

**Procedure: Anti-Bullying**

Bullying can be physical, verbal, emotional, sexual, racial, homophobic and cyber misuse. Bullying is a deliberate, targeted and repeated behaviour. Students who are victims of bullying may face physical harm and emotional stress that may result in reduced learning opportunities, long term damage, or withdrawal or worse.

Bullies themselves also may suffer long term harm. The school seeks to foster a climate of trust where students feel able to inform others of bullying in the knowledge that it will be dealt with promptly and effectively.

Bullying must not be tolerated by any members of staff.

Procedures to be followed relating to incidents of bullying:

* A victim of bullying may report the incident to any member of staff.
* All cases of alleged bullying will be recorded by staff responsible for handling the issue using Student Manager. Generally for bullying this will be one of Senior Management Team.
* In serious cases parents will be informed and asked to attend a meeting to discuss the problem.
* If necessary, at the discretion of senior staff, external agencies may be involved as appropriate.
* The bullying behaviour or threats of bullying will be promptly investigated and the bullying stopped quickly.
* Reasonable attempts will be made to assist identified bullies to change their behaviour.
* In cases of serious violence or extreme emotional harm the school has authority, and may exercise this authority, to stand-down, suspend or exclude in accordance with Ministry regulations.
* The school will investigate all alleged bullying that occurs within the school. The school will work with parents to investigate instances of alleged bullying that occur while students are in transit to and from school.
* Where bullying occurs outside of school, e.g., some late night cyber bullying, the school will assist if possible but will pass the investigation on to parents or other authorities as appropriate.
* Preventative education will be provided through the Health and Physical Education curriculum and the school’s values.