

Anti-Bullying Policy

At ISB we aim:

- to provide a caring, friendly and safe environment for all our students, so that they can learn in a positive and secure atmosphere.
- to make sure that all our students are treated fairly, with respect and dignity.
- to create a trusting environment for all our students to tell a member of staff if they experience and/or witness any bullying inside or outside school.

Our definition

Bullying is when someone repeatedly and systematically is being hurt either by words or actions on purpose, by one or several persons.

Bullying can take different forms, including, but not limited to:

- Verbal and emotional bullying
 - Name calling, use of threatening or provocative language, making offensive remarks, starting rumors or telling lies about someone, leaving someone out on purpose, refusing to talk to someone.
- Physical bullying
 - Hitting, kicking, taking or hiding another's property, making rude gestures.
- Cyber bullying
 - Using technology—internet, email, cell phones, social media, pictures— to hurt or harm someone else. This could be e.g.
 - Sending mean text messages
 - Posting statements online that are unkind or not true
 - Sending or posting pictures that are not yours to share
 - Making negative comments online about someone
 - Excluding others
 - Agreeing with someone who posts something hurtful

In cases of bullying the School Leadership Team can be involved at any time. To the utmost consequence the bully can be expelled from school.

PREVENTION OF BULLYING

	<i>How do we prevent bullying?</i>	<i>Participants</i>	<i>Responsible</i>	<i>Time frame</i>
<i>During lessons</i>	Every class starts the year by making essential agreements. They are a constant focus and are revisited throughout the year, and when new students arrive in a class. Essential agreements are shared with parents.	Students, Homeroom and classroom teachers	Homeroom teachers	All year
	Specialist teachers create essential agreements for their specific subject in collaboration with the students	Students and specialist teachers	Specialist teachers	All year
	The IB-learner profile and the 10 attributes influences the way we teach and learn. Staff acts as role models.	Students, homeroom teachers, classroom teachers and specialist teachers	Homeroom teachers and specialist teachers	All year
<i>During free play/playground/breaks/After School Club</i>	The responsible teachers ensure that all students start their breaks/free play and playground time in a positive manner.	The students and teachers that teach the lesson leading up to breaks.	The teachers that teach the lesson before free play/playground time or breaks.	All year
	Teachers on playground supervision ensure a good communication with homeroom teachers on incidents through immediate verbal or written reports	Teachers on playground supervision	Teachers on playground supervision	All year
	Homeroom teachers can help establish playdates for the students during free play/ on the playground/breaks to help develop a positive social relationship.	Homeroom teachers	Homeroom teachers	All year

	<p>After School Club also starts the year by making essential agreements. They are a constant focus and are revisited throughout the year. Essential agreements are shared with parents.</p>	Students and After School Club team	After School Club team	All year
<i>Collaboration between different departments of ISB</i>	<p>The staff, who have taught the students during school time, aim to have a clear and open communication with the after school club staff, and vice versa.</p>	Teachers	Teachers	All year
	<p>Teachers, who work in both school and after school, help to reinforce a continuous communication between departments.</p>	Teachers	Teachers	All year
	<p>When students move from one department to the next, a handover is arranged. Well-being coordinators participate in these meetings.</p>	Teachers and wellbeing coordinators	Teachers and wellbeing coordinators	June
<i>Cyber bullying</i>	<p>A mutual expectation of an open and honest dialogue between parents and staff about cyber bullying.</p>	Parents and staff	Parents and staff	Relevant situations
	<p>ISB has a focus on digital media behavior. Parents and staff have to follow the digital development</p>	Parents and staff	Parents and staff	Relevant situations
	<p>Digital media can be discussed at parent meetings.</p>	Parents and staff	Parents and staff	Relevant situations
	<p>Digital media can be part of units and lessons.</p>	Teachers	Teachers	Relevant situations

<i>Collaboration with parents</i>	Parents are informed about the anti-bullying strategy via Parents Handbook and ISB Website.	Parents and staff	Parents and staff	All year
	<p>At parent meetings we discuss:</p> <ul style="list-style-type: none"> • How to implement a sense of a strong community and belonging • How to ensure a good and open communication between parents and parents/teachers. • Homeroom teachers and parents discuss and align agreements to ensure well-being of all students in a sustainable and caring community. • Class parents representatives are involved in welcoming new parents and children in the class as a preventive measure in ensuring a positive and caring community. 	Parents and staff	Parents and staff	All year
<i>Special events that support a positive community and environment</i>	<p>Back to school get-together</p> <p>Family picnic</p> <p>Classroom Show & Tell</p> <p>Parents University</p>	Students, parents and staff	Staff	During the year

TACKLING BULLYING

	<i>How</i>	<i>PARTICIPANTS</i>	<i>RESPONSIBLE</i>	<i>FOLLOW-UP</i>
<i>If you have witnessed bullying,</i> 1. <i>as a student</i> 2. <i>as a parent</i> 3. <i>as staff</i>	1: If a student witnesses bullying, we request that he or she tells one of the staff members. <i>When staff are informed, they are responsible to react and inform homeroom teachers.</i>	Students and staff	Students and staff	Relevant situations
	2: If a parent witnesses bullying, we request that parents contact the school and inform what they have witnessed. Once informed, the school is responsible for any further actions and the involved parents will be informed.	Parents and staff	Parents and staff	Relevant situations
	3: If staff witnesses (or are made aware of bullying), they inform the involved students' homeroom teachers. Homeroom teachers will contact the parents of the involved students and set up meetings with the parents. Well-being coordinators will be informed and involved.	Staff	Staff	Relevant situations
<i>Classrooms</i>	Every class starts the year by making essential agreements. They are a constant focus and are revisited throughout the year.	Students and Homeroom and classroom teachers	Homeroom teachers	All year
	Social activities, games and playgroups can be planned and implemented to help promote positive friendships.	Students and Homeroom and classroom teachers	Homeroom and classroom teachers	All year
	The IB-learner attitudes are used to encourage good behavior.		Students and teachers	All year
<i>The children involved</i>	Teachers and Well-Being Coordinators are involved in the mediation process between the children involved.	Students, Homeroom Teachers and Well-Being Coordinators	Students, Homeroom Teachers and Well-Being Coordinators	Ad Hoc

	<p>Parents of the involved students are contacted and invited to separate meetings. At the meetings, we will agree on actions and who is responsible for what.</p> <p>Staff and leadership team are informed at relevant level. ISB commits to involve the relevant parties. Parents of the involved students are immediately part of the process</p>	<p>Parents, teachers and students</p> <p>Leadership team, teachers, wellbeing coordinators and parents</p>	<p>Parents, teacher, wellbeing coordinators</p> <p>Leadership team, teachers, wellbeing coordinators and parents</p>	<p>Ad Hoc</p> <p>Agreed upon at meeting.</p>
<i>Parents and staff</i>	Communicating in a professional and constructive manner to the parties involved.	Parties involved

IMPLEMENTATION

The anti-bullying policy has been/will be discussed in all departments. Homeroom teams are working both preventive and intervening to uphold a strong positive community in class. Homeroom teams focus on the anti-bullying strategy during team meetings. The school board and class-parents are aware of, and pay attention to, the anti-bullying strategy.

Reviewed and approved by ISB Board 30 November 2017