

# Anti-Harassment and Bullying Policy (Revised March 2024)

Newcastle International School

## Anti-Harassment and Bullying Policy

### Introduction

Newcastle International School is committed to maintaining a safe and respectful work and learning environment, free from harassment and bullying. This policy applies to all students, staff, and visitors on school grounds, at school-related events, and online.

### Definitions

- **Harassment:** Unwelcome conduct based on a protected characteristic (race, gender, religion, disability, or sexual orientation) that creates a hostile environment.
- **Bullying:** Repeated, unwanted behavior that makes someone feel afraid, uncomfortable, or excluded. This can be physical, verbal, emotional, or through technology (cyberbullying).

### Prohibited Conduct

Harassment and bullying based on protected characteristics are strictly prohibited. Examples of prohibited conduct include, but are not limited to:

- **Physical:** Hitting, kicking, shoving, spitting, stealing or damaging belongings.
- **Verbal:** Insults, name-calling, teasing, threats, racist or homophobic slurs, gossip.
- **Emotional:** Intimidation, humiliation, social exclusion.
- **Cyberbullying:** Sending hurtful messages, posting embarrassing pictures online, or excluding someone from online groups.

### Reporting Procedures

Staff members who experience or witness harassment or bullying of students by others should report the incident promptly to the designated staff liaison (DSL) - Emma Brown ([academic@newcastlenis.com](mailto:academic@newcastlenis.com)).

Students can report incidents of bullying or harassment to any trusted adult at school, such as a teacher, counselor, or administrator. Students also have the option to report anonymously through the suggestion box located in the reception area, or by emailing [academic@newcastlenis.com](mailto:academic@newcastlenis.com).

### Investigation and Response

All reports will be handled confidentially and promptly. We will conduct a thorough investigation of all reported incidents. Appropriate remedial action will be taken against perpetrators if the allegations are substantiated. This may range from warnings to termination of employment for staff or expulsion from school for students.

### **Retaliation**

Retaliation against individuals who report harassment or bullying in good faith is strictly prohibited and will result in disciplinary action.

### **Support Mechanisms**

We are committed to providing support to those who have experienced bullying or harassment. Resources will be made available to help individuals cope with the emotional impact of these incidents.

### **Communication and Training**

This policy will be communicated to all staff members and students through [communication methods, e.g., school website, handbook, assemblies]. We will also provide periodic training on bullying and harassment prevention to all staff members.

### **External Resources**

Staff members have the option to seek external remedies through appropriate legal channels if internal resolution is unsatisfactory.

**Revision Date:** [March 15th 2024, and then edited and proofread on 14/04/2024 - SF]