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## **Anti-Bullying policy**

Bullying is an unpleasant fact of life and can have serious consequences. At the Embassy International School we do not accept or tolerate bullying.

Bullying has many forms. Whilst there is no legal definition, there are certain features; intention to do harm, either mentally, emotionally or physically and a repetitive or sustained aspect.

### **Forms of bullying include:**

Name calling, exclusion, use of offensive, vulgar or intimidating gestures or language, harming a person's self-esteem, sexual intimidation or harassment, ridicule by any means (name-calling, mimicking etc.), spreading false information, limiting the victim's ability to communicate/interact with others, disrupting a victim's work, suggesting deficiencies in a victim. This is not an exhaustive list, and the spirit of this should be taken as well as the word.

Bullying happens in all workplaces and in all schools, and we must stand against it wherever this happens.

If bullying occurs it should be reported to the form tutor. The form tutor will investigate in the manner explained below, and if further action is needed it will be referred to the Head of School.

### **Investigation procedures:**

The investigator will speak to all the people alleged to be involved in private and ask if they are potential perpetrators, witnesses or targets of bullying.

Upon being satisfied that bullying has occurred the form tutor will decide a course of action in conjunction and agreement with the Head of School.

A report will be prepared by the investigator and presented to the Head of School. This will be necessary to document situations as they arise and to provide evidence for eventual escalation of consequences.

The school reserves the right to exclude temporarily or permanently any person engaged in persistent bullying.

Dr Lindsay Davidson, Head of School

Embassy International School



**Reviewed January 2017**

(next review July 2017)