

School Guidelines on Anti-Bullying Policy in Respect for All Framework

St. Clare College, St. Julian's Primary School

When is behaviour termed as bullying?

Bullying occurs when

- A hurtful or annoying behaviour is repeated over time
- It can be done by an individual or a group
- It can be done directly or in a subtle way
- It expresses hatred or intolerance or is meant to ridicule a person
- It may be physical, emotional, psychological, or a combination of these
- It acts against the rights of the individual

Bullying can have several effects on the individual:

- It may lead to lack of self-confidence and withdrawal
- It may lead to physical and mental illness
- It may lead to school phobia

These effects may be short-term and may also last up to a life-time.

Aims of these Guidelines

These guidelines are intended as accompanying measures for the Policy, Strategy and Procedures on Anti-Bullying within the Respect for All Framework, issued by the Directorate for Education, Malta in 2014-5. The aims of these documents are to

- Ensure that all stakeholders in education, i.e. students, parents and educators, are respected and nurtured
- That all stakeholders are kept safe
- To promote a values-based education

- To ensure schools follow more or less the same lines of procedures when dealing with unacceptable behaviour , and in particular bullying

What is Restorative Justice?

Restorative Justice approaches use the incident of misbehaviour as an educative opportunity for repairing the harm, by fostering more socially responsible relationships and behaviours that take others' perspectives into account.

This is achieved through carefully structured opportunities for individuals to understand the impact of their actions, recognise their social responsibilities and make amends to those who have been affected.

The young person is also assisted to reintegrate successfully into the school community.

The most common form of restorative justice is community conferencing. Others include the 'Method of Shared Concern', the 'No Blame' approach, restitution, and the formal apology.

Read more on <http://www.antibullyingworks.co.uk/>

What happens when a student commits an act of bullying?

The following procedures may be followed in sequence, or it may be decided by the designated member of staff or Head of School, in conjunction with the student's teacher, that a particular procedure is skipped and a firmer consequence is given. This will depend on the severity of the act.

1. The student is given a verbal warning and a talk on restorative justice. Consequently, the student has to carry out the act of restorative justice that is decided upon. The perpetrator apologises to the victim.
2. The student is given a first letter of warning, or pink paper. (Appendix 1)The incident is recorded in the behaviour file by the designated member of staff and informs the parents of the victim by phone. The perpetrator apologises to the victim and shall be given a consequence based on restorative justice techniques.
3. The student is given a second letter of warning or green paper . (Appendix 2) The incident is recorded in the behaviour file by the designated member of staff and informs the parents of the victim by phone. The perpetrator apologises to the victim and shall be given a consequence based on restorative justice techniques.
4. Depending on the severity of the incident, any or a combination of the following consequences may be applied in conjunction with the above measures:
 - Student phones parents to own up what he/she has done
 - Extra work during a break time

- Extra work after school or filling in of Reflection Sheet (Appendix 4)
- Half or full day suspension

Extreme or repetitive behaviour:

- A referral is made to the anti-bullying support teacher.
- A referral is made to the anti-bullying support teacher/ and or counselling or guidance team member.
- If the above intervention does not produce positive results, the Head of School should call a Case Conference to discuss the way forward.

Consequences

As much as possible, the approach towards bullying should be non-punitive and should concentrate more on acts of restorative justice and consequences. The consequence should be as much as possible related to the act of bullying, e.g. if a student tears up another child's book, he/she should help to repair or replace the book, apart from apologising.

Designated Member of Staff

The designated member of staff, Ms Cesare , will keep a written record of bullying incidents. It is important that teachers report such incidents immediately. Ms Cesare will liaise with the Head and the teacher concerned on the action to be take according to these guidelines.

Appendix 1 – Pink letter – 1st written warning

Appendix 2 – Green letter – 2nd written warning

Appendix 3 - Incident report form

Appendix 4- Reflection Sheet



St Clare College – St. Julian's Primary

98, Lapsi Street, St Julians STJ 1264. – Tel No. 21369425 Fax No.21383189
e-mail address scc.stjulians.pr@gov.mt

Date _____

Letter to Parents Informing Them of First Incident of Bullying

Dear Parent

Please be informed that _____ of Year _____ was involved in a bullying incident at school today. Below is a brief summary of the incident.

Time _____	Location _____
Observed Bullying Behaviour	

At school we aim to provide a safe and supportive environment for everyone and therefore take bullying very seriously. Please be informed that, from now on, we will be monitoring your child's behaviour very closely.

Please contact us, so that together we can discuss positive and constructive strategies to help prevent your child from being involved in similar accidents in the future.

We look forward to working with you to help resolve this situation.

Sincerely,

Erika Spiteri

Head of School



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Letter to Parents Informing Them of a Subsequent Incident of Bullying

Dear Parent

We need to bring to your attention that _____ of Year _____ was once more involved in another bullying incident at school today. Below is a brief summary of the incident.

Time _____	Location _____
Observed Bullying Behaviour	

As mentioned before, at school we aim to provide a safe and supportive environment for everyone and therefore take bullying very seriously. Please be informed that, from now on, we will be monitoring your child’s behaviour very closely.

We request that you contact the school immediately, to discuss your child’s actions, as it is imperative that you cooperate with the school, in your child’s interest.

Sincerely,

Erika Spiteri
Head of School

ST. CLARE COLLEGE, ST. JULIAN'S PRIMARY SCHOOL

INCIDENT REPORT BOOK TEMPLATE

Name of Perpetrator Class	Name of Targeted Person Class
Person Reporting	Date of Incident Time of Incident Place of Incident
Description of Bullying Behaviour	
Action Taken	
How and when were the parents/ guardians of 'victim' informed?	
Letter sent to perpetrator on _____ (date) First <input type="checkbox"/> Second <input type="checkbox"/> Other _____ (Third, Fourth , etc.)	
Plan for future action	
Was issue resolved?	

REFLECTION SHEET FOLLOWING A BULLYING INCIDENT

1. What happened?
2. What were you thinking about at the time?
3. How has this affected you?
4. How has your behaviour affected the lesson and the school environment?
5. How has your behaviour affected the other students?
6. What do you think about your behaviour now?
7. What do you need to do to repair the harm you have done?
8. How are you going to do this?
9. What will you do differently next time?
10. How can you make sure this is not going to happen again?

11. Have you ever been bullied by someone before? How would you feel if somebody did the same to you?