



HKCA Po Leung Kuk School

保良局建造商會學校

Anti-bullying Policy

(28th June 2022)

## Contents

<b>1. Statement of Intent</b>	<b>Page 3</b>
<i>1.1 The Purpose of this Policy Statement</i>	
<i>1.2 Preventing Bullying</i>	
<b>2. What is bullying</b>	<b>Page 5</b>
<i>2.1 Verbal</i>	
<i>2.2 Social</i>	
<i>2.3 Physical</i>	
<i>2.4 Sexual</i>	
<i>2.5 Cyberbullying</i>	
<b>3. Why is it important to respond to bullying?</b>	<b>Page 7</b>
<b>4. Signs and Symptoms of a bully / being bullied</b>	<b>Page 7</b>
<b>5. Procedures</b>	<b>Page 9</b>
<b>6. Outcomes</b>	<b>Page 9</b>
<b>7. Legal Framework</b>	<b>Page 10</b>

## 1. Statement of Intent

The wellbeing of all students is central to our school mission. We are committed to providing a happy, safe and caring school for all so they can learn in a relaxed and secure environment. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should feel assured that their reports and concerns will be investigated and dealt with promptly and effectively. **Anyone** who is involved in bullying can seek support and assistance from staff.

### 1.1 The Purpose of this Policy Statement

- To prevent bullying from happening between children who are a part of our school community.
- To make sure bullying is stopped as soon as possible if it does happen, and that those involved receive the support they need.
- To provide information to all staff, children and community members about what we should all do to prevent and stop bullying.
- All teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying and what they should do if bullying arises.
- To enhance students' self-discipline, self-respect and team spirit, and help to create a school culture of harmony, order, care and love.

As a school, we take bullying seriously. Students, parents and community members should be assured that they will be supported when bullying is reported.

This policy statement applies to anyone working on behalf of HKCA Po Leung Kuk School, including senior managers and the board of trustees, paid staff, volunteers, and students.

### 1.2 Preventing Bullying

We will seek to prevent bullying by:

- Developing clear guidelines that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities.

- Holding discussions with staff, volunteers, children and families in our school community about bullying and how to prevent it.
  - These discussions will focus on:
    - group members' responsibilities to look after one another and uphold behaviour for learning, practising skills such as listening to each other, respecting the fact that we are all different, making sure that no one is without friends, dealing with problems in a positive way, and reviewing anti-bullying measures.
  
- Providing support with regards to all forms of bullying, as listed below in section '2. What is Bullying', throughout our school community.
  
- Making sure our response to incidents of bullying takes into account:
  - The needs of the person being bullied.
  - The needs of the person displaying bullying behaviour.
  - Needs of any bystanders in our organisation as a whole.
  
- We will use a variety of methods to help children prevent bullying in our school. These may include, but is not limited to:
  - Writing essential agreements.
  - Writing stories, poems or drawing pictures about bullying.
  - Reading stories about bullying.
  - Creating a presentation for the others.
  - Developing role-plays.
  - Having discussions about bullying and why it matters.
  - Reflecting on behaviour in various contexts.

We recognise that bullying is closely related to how we respect and recognise the value of diversity. We will be proactive about seeking opportunities to learn about and celebrate differences, increasing diversity within our students, staff and community.

## 2. What is Bullying?

***Bullying** is the **repetitive, intentional hurting** of one person or group by another person or group, where the relationship involves a real or perceived **imbalance of power**. Bullying results in pain and distress to the victim.*

Different academics have slightly different views over the definition of bullying, but most of them agree that it has three components in common, namely:

- *Repetition* - Bullying repeats over time. It is not a single incident.
- *Malicious intent* - Bullies oppress and hurt others deliberately.
- *Imbalance of power* - Bullies are apparently more powerful and bullying occurs when the victims are unable to defend themselves.

A behaviour is defined as bullying only when it has all three of these components.

Bullying can be:

- **2.1 Verbal bullying** is saying or writing mean things. Verbal bullying includes, but is not limited to:
  - Teasing.
  - Name-calling.
  - Inappropriate sexual comments.
  - Taunting.
  - Threatening to cause harm.
- **2.2 Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes, but is not limited to:
  - Leaving someone out on purpose.
  - Telling other children not to be friends with someone.
  - Spreading rumours about someone.
  - Embarrassing someone in public.
  - Tormenting (e.g. hiding books, threatening gestures).
- **2.3 Physical bullying** involves hurting a person's body or possessions. Physical bullying includes, but is not limited to:

- Hitting/kicking/pinching.
  - Spitting.
  - Tripping/pushing.
  - Taking or breaking someone's things.
  - Making mean or rude hand gestures.
- **2.4 Sexual bullying** involves hurting a person's body or possessions. Sexual bullying includes, but is not limited to:
    - Unwanted physical contact.
    - Sexually abusive comments
    - Homophobia of any kind.
    - Because of, or focusing on the issue of gender/sexuality.
  - **2.5 Cyberbullying** is bullying that takes place over digital devices like cell phones, computers, and tablets:
    - Misuse of associated technology, i.e. camera and video facilities.
    - Social Media, such as Facebook, Instagram, Snapchat, Discord, Roblox etc.
    - Text messaging and messaging apps on mobile phones/ tablet devices/ computers.
    - Instant messaging, direct messaging, and online chatting over the internet.
    - Online forums, chat rooms, and message boards, such as Reddit.
    - Email.
    - Online gaming communities.

**Special Concerns regarding cyberbullying:**

With the prevalence of social media and digital forums, comments, photos, posts, and content shared by individuals can often be viewed by strangers as well as acquaintances. The content an individual shares online, both their personal content as well as any negative, mean, or hurtful content – creates a kind of permanent public record of their views, activities, and behaviour. This public record can be thought of as an online reputation, which may be accessible to schools, employers, colleges, clubs, and others who may be researching an individual now or in

the future. Cyberbullying can harm the online reputations of everyone involved, not just the person being bullied, but those doing the bullying or participating in it. Cyberbullying has unique concerns in that it can be:

**Persistent** – Digital devices offer an ability to immediately and continuously communicate 24 hours a day, so it can be difficult for children experiencing cyberbullying to find relief.

**Permanent** – Most information communicated electronically is permanent and public, if not reported and removed. A negative online reputation, including for those who bully, can impact college admissions, employment, and other areas of life.

**Hard to Notice** – Because teachers and parents may not overhear or see cyberbullying taking place, it is harder to recognize.

### **3. Why is it Important to Respond to Bullying?**

Bullying can cause temporary or permanent lasting harm and no one deserves to be a victim of bullying. At HKCA Po Leung Kuk School, we respect people, property and time and believe that everybody has the right to be treated with respect. Students who are bullying others need to develop empathy and learn appropriate ways of behaving in different social contexts. They will need these skills throughout their lives to be upstanding members of society. We will respond promptly and thoroughly to issues of bullying.

We recognise that:

- Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

### **4. Signs and Symptoms of a bully / being bullied**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of coming to school;
- Changes their usual routine;
- Becomes withdrawn, anxious, or lacking in confidence;
- Cries themselves to sleep at night or has nightmares;
- Feels ill in the morning;
- Begins to do poorly in school work;
- Comes home with clothes torn or books damaged;
- Has possessions which are damaged or 'go missing';
- Asks for money or starts stealing money (to pay bully);
- Has pocket money or other monies continually 'lost';
- Has unexplained cuts or bruises;
- Becomes aggressive, disruptive or unreasonable;
- Is bullying other children or siblings;
- Stops eating;
- Is frightened to say what is wrong;
- Gives improbable excuses for any of the above.

These signs and behaviours could be an indicator for other underlying issues, but bullying should be considered a possibility and should be investigated.

A child may indicate by signs or behaviour that he or she is bullying others. Adults should be aware of these possible signs and that they should investigate if a child:

- has trouble sleeping;
- has behavioural issues;
- is getting into trouble at school;
- enjoys being popular;
- friends of the child have shown signs of aggressive behaviour;
- violence at home;
- has been bullied in the past;
- they lack empathy;
  - One of the things that enables a bully to manipulate and dominate another person so effectively is a lack of compassion or regard for the feelings of another person. They are unable to look at a situation from a perspective other than their own. If you think your child might lack a sense of empathy, talk to them about the importance of respecting other people's feelings.
- they need to be in control;
  - Bullying is an attempt, through word or action, to enforce control over another person.



- The intent is for the other person to do exactly what the bully wants. When the other person refuses to be controlled by the bully, the bully will most likely become angry and frustrated.
- they have been victims of bullying;
  - Sometimes victims will turn to bullying in an attempt to regain some of the self-confidence they lost through being bullied. They may think that bullying is the only way to get ahead in the social climate of their school.
- they are proud and/or arrogant;
  - While we tend to think of bullies as people with low self-esteem who are trying to overcompensate through aggression, bullies can actually have high self-esteem. It is contempt for the other person that leads them to attack, not defensiveness.

## 5. Procedures

1. Students or parents are expected to report any suspected bullying incidents to a member of the teaching staff who will then communicate with the appropriate staff members, i.e. homeroom teacher, administrators and/or learning support staff.
2. Confirmed incidents of bullying will be recorded by staff.
3. In serious cases, parents will be informed and will be asked to come into school for a meeting to discuss the issue to support all involved.
4. The bullying behaviour or threats of bullying must be investigated and the bullying must cease as soon as possible.
5. Staff will aid the bully(ies) in order to modify their behaviour to socially acceptable standards.

## 6. Outcomes

- The bully(ies) may be asked to apologise verbally or in writing. Other interventions may include, but are not limited to:
  - Loss of free time.
  - Loss of privileges.
  - Personal reflection time.
  - Keeping and writing in a reflection diary for a given amount of time.
  - Educating others.
  - Counselling sessions.
- When possible, those involved in incidents of bullying will be reconciled using restorative practice techniques.

- In serious and/or repetitive incidents by an individual/group, interventions may include suspension and/or expulsion. The Administration Guide from the EDB and Po Leung Kuk School Management Committee will be consulted in bullying cases that involve suspension and/or expulsion.
- Guidelines are known by community members for the prevention of bullying.

## **6. Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Hong Kong.

The Hong Kong Education Bureau provides summaries of the key legislation and guidance on bullying for schools:

[https://www.edb.gov.hk/en/teacher/student-guidance-discipline-services/gd-resources/anti\\_bullying2/index.html](https://www.edb.gov.hk/en/teacher/student-guidance-discipline-services/gd-resources/anti_bullying2/index.html)

Related policies and procedures This policy statement should be read alongside our organisational policies and procedures including:

- Child protection/safeguarding policy statement.
- Student Code of Behaviour.

### **Contact details**

#### **Nominated anti-bullying lead**

Name: Rose Hopewell-Fong

Phone: +852 3465 8400

Email: [pypc@plkis.edu.hk](mailto:pypc@plkis.edu.hk)

#### **Senior lead for safeguarding and child protection**

Name: Perry Tkachuk

Phone: +852 3465 8400

Email: [principal@plkis.edu.hk](mailto:principal@plkis.edu.hk)

We are committed to reviewing our policy and evidence of aligned practices annually.

This policy was last reviewed on:

28th June 2022

(Date)

---

(Name)

---

(Signature)

### References:

[https://www.edb.gov.hk/en/teacher/student-guidance-discipline-services/gd-resources/anti\\_bullying1/index.html](https://www.edb.gov.hk/en/teacher/student-guidance-discipline-services/gd-resources/anti_bullying1/index.html)

[https://www.edb.gov.hk/attachment/en/teacher/student-guidance-discipline-services/gd-resources/anti-bullying/stopbullying\\_eng\\_final.pdf](https://www.edb.gov.hk/attachment/en/teacher/student-guidance-discipline-services/gd-resources/anti-bullying/stopbullying_eng_final.pdf)

[https://www.edb.gov.hk/en/teacher/student-guidance-discipline-services/gd-resources/anti\\_bullying2/index.html](https://www.edb.gov.hk/en/teacher/student-guidance-discipline-services/gd-resources/anti_bullying2/index.html)

[https://www.edb.gov.hk/en/teacher/student-guidance-discipline-services/gd-resources/anti\\_bullying3/index.html](https://www.edb.gov.hk/en/teacher/student-guidance-discipline-services/gd-resources/anti_bullying3/index.html)

[https://www.edb.gov.hk/attachment/tc/teacher/student-guidance-discipline-services/gd-resources/anti-bullying/3/20200713\\_flowchart\\_for\\_handling\\_bullying.pdf](https://www.edb.gov.hk/attachment/tc/teacher/student-guidance-discipline-services/gd-resources/anti-bullying/3/20200713_flowchart_for_handling_bullying.pdf)

<https://www.stopbullying.gov/>

<https://iustsavves.org/bullying>

<https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying>