



LORETO SCHOOL QUEENSWOOD

No BULLYING POLICY

PRINCIPLES

We the teachers, learners and parents of Loreto School Queenswood:

- do not tolerate bullying
- respect each other's right to human dignity
- promise to promote a safe school environment
- value and respect each person's unique personality

AIMS

The aims of this no-bullying policy are to;

- provide for a safe learning environment
- protect children against bullying
- provide support for victims, bullies and parents
- provide guidelines on how to deal with bullying

DEFINITION OF BULLYING

FOR THE PURPOSE OF THIS POLICY, BULLYING IS DEFINED AS FOLLOWS;

- Repeated unwanted aggressive behaviour towards someone.
- Someone is being hurt on purpose
- Can be social, verbal, physical, or cyber

BULLYING INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING;

- kicking, hitting, punching
- teasing, taunting and mocking
- name calling
- using threatening gestures
- spreading nasty rumours
- intentionally isolating a person from activities
- insulting family members
- damaging someones property
- cyberbullying (WhatsApp, Facebook etc.)
- extortion

BASIC RULES

1. We shall respect and uphold the dignity of other learners
2. We shall not physically, verbally and/or psychologically bully other learner.
3. We shall not torture another learner in any way.
4. We shall not use any form of initiation to hurt, intimidate, dominate or scare another learner.
5. We shall help as learner who is being bullied by telling the bully to stop and not participate in the bullying.
6. We shall report bullying to the principal or a teacher

INVESTIGATING AND REPORTING BULLYING

1. All investigations and reports will be treated in the strictest confidence
2. Teacher must take a note of the time and place of the incident and who was involved
3. Teachers must report the matter to the principal, HOB Pastoral Care
4. The designated person will endeavour to obtain as much relevant information as possible on the bully/bullies and the victim/s
5. The bully/bullies and victim/s will be interviewed separately in order to hear their sides of the story. Interviews/discussions should be corded in writing.
6. The parents of the children concerned will be informed and requested to attend separate meetings to discuss the matter. The children concerned should accompany their parents.
7. If a Disciplinary hearing is required, the Disciplinary Committee will conduct a hearing according to the procedures as set out in the code of conduct for learners.

RESPONSIBILITY OF LEARNERS

1. Learners are required to report bullying to the principal, teachers or HOD Pastoral Care.





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BUDGET LETTER AND FEES

- Information received by learners will be treated confidentially

DISCIPLINARY SANCTIONS

The following actions may be taken against a bully after a fair hearing has been conducted

- The bully/bullies may be required to sit outside the principals office during break.
- Certain privileges may be withdrawn from the bully/bullies
- The bully/bullies may be required to do community service.
- The bully/bullies may be placed in another class
- The bully/bullies may be required to attend regular sessions with a school counsellor or psychologist
- In the case of very serious acts of bullying, the bully/bullies may be suspended or expelled by the school Governing Body after a Disciplinary Hearing has been held.

PROCEDURE OF DISCIPLINARY HEARINGS

- When serious act of bullying (which include but are not limited to, cyber bullying, violence, verbal abuse and repeated teasing, name-calling) are committed the Disciplinary Committee will hold a Disciplinary Hearing before a decision is taken on what sanction should be imposed
- The hearing will be conducted according to the procedurally fair rules
- The Hearing will be held within a reasonable time after the event.
- The learners parents (or guardian) will be notified

in writing of the offence which the learner has committed

- The learner and parents will be notified in writing of the date time and venue of the hearing.
- The learner and parent must be furnished with information relating to the charge.
- During the disciplinary hearing the learner will have the right to:
 - have the parents present during the hearing
 - present his or her case (i.e. to be heard) and;
 - call witnesses
- The disciplinary committee shall keep a record of the proceedings end of the endeavor
- The disciplinary committee shall make the final decision
- The learner and his or her parents or guardian will be informed in writing of the decision and be finished with the reasons there of
- If I learn or parents is dissatisfied with the disciplinary decision excluding expulsion he or she may appeal in writing to the principal or chairperson of the social of the school government body
- The principle or governing body shell of points and appeal committee to arrange for the appeal to be heard within 14 days unless otherwise agreed to by the parties
- The learner will have the right to be represented or assisted by their parents
- No person who served on the disciplinary hearing which found the learner guilty may serve on the Appeal Committee
- The hearing of an appeal shall be conducted according to fair at ministrative practice

This policy must be read in conjunction with the Loretto school Queenswood learners code of conduct



