



Policy	Anti-Bullying Policy			
Approval Date:	January 2024	Next review:	January 2026	
Review Cycle:	24 months			
Scope	Whole Group	<input type="checkbox"/>	Whole School	<input checked="" type="checkbox"/>
	International Primary	<input type="checkbox"/>	National Primary	<input type="checkbox"/>
	International Secondary	<input type="checkbox"/>	National Secondary	<input type="checkbox"/>
Ownership:	Head of School	Approved by:	Campus Principal	

TENBY SCHOOLS SETIA ECO GARDENS

Tenby Southern Sdn. Bhd. (149336 -W)
 No.7, Jalan Laman Setia Utama, Taman Persiaran Laman
 Setia, Setia Eco Gardens, 81550 Gelang Patah, Johor
 Bahru, Johor, Malaysia
 tel: +607-558 8812 fax: +607-558 8823

www.tenby.edu.my/setia-eco-gardens/



Introduction

The intended purpose of this policy should be linked to Tenby School's Guiding Statements.

Our Vision

A United World At Peace - Through Education

Our Mission

- To enable students to:
 - achieve their full potential for academic excellence and achievements in sports and the arts
 - develop the values of compassion, responsibility and integrity
 - become effective communicators, creative thinkers and independent learners
- To encourage the values of cultural diversity and acceptance of others different from oneself
- To promote the values of democracy, equality before the law and respect for The Universal Declaration of Human Rights
- To promote international understanding for a peaceful world

Our Core Values

- Education matters, it is central to all that we do
- International mindedness
- Lifelong learning
- Respect
- Sensitivity to cultural diversity
- Effective communication

Rationale

In accordance with the Tenby Schools Guiding Statements above, bullying is not tolerated and is regarded as unacceptable behaviour. This policy has been drawn up through the involvement of the whole school community and we are committed to developing an anti-bullying culture whereby no bullying, including between adults or adults and children and young people will be tolerated.

Our aim

All members of our learning community deserve to feel safe and secure and to be treated with respect. Full support will be given to anyone who is bullied and measures will be taken to modify the behaviour of those involved in acts of bullying, in accordance with the school's Behaviour Management Policy.

TENBY SCHOOLS SETIA ECO GARDENS

Tenby Southern Sdn. Bhd. (149336 -W)
No.7, Jalan Laman Setia Utama, Taman Persiaran Laman
Setia, Setia Eco Gardens, 81550 Gelang Patah, Johor
Bahru, Johor, Malaysia
tel: +607-558 8812 fax: +607-558 8823

www.tenby.edu.my/setia-eco-gardens/



We aim to:

- show commitment to overcome bullying;
- have a safe and secure environment where everyone can learn without worry;
- have steps in place to reduce the risk of bullying;
- ensure a consistent school response to any reported bullying incidents;
- make the school community aware of our opposition to bullying and make clear each person's responsibilities with regard to how to tackle bullying in our school.

Tenby SEG's definition

Bullying is any act of physical or psychological harm that is intentional and repetitive, real or perceived. It may occur for no obvious reasons or motivation, carried out by individuals or groups against one or more persons, in order to intimidate, threaten or cause emotional distress, in a relationship of imbalance of power between the parties involved. Bullying can also be difficult for the victim to defend themselves.

Confirming if the behaviours were intentional is not required in order to implement the strategies for responding effectively. Young people involved in bullying are not always fully aware of the impact of their actions on others. It is more important to act as a result of the effects on and feelings of the targeted individual, regardless of the intent.

Students often report that bullying appears most frequently, but not exclusively, in the following forms and in no particular order:

- Discrimination on the grounds of colour, race, religion, gender, sexuality, nationality, disability, or anything else that makes us different from one another;
- Picking on someone repeatedly (teasing, insulting, making rude gestures, using bad words or name calling);
- Spreading nasty rumours about someone to hurt them;
- Excluding a person from a group may be classed as bullying especially if it is constant or repeated in a way to cause hurt;
- Constant intimidation or behaving in a threatening and frightening way;
- Persistent copying of another person's work without their permission;
- Repeated physical assaults;
- Making derogatory or condescending comments;
- Cyber-bullying (see specific section).

TENBY SCHOOLS SETIA ECO GARDENS

Tenby Southern Sdn. Bhd. (149336 -W)
No.7, Jalan Laman Setia Utama, Taman Persiaran Laman
Setia, Setia Eco Gardens, 81550 Gelang Patah, Johor
Bahru, Johor, Malaysia
tel: +607-558 8812 fax: +607-558 8823

www.tenby.edu.my/setia-eco-gardens/



Bullying roles

People in a bullying scenario may take on one of the following roles:

- a person who engages in bullying behaviour;
- a target who is subjected to the bullying behaviour;
- someone who assists or helps the bullying behaviour and actively joins in;
- a supporter who encourages and gives silent approval to the bullying, by smiling, laughing or making comments;
- a silent bystander who sees or knows about someone being bullied but does nothing to stop it; this may also be an adult bystander;
- a defender who supports the student who is being bullied by intervening, getting teacher support or comforting them.

Creating an anti-bullying climate in the school

Our curriculum is used as a platform for raising awareness of bullying and promoting pro-social attitudes, and developing emotional and social well-being. Students are educated about bullying and anti-bullying through our PSHE curriculum and through other opportunities to discuss and promote it, such as:

- reading literature/listening to stories that reinforce the topic;
- assemblies and tutor time that promote our values and foster positive relationships;
- support from the School Council to encourage positive relationships and report concerns about bullying;
- offering a Peer Mentor system that students can access as a source of support.

Recording, reporting and responding to incidents of bullying

All reports of bullying will be taken seriously by the school and will be followed up. Students who feel they have been bullied should report this to their Class Teacher/Form Tutor or any other member of staff. Students who witness others being bullied should also report this to a member of staff. Members of staff who receive reports that a student has been bullied should report this to the Class Teacher/Form Tutor in the first instance and log this on Engage, which should then be reported to the appropriate Head of School who will then investigate the reports. Until a case of bullying is resolved, it is the responsibility of the Class Teacher/Form Tutor to regularly monitor the situation.

If necessary, we will invoke a full range of sanctions for acts of bullying that are detailed in the School's Behaviour Policy. These may include:

- removal from the group;
- withdrawal of break and lunchtime privileges;
- withdrawal of ICT privileges for cyber-related bullying using School resources or accounts;
- withholding participating in school events that are not an essential part of the curriculum;
- fixed term and permanent exclusion from the school;
- all allegations of bullying will be reported to the parents.

TENBY SCHOOLS SETIA ECO GARDENS

Tenby Southern Sdn. Bhd. (149336 -W)
No.7, Jalan Laman Setia Utama, Taman Persiaran Laman
Setia, Setia Eco Gardens, 81550 Gelang Patah, Johor
Bahru, Johor, Malaysia
tel: +607-558 8812 fax: +607-558 8823

www.tenby.edu.my/setia-eco-gardens/



Cyber-bullying:

Cyber-bullying is when the Internet, messaging services and social media are used to cause psychological and/or social harm. This includes:

- filming, recording or taking a photograph of someone without their permission;
- sending, posting or circulating threatening or hurtful messages;
- sending, posting or circulating embarrassing photographs and images without the subject's permission;
- tampering with photos or personal data;
- spreading lies and rumours;
- pretending to be someone else to trick or mislead others;
- tricking people into revealing personal information;
- excluding people from social media or chat groups may be regarded as bullying, depending on the context or reason.

Cyber-bullying is more invasive and persistent because the majority of students (and adults) have mobile devices that constantly receive updates and messages. This type of bullying penetrates the home as well as school environment. Material published electronically, often anonymously, can become public very quickly with wide and instant access. There is a general lack of oversight of messaging and social networks by authoritative bodies and action is only taken after complaints are received. Additionally, parents are often unaware of the children's messaging and social networks and so it is important for them to monitor their child's use of such networks, and to talk openly about these issues so they can understand and support their children.

It is impossible for, nor the responsibly of the School to control and supervise students' use of technology outside of school hours, yet issues related to cyber-bullying will often spill over into school. The School will strive to educate and inform students and parents about the proper and ethical use of communication technology. The School will inform relevant parents of any cases of cyber-bullying or the improper use of technology.

Feedback and concerns

We recognise that there may be times when parents/guardians feel that we have not dealt well with an incident of bullying and we ask that this be brought to the appropriate Head of School's attention. If the Head of School cannot resolve these concerns informally, parents/guardians may raise their concerns more formally by completing a Parent Feedback Form, available from the main school office, which will be treated confidentially and addressed by the Head of Schools for Tenby SEG. We also welcome positive feedback from parents when things have gone well.

TENBY SCHOOLS SETIA ECO GARDENS

Tenby Southern Sdn. Bhd. (149336 -W)
No.7, Jalan Laman Setia Utama, Taman Persiaran Laman
Setia, Setia Eco Gardens, 81550 Gelang Patah, Johor
Bahru, Johor, Malaysia
tel: +607-558 8812 fax: +607-558 8823

www.tenby.edu.my/setia-eco-gardens/



Monitoring and reviewing our policy

The school will regularly monitor and evaluate our policy to ensure it is being consistently applied. Any issues identified will be incorporated into the School's improvement plan. Issues, which may prompt a review of the policy include:

- an increase in the number of reported incidents of bullying;
- results of student perception surveys and work in class;
- absence from school that is thought to arise as a consequence of bullying;
- complaints and compliments received from parents/guardians.

Summary

School measures to prevent bullying

1. All members of the school community will be made aware of the nature, seriousness and signs of bullying and the response to be taken when it happens.
2. SEG colleagues will be given training to enable them to recognise the signs of bullying and how to address it.
3. The School will provide support and guidance in the form of:
 - a. developing supportive and inclusive classroom environments;
 - b. reinforce positive communication, empathy, friendship;
 - c. awareness raising presentations, workshops and publications for students and adults in order to help minimise risks.
4. Anti-bullying awareness will be actively and consistently reinforced through our curriculum through the implementation of developmental social/emotional learning from the Early Years onwards and includes:
 - a. understanding what behaviours constitute bullying;
 - b. understanding the impact of bullying;
 - c. the development of effective bystander behaviour;
 - d. the development of positive social problem solving skills;
 - e. understanding cyber-bullying, including strategies for the promotion of cyber safety and positive cyber citizenship.
5. Students will be encouraged to talk to any member of the school community if they know of incidents of bullying or are being bullied.
6. Promote a school culture that is built on being proactive and positive role models.
7. The School's behaviour expectations, appropriate to each age-group, are displayed throughout the school and on the School's website.
8. The School employs a counsellor – the School Listener – to provide confidential and 1:1 support as appropriate.

TENBY SCHOOLS SETIA ECO GARDENS

Tenby Southern Sdn. Bhd. (149336 -W)
No.7, Jalan Laman Setia Utama, Taman Persiaran Laman
Setia, Setia Eco Gardens, 81550 Gelang Patah, Johor
Bahru, Johor, Malaysia
tel: +607-558 8812 fax: +607-558 8823

www.tenby.edu.my/setia-eco-gardens/



Staff measures to prevent bullying

1. All school staff will endeavour to create and support an inclusive environment that promotes a culture of mutual respect, consideration and care for others, which will be upheld by all.
2. All school staff will be made aware of the appropriate action to be taken, following existing school procedures, when receiving reports of bullying.
3. The school will raise awareness of bullying issues through student-led assemblies, discussions and outside speakers.
4. Ensure all reported cases of bullying are reported early and investigated as quickly as possible, and resolved by the appropriate senior member of staff.
5. Provide for support for victims of bullying and those accused of bullying.
6. Celebrate success and achievements to promote and build a positive school ethos.
7. Strive to make sure that areas of the school will be adequately supervised throughout the school day, especially at break times.
8. Actively promote positive playground and pro-social behaviour.
9. All school staff will advocate, model and teach legal and ethical use of digital tools, and promote and model digital etiquette and responsible use of technology.
10. Regular opportunities within the curriculum will be given to address bullying and what can be done about it. Self-esteem, anger management, conflict resolution, confidence building and assertiveness training will be features of these activities.

Student measures to prevent bullying

1. To abide by the school's Behaviour and Anti-bullying policies.
2. To take responsibility for personal behaviour and actions and treat one another with respect and kindness.
3. The Student Council and House Captains will work as advocates to promote pro-social behaviour. Team building and cross-year pastoral activities are encouraged.
4. Students must not ignore bullying, whether it is happening to them or to others; they are encouraged to report incidents they know about to encourage a "zero-tolerance" culture with regard to bullying and avoid becoming a "bystander".
5. Students are not permitted to use their mobile phones during the school day outside of lessons, to reduce the risk of cyber-bullying.
6. Other appropriate student-led initiatives will be actively encouraged.

Parent/Guardian measures to address bullying

1. Report concerns about bullying to a member of staff, beginning with the class teacher or form tutor.
2. Act as role models of positive behaviour for students, including online behaviour.
3. Support the school in order to tackle any form of bullying.
4. Respond to requests from the school to provide feedback on the anti-bullying policy and procedures.

TENBY SCHOOLS SETIA ECO GARDENS

Tenby Southern Sdn. Bhd. (149336 -W)
No.7, Jalan Laman Setia Utama, Taman Persiaran Laman
Setia, Setia Eco Gardens, 81550 Gelang Patah, Johor
Bahru, Johor, Malaysia
tel: +607-558 8812 fax: +607-558 8823

www.tenby.edu.my/setia-eco-gardens/



School responses to bullying

1. All reports of bullying will be investigated.
2. All individuals involved in bullying will be interviewed by an appropriate member of staff and given full support and reassurance. Where possible and practicable, confidentiality will be respected.
3. Parents of all those involved in incidents of bullying will be informed and involved in solutions.
4. Incidents of bullying will be fully recorded on Engage.
5. Dialogue between those involved will be encouraged to develop an understanding of the effects of their behaviour.
6. Sanctions in line with the school disciplinary procedures may be imposed, but all incidents will be dealt with on a case-by-case basis. Serious incidents may result in suspension or exclusion, in accordance with Malaysian law.

All members of the SEG community (students, staff members, parents, family members, and visitors) are responsible for the implementation and compliance of the Policy, and supporting the strategies for preventing and dealing with bullying in this school.

TENBY SCHOOLS SETIA ECO GARDENS

Tenby Southern Sdn. Bhd. (149336 -W)
No.7, Jalan Laman Setia Utama, Taman Persiaran Laman
Setia, Setia Eco Gardens, 81550 Gelang Patah, Johor
Bahru, Johor, Malaysia
tel: +607-558 8812 fax: +607-558 8823

www.tenby.edu.my/setia-eco-gardens/



Appendix 1

What Should You Do If You Are Being Bullied?

If you are being bullied, it is important that you talk to an adult or colleague who is in a position to help you.

There can be a reluctance to report bullying because of a fear of being labelled and going against an unwritten code of student behaviour that includes “telling on” another student. This concern is understandable but must not prevent you from reporting bullying behaviour. Most people dislike bullying and will support your attempts to stop it.

The above also applies to adults in our community who consider that they are being bullied in the workplace. It is emphasised that all members, students and staff of the Tenby Schools SEG community have the right to feel safe, protected and valued. Staff can refer to the ‘whistleblowing’ policy (in development, October 2018) and Grievance Procedures.

Some students may not want to report bullying because they feel it might only make matters worse. Again, this fear is understandable, but most teachers are trained in ways to help with cases of bullying in a supportive and helpful manner.

It can take courage to challenge the bully, to expose them for who they are and to play a part in improving our community by stopping the bullying behaviour.

Tenby Schools SEG expects its students and staff to show this courage and not tolerate bullying as a bystander or as a victim.

“Respect” for self and for others is one of our Core Values, and any member of our community who does not support our Core Values does not belong at SEG. Everyone at Tenby Schools SEG should be committed to making the School a safe and happy place where **everyone** is valued and respected.

If you are being bullied, you must tell an adult, or in the case of staff, a line manager, who has the capacity to help. They might be your teacher, Head of School, CCA coach, School Nurse, or parent or guardian. Alternatively, if you are a student, you may wish to speak to a member of the Student Council, or perhaps just an older student.

The important thing is that it does not matter who you tell as long as you tell someone who can then help you.

TENBY SCHOOLS SETIA ECO GARDENS

Tenby Southern Sdn. Bhd. (149336 -W)
No.7, Jalan Laman Setia Utama, Taman Persiaran Laman
Setia, Setia Eco Gardens, 81550 Gelang Patah, Johor
Bahru, Johor, Malaysia
tel: +607-558 8812 fax: +607-558 8823

www.tenby.edu.my/setia-eco-gardens/



Appendix 2

Signs and Symptoms of Feeling Bullied

A child may indicate by signs or behaviour that s/he is being bullied. Adults should be aware of these possible signs and that they should investigate if a child, although many of these signs are extreme cases:

- is frightened of travelling to and from school
- doesn't want to go on the school bus
- begs to be driven to school
- begs to stay at home or is unwilling to go to school (school phobic)
- changes their usual routine
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- cries at night or has nightmares
- regularly complains of feeling ill in the morning
- performance in and commitment toward school work begins to drop
- comes home with clothes torn or books and other personal items damaged, or they "go missing"
- asks for money or starts stealing money (to pay the bully)
- repeatedly reports money to be "lost"
- has unexplained cuts or bruises
- comes home very hungry (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received
- attempts to run away
- attempts or threatens suicide

Appendix 3

Help Organisations

Visit the Kidscape website www.kidscape.org.uk for further support, links and advice.

TENBY SCHOOLS SETIA ECO GARDENS

Tenby Southern Sdn. Bhd. (149336 -W)
No.7, Jalan Laman Setia Utama, Taman Persiaran Laman
Setia, Setia Eco Gardens, 81550 Gelang Patah, Johor
Bahru, Johor, Malaysia
tel: +607-558 8812 fax: +607-558 8823

www.tenby.edu.my/setia-eco-gardens/

