

ANTI-BULLYING POLICY

Safeguard

VERSION NUMBER: 1.0
THIS VERSION:
PREVIOUS VERSION:
ORIGINAL VERSION:
OWNER:
TYPE OF PAPER: POLICY APPLICATION NOTE
TOPIC AREA:
HR-BULLYING DOCUMENT REF:

A. Objective

Instituto Thomas Jefferson expects all our collaborators at School, and suppliers, to recognize that if a student is at risk of bullying (School bullying), we will take actions to reduce the risk of harm. We are committed to ensure the protection of our students; they are supported to identify situations of risk and ask for help for themselves or for other students.

1. Objectives and Scope

Instituto Thomas Jefferson aims to:

- Provide a safe and happy environment that promotes growth and learning in our students.
- To outline our system and procedures to ensure the safety of our students inside the School.
- Raise awareness among all our collaborators, and parents or guardians about issues which relate to bullying.
- Ensure effective communication between our collaborators and parents or guardians regarding bullying situations.
- Establish effective procedures for external partners or suppliers that encounter any bullying situation.
- Be clear with everyone involved, including students, parents or guardians, about the Anti-bullying Policy.

Student: All students at Instituto Thomas Jefferson, regardless of age, as well as visitors who are minors.

Collaborator: Any person hired by Instituto Thomas Jefferson, regardless of their position or occupation.

A. Scope

The Anti-bullying policy will be endorsed and signed by the General Director. This policy will be adopted by all levels of the organization.

B. Definitions

Bullying (or School bullying) is a situation among students.

In order for a situation to be considered a case of bullying, the following points must be taken into account:

- There is an imbalance of force and power
- It is only between students

- It happens in the school environment
- One or more students are constantly exposed for a prolonged period of time to negative actions by one or more students inside the School with the intention of harming and making visible their power over the other.

Bullying can have the following manifestations:

- Verbal: insult, humiliate, spread rumors or say hurtful words to hurt a schoolmate.
- Physical: hitting, pulling, pinching, biting, pushing, spitting at others, and performing behaviours that embarrass a schoolmate in front of his/her companions.
- Psychological: constantly threatening, manipulating, blackmailing or intimidating a schoolmate, on the grounds of causing harm if he/she asks for help or tells another person about what they do to him/her.
- Social exclusion: ignoring and excluding schoolmates from friendship, community or School activities.
- Cyberbullying: post comments, photos on social networks, cell phone messages or email, of an offensive or mocking nature, or that disclose a schoolmate's private information; create fake profiles or seize app passwords to annoy or impersonate a schoolmate; take and post online or distribute by any means, photos or videos of harassment or mistreatment against schoolmates.

Bullying puts students who suffer from bullying in a situation of vulnerability to those who generate the aggressions, which prevents them from defending themselves. Students who have suffered bullying or are being bullied may have, among other symptoms, poor school performance, depression, anxiety, lack of appetite, stress, or lie to miss school. Disorders that, in very severe cases, can lead them to alcohol use, drugs, diseases such as bulimia and anorexia, self-harm, or even come to think about committing suicide.

It is important to consider that bullying behaviour over others is often the result of situations outside the school that affect those who engage in these behaviours. For example: physical, psychological, emotional or sexual violence, omission of home care, job exploitation, lack or excess of behavioral limits, or divorce/separation of their parents. Therefore, under no circumstances should students who bully others, be stigmatized as "problem children," "bad," "rude", or any other qualifier, because like the person assaulted, they require comprehensive support and protection to prevent them from being harmed in their health and integrity.

Viewers of a bullying situation can be part of the problem. In this case, two types of viewers are identified: passive or active.

Passive viewers are students who witness a situation of bullying but do not tell any adult, collaborator, or parent.

They are those who do not act in any way to try to stop a situation of bullying towards another student, whether or not they are a friend of theirs.

Active viewers are those who approve and support the actions of the bullying person, without directly initiating bullying actions. These spectators come to the side when the bullying person has begun an action that assaults the other.

If a situation of bullying occurs and the participation, passive or active, of other students is verified in a case of this nature, the viewer students may get an appropriate disciplinary consequence, (see Community Agreement).

Inside our School, the following are not considered a Bullying situation:

- Isolated non-repetitive problems with one or more schoolmates.
- Conflicts between students that are expected for their age and growth.
- Non-repetitive isolated physical or verbal assaults with one or more schoolmates.

C. Liability

General Director

The General Director recognizes his/her responsibility in ensuring that the organization understands and follows the guidance provided in this document.

1. General Director, Section Principal and Department of Personalized Education:

The School’s Principals of Section, General Director and Department of Personalized Education will work to:

- Ensure that policies are implemented through all levels and followed by all collaborators at the School.
- Give enough time and resources to promote Bullying prevention.
- Give sufficient time and resources to promote timely reporting of a Bullying situation.
- Ensure that the School's culture facilitates the filing of a complaint and is handled in a timely and appropriate manner.
- Ensure that the School is a safe and protected place that aims to provide spaces free of violence.

D. Procedures

In the face of a possible situation of bullying, students should be encouraged to communicate the situation to an adult they trust, preferably immediately notify a collaborator. If a student has seen a situation where another schoolmate is a victim of bullying, they must inform a trusted adult in order for follow up to be given.

When a student reports a situation of bullying towards his/her person or that of another student, anonymity will remain as much as possible to safeguard their integrity and well-being.

Students should be encouraged to defend themselves against any form of violence through the establishment of clear and firm boundaries, without becoming violent with those who offend them. Because the School seeks to promote conflict resolution assertively and in conjunction with the values of the School, if a student defends him/herself against a physical or verbal offense in a violent manner, he/she may get a disciplinary consequence.

When the School receives a report of a possible bullying case, the case should be referred to the Personalized Education department of the corresponding section. This department will be responsible for doing the relevant investigation and follow-up, reporting the appropriate information to the parties involved.

Information related to the follow-up and/or consequences of a bullying situation will only be shared with the family of the student concerned, the Department of Personalized Education and Section Principal. For the protection of the students’ well-being, under no circumstances will follow-up information and/or consequences be provided to other adults and/or students.

Further to decisions made by the Department of Personalized Education and General Director regarding a case of bullying, the relevant actions and/or consequences will be carried out. These actions may include some disciplinary consequences.

If necessary, the Designated Safeguarding Lead and General Director shall be involved in the decision-making.

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