



BULLYING AND HARASSMENT POLICY

STATEMENT OF INTENT

It is a fundamental right of all Learners to receive their education free from humiliation, oppression and abuse and to learn in an atmosphere free from fear that ensures their safety and security. Leaders Today acknowledges and accepts its responsibility in this regard with the utmost respect and commitment. Bullying is an international problem that knows no class, distinction, ethnic boundaries or age and has become the scourge of the modern school environment. Leaders Today strives to eradicate any form of bullying or harassment and in so doing have set out policies and procedures to be adopted as embodied herein.

POLICY STATEMENT

Leaders Today will not tolerate the bullying of any member of the Leaders Today community be they Learners, teachers, Parents or staff.

DEFINITION OF BULLYING

"A person being exposed, repeatedly and over time, to intentional injury or discomfort whether physical or mental, inflicted by one or more persons. Bullying implies an imbalance of power or strength in which one child is victimised by another" Olweus (1993). Bullying is thus deliberate, unprovoked, hurtful behaviour by one or more against another repeated over a period of time, whether or not it is intended to cause harm.

AIMS OF THIS POLICY

- 1) Leaders Today wishes to enshrine the right to human dignity in the full sense of the word in accordance with the Constitution of the Republic of South Africa;
- 2) To promote a culture of education in respect of the different forms of bullying, including, but not limited to, mental and/or emotional bullying;
- 3) To promote an environment in which all Leaders Today members maintain an ethos of understanding, appreciation and acceptance of the unique differences amongst individuals and to cultivate empathy and feelings of positivity in regard for every individual, the community and the environment;
- 4) To ensure the safety of all Leaders Today members where respect for the value and integrity of all is upheld;
- 5) To assure you that Leaders Today takes bullying very seriously and it is everyone's right to report bullying of any kind and to feel confident that by adopting the appropriate procedures outlined herein, the bullying will effectively end;
- 6) To empower witnesses to report bullying so that they may act on the care and compassion they feel for others;
- 7) To enhance the consistency of the approach towards addressing bullying and modifying behaviour;

Initials Mother/Guardian:

Initials Father/Guardian:



- 8) To engender support and respect by all for the administration and implementation of this policy;
- 9) Bullying takes place in many shapes and forms and can be physical, verbal, sexual and/or of a cyber nature (Internet, email, websites, Internet chat rooms, mobile text messaging and the like including social media platforms).

DISCIPLINARY PROCEDURE AND ACTIONS

Phase One

- 1) Any individual or Learner who is bullied or who witnesses bullying behaviour, whether on campus or at home, must report the incident(s) to their class teacher.
- 2) All reports will be treated in the strictest confidence and will be investigated thoroughly.
- 3) All parties involved will be provided with an opportunity to express their experience of the circumstances and all discussions shall, insofar as is possible, be documented in writing.
- 4) The class teacher may then consult with other support staff on a multi-disciplinary team.
- 5) The type and extent of remedial action will depend on a number of factors including the severity of the event.
- 6) A record of the incident will be kept and Parents will be notified accordingly not only of the event but also that the Learner will be under observation for a duration to be determined by the multi-disciplinary team.
- 7) In the event that a group or "pack" dynamic or mentality is identified, a psychologist appointed by Leaders Today will be informed and, if necessary, a psycho-educational workshop may be organised.
- 8) Any reprisal or reprimand of those who have reported a bullying incident will be taken extremely seriously.

Phase Two

In the event of demonstrable, repetitive and unacceptable behaviour, additional sanctions will follow including, *inter alia*, the following:- consultations with the Leaders Today psychologist or a psychologist nominated by Leaders Today (which will be for the Parents account), detentions and other appropriate sanctions to modify the Learner's unacceptable behaviour. These sessions will be initiated with the Parents' full knowledge and consent.

Phase Three

- 1) Continued, unabated and unacceptable behaviour (bullying or harassment) may result in suspension or expulsion.
- 2) Parents will be notified in writing of the offence/s and requested to attend a disciplinary hearing with the intention of discovering the facts and circumstances around the behaviour and appropriate suggestions for the way forward. The time, date and venue of such meeting will be communicated to Parents in writing and Parents are expected to attend.
- 3) The disciplinary hearing will be conducted informally and in private, according to generally accepted procedural fairness. Procedural fairness will include the right to be heard and represented or assisted by an adult, however no external legal representation will be permitted.
- 4) The final decision rests with the disciplinary committee whose findings will be communicated to the Learner and his or her Parents in writing.

Initials Mother/Guardian:

Initials Father/Guardian:



- 5) Dependent on the severity of the behaviour, Leaders Today reserves the right to temporarily exclude or permanently expel any Learners who continue with such unacceptable behaviour.

RECOMMENDATIONS FOR PARENTS

- 1) Report bullying or possible bullying to the class teacher as soon as reasonably possible.
- 2) If the bullying or perceived bullying continues, immediately request an appointment with the HOD or Head of Sport in the case of extramural sport activities.
- 3) Should you feel that your concerns are not being adequately addressed, you may then follow the Parent Grievance Procedure.
- 4) Please bear in mind that there are usually a number of explanations for why and how a situation has arisen and it is important to hear other versions of what may have happened. This is a very emotional time for you as the Parent/guardian and it is understandable that you will want to seek justice for your child and yourself. It is however crucial that you maintain an element of objectivity in as far as is possible.
- 5) Please be assured that Leaders Today endeavours to serve the best interests of the Learner at all times.
- 6) We request that you co-operate with Leaders Today and provide Leaders Today with sufficient time to implement the policy and/or remedial action.
- 7) Please do not take the law into your own hands. You are expected to refrain from harassing or intimidating any Learner on the Leaders Today premises irrespective of the circumstances. Doing so will only aggravate the situation and destroy any attempts at reconciliation.

ACCEPTANCE OF THE PROVISIONS OF THE POLICY ON BULLYING AND HARASSMENT

I/We _____ and _____
being the Parent/s / guardian/s of _____

(child's full name) confirm that I/we have read, understood and accept the terms and conditions of the **BULLYING AND HARASSMENT POLICY** issued by **LEADERS TODAY**. I/We acknowledge that should my/our child be found guilty of material misconduct by a disciplinary committee, he/she may be required to leave Leaders Today with immediate effect, and, that under such circumstances, I/we acknowledge and agree that I/we will be responsible for the full fees payable to the school as if a calendar term's notice had been given in terms of the fee schedule as well as Aftercare, as outlined in the Contract of Enrolment at paragraph 6.2.

Signed at: _____ Date: _____

Signed: _____
Mother/Guardian

Signed: _____
Father/Guardian

Initials Mother/Guardian:

Initials Father/Guardian:



LEADERS TODAY
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I/We acknowledge that it is my/our obligation to ensure that I/we and my/our child adheres to the **Bullying and Harassment Policy** and that I/we and he/she is/are aware of what is expected and that material misconduct can lead to expulsion from Leaders Today with immediate effect.

TO BE COMPLETED BY THE LEARNER

I, (full name of Learner) _____ have either read, or had the contents of this document explained to me, and understood and accept the terms and conditions of the **Bullying and Harassment Policy** issued by **LEADERS TODAY**. I acknowledge that should I be found guilty of material misconduct by a disciplinary committee, I may be required to leave Leaders Today with immediate effect.

Signed: _____
Learner

Date: _____

Signed: _____
Witness- Parent/Guardian

Date: _____

Initials Mother/Guardian:

Initials Father/Guardian: