the target by standing near to him/her.

g. Ask the bullied student to join your group.

h. Ask the bullied student if he/she feels alright.

i. Distract the student who is bullying.

j. Be prepared to explain what happened to staff members.

7.5. This requires parents to:

a. watch for and report, signs of distress in their son/daughter (see below).

b. advise their son/daughter to talk to a member of staff if bullying has taken place or is suspected to have occurred.

c. encourage their son/daughter not to retaliate.

d. be willing to work with the School if their son/daughter is involved in incidents of bullying (either as target or bully) in the manner the school advises.

e. be willing to inform the School of any cases of suspected bullying even if their son/daughter is not directly affected.

f. take responsibility for their child’s behaviour off campus.

g. ensure that they do not deal with other children or parents directly.

h. work in partnership with the school.

8. When senior management, staff, students and parents work together to prevent incidents of bullying there is a much greater chance of creating a safe, secure, tolerant and happy school community.

Signs and symptoms of bullying

9. A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these

possible signs and investigation should take place if a child:

Signs which may be displayed at home	Signs which may be displayed at school
● is unwilling to go to school ● feels ill in the morning ● doesn't want to go on the school bus ● begs to be driven to school ● becomes aggressive, disruptive or unreasonable ● begins to bully siblings ● cries themselves to sleep at night or has nightmares ● starts stammering ● changes their usual routine ● becomes withdrawn, anxious, or lacking in confidence ● comes home with clothes torn or books damaged ● has unexplained cuts or bruises ● attempts or threatens suicide or runs away ● asks for money or starts stealing money (to pay bully) ● eating habits change/ loses weight ● is afraid to use the internet or mobile phone ● is nervous/upset when a text message is received is frightened to say what's wrong ● gives improbable excuses for any of the above	● shows a change in attitude towards work. ● begins to do poorly in school work ● changes friendship groups ● becomes aggressive, disruptive or unreasonable ● begins to bully other children ● lacks friends and spends a lot of break time alone ● starts stammering ● changes their usual routine ● begins to truant ● becomes withdrawn, anxious, or lacking in confidence ● has unexplained cuts or bruises ● is frightened to say what's wrong ● continually loses things, especially money ● eating habits change/ looses weight ● gives improbable excuses for any of the above
THESE SIGNS AND BEHAVIOURS MAY INDICATE OTHER PROBLEMS, BUT ALWAYS CONSIDER BULLYING AS A POSSIBILITY	

Bullying report/response procedures

10. Any incidences of bullying will be taken seriously. However, the way these incidents are dealt with will be appropriate to the age of the individuals involved.

10.1. Bullying incidents need to be reported immediately to a member of staff.

10.2. Staff members will record all reported bullying incidents in the child's personal file and share them with the class teacher/tutor, Head of Grade, counsellor, Vice Principals, House Parent and Principal, as appropriate.

10.3. The bullying behaviour or threats will be investigated quickly and fully and interactions will be closely monitored while investigations are taking place.

10.4. The target will immediately be given support and practical strategies to deal with the situation.

10.5. The individual being bullied, bystanders, where necessary, and the bully/bullies will be interviewed. 10.6. Action will be taken when it is evident that someone is being bullied.

10.6. Parents of both target and perpetrator will be informed and may be called into school for a meeting about the situation.

10.7. The bullying perpetrator will be asked to meet with a school counsellor, a designated staff member and his/her parents, to understand the seriousness of his/her actions and to discuss appropriate ways of changing behaviour.

10.8. A copy of the report outlining the bullying incident, together with the letter that has been sent to the parents, will be kept in the student's file.

11. Options and outcomes after bullying has been reported

11.1. The bully will be expected to acknowledge the distress that they have caused the target.

11.2. As part of the reconciliation process, and if agreeable to the target, both target and bully will meet with a school counsellor to discuss the problem and ideas for reconciliation.

11.3. If appropriate, a behaviour contract will be drawn up and signed by the bully.

11.4. After the incident has been thoroughly investigated and dealt with, staff will monitor both students to ensure that bullying does not resume or reoccur.

11.5. In serious cases the individual will be suspended from the college and if the bullying continues, then expulsion will be considered. This will be dealt with by the Principal of the relevant school.

Appendix - Whistle Blower Policy

Introduction and Aims

UWCSEA is committed to the highest possible standards of openness and accountability and we support all employees in maintaining those high standards. This policy and procedure is designed to guide any employee of the College, who identifies certain types of wrongdoing, through a process of reporting what they know.

The policy and procedures apply to all employees, suppliers and those contractors working for the College: for example, catering staff, bus staff, builders and contractors, as well as parents and visitors to the College.

These procedures are in addition to the College's procedures regarding grievances, complaints and disciplinary matters.

This policy should guide you through a process of raising a serious concern at the College. Through these guidelines, we wish to:

▪ Encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice;

▪ Provide avenues for you to raise those concerns and receive feedback on any action taken;

▪ Ensure that if you raise a concern you receive a response and that you know what to do if you are not satisfied with the response;

▪ Reassure you that you will be protected from possible reprisals or victimisation if you made any disclosure in good faith.

Procedure

When to tell

As an employee, you are often the first to realise that there may be something seriously wrong within the College. We expect that you will report what you know, particularly if it falls into any of the following categories:

● a criminal offence, eg fraud

● someone's health and safety is in danger

● unauthorised use of College funds

● Individuals are being sexually or physically abused, including those with no affiliation to the College

● there is a risk of or actual damage to the environment

● someone is being blamed or made responsible for something they did not do

● the College is breaking the law, eg it doesn't have the right insurance

● you believe someone is covering up wrongdoing

● you believe someone is engaged in other serious unethical conduct

Personal grievances related to your employment (for example, bullying or harassment) are not covered by this policy. If you are worried about these, please refer to the Grievance Policy.
You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

Deciding to tell
We encourage all members of staff to raise concerns where they see them. However, we recognise it can be difficult to do. If you are in the process of deciding what to do, you can speak in confidence to any senior member of staff (Head of College, Head of Campus, Principal or Director) and they will help you to think through your decision. This conversation is totally confidential and will not be documented. If you decide not to proceed with your complaint the matter will not be referred to again.
In rare cases, for example, if a child is in danger, the senior staff member may decide to escalate the situation without you. In this case the senior staff member is bringing the case forward, and is responsible for providing evidence. You will not be responsible for proving the case and every effort will be made to maintain your anonymity through the process.
Who to tell
If you do not hold a position of responsibility in the College and you need to report a wrongdoing that falls into one of the categories above, you can report it to any staff member who is more senior than you. This may be your direct line manager, or someone in a position of responsibility outside your area of the school. It could also be any Principal or Director, a Head of Campus or the Head of College - it is up to you to decide who you trust to speak to about it.
If you hold a position of responsibility, then it is expected that you will come forward and voice any serious concern you have.
If a more junior staff member shares a concern with you, you are expected to report it to the Director of HR, where possible, or to the Head of College.
Parents or visitors should report their concern to the relevant Head of Campus or the Head of College.
If for any reason you are not comfortable reporting your suspicions to the Director of HR, the Head of College or a staff member more senior than you, you may contact the Chair of the Governance Committee to register the concern.
Whistle Blower Policy
Policy Owner: Operations Leadership Team
Approval Authority: Governance Committee
Effective: May 2016

If your concern involves the Chair of the Governance Committee, you can speak directly to the Chair of the Board of Governors.
How to tell
You can report your concern by talking to someone or in writing. If you decide to write it should be to the email address whistleblower@uwcsea.edu.sg. This email address is monitored by the Director of HR. Unless you are reporting anonymously (see below), you should include your contact details so you can be contacted for further details if necessary.

The earlier the concern is expressed, the easier it is to take action.

What to tell

Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person you speak to that there are reasonable grounds for concern. Be prepared to share your concern as completely and openly as possible.

You should be able to include the following information:

● Dates or period of time of the suspected activity
● The staff involved and their location
● Any external parties involved, including their name
● How you came to know about the suspected activity
● Any potential sources of additional information about the matter in question

What to Expect After You Have Told

The College will respond to concerns raised. This response can take many forms. For example, the issue may:

▪ Be investigated by management, internal audit or through the disciplinary process;
▪ Be referred to the police;
▪ Be referred to an external auditor;
▪ Form the subject of an independent inquiry.

In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made by the Director of HR, Head of Campus and/or Head of College to decide whether an investigation is appropriate and, if so, what form it should take. In deciding whether or not to investigate, the College will first consider the welfare of the general public. If there is already a set of procedures in place to deal with a particular type of concern (for example, sexual harassment), the College will follow those procedures.

In cases that are escalated to the Board of Governors, the Chair of the Governance Committee, or his/her nominee, plus one other Governor (normally the Chair of the Board

Committee for the area of the raised concern e.g. if a Finance problem, the Chair of the Finance Committee) will convene a confidential hearing of the facts and evidence surrounding the concern and take appropriate legal advice.

This Governor panel will conduct any necessary enquiries to investigate the concern and make recommendations for action to the Chair of Governors and/or the Head of College as appropriate.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

As soon as is reasonably possible, the responsible person will write to you, as the person who reported the concern,:

● Acknowledging that the concern has been received;
● Indicating how the College proposes to deal with the matter;
● Giving an estimate of how long it will take to provide a final response;

● Telling you whether any initial enquiries have been made
● Supplying you with information on staff support mechanisms; and
● Telling you whether further investigations will take place and if not, why not.

The amount of contact between the officers considering the issues and you, as the person who has raised the issue, will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, the College will seek further information from you.

Where any meeting is arranged, off-site if preferred, you can be accompanied by a union or professional association representative or a friend.

The College will take steps to minimise any difficulties which you may experience as a result of raising a concern. For example, if you are required to give evidence in criminal or disciplinary proceedings the College will arrange for you to receive advice about the procedure.

The College accepts that you will need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, the College will inform you of the outcome of any investigation.

If you are worried about speaking up

You may worry about expressing your concerns, perhaps because you feel that speaking up would be disloyal to your colleagues or to the College. You may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

We know that the decision to report a concern can be a difficult one to make.

However, you should have nothing to fear as you will be doing your duty to the College and those for whom you are providing a service.

We will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary procedures that already affect the employee making the disclosure.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if that's what you wish. At the appropriate time, however, you may need to come forward as a witness. Unfortunately, it is not possible to guarantee that you will not be named in any investigation that is undertaken by the College.

Reporting Anonymously

We encourage you to put your name to any allegation whenever possible.

You can make your report anonymously but the College will only investigate at our discretion, taking into account:

● The seriousness of the issues raised;

● The credibility of the concern
● The likelihood of confirming the allegation from attributable sources.

The College may not be able to take your report further if you haven't provided all the information we need.

If you report your concern to the media, in most cases you will fall outside the protection provided by these guidelines.

If you are not satisfied with the outcome

This policy is intended to provide members of the UWCSEA community with an avenue within the College to raise concerns. The College hopes that you will be satisfied with any action taken. If not, it is possible to take the matter directly to the Chair of the Board of Governors.

Untrue Allegations

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you.

If, however, you make an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against you.

In other words, it is important for you to understand that the College takes reports or concerns raised through these procedures extremely seriously and we expect all members of our community to take them equally seriously and only use them for very serious matters.

The Responsible Officer

The Chair of the Governance Committee has overall responsibility for the maintenance and operation of this policy. The Chair maintains a record of all concerns raised and the outcome, in a form that does not endanger an individual's confidentiality, and will report as necessary to the Board of Governors.