



CREATIVE SECONDARY SCHOOL
啓思中學

Aug 2017 Edition

Anti-bullying Policy

Creative Secondary School is committed to provide a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a member of staff.

Bullying is a form of abuse. It can be physical, verbal or emotional, a singular event or a series of events over a more prolonged period of time. It will not be tolerated in any form at Creative Secondary School. Everybody has the right to attend school in safety and to be free from fear and intimidation.

The school seeks to minimise the opportunities for bullying to occur and this responsibility is shared by all members of the school community. The school will look to parents and others to help when appropriate. When bullying does occur the school must help both the victim and the child displaying bullying behaviour. To facilitate this, the 'no blame' approach will be employed initially.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber all areas of internet ,such as misuse of email, internet chat rooms and social net working sites (Twitter, Facebook etc)
mobile threats by text messaging & calls
misuse of associated technology , i.e. camera & video facilities

Signs and Symptoms

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 walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine

- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn, anxious or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- 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 dinner or other monies continually “lost”
- has unexplained cuts or bruises
- comes home starving (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

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

1. Report bullying incidents to staff.
2. In cases of serious bullying, the incidents will be recorded by staff.
3. In serious cases, parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
5. An attempt will be made to help the bully (bullies) change their behaviour.

Outcomes

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered.
3. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Responding to Incidents of Bullying

- Phone call home
- Parents’ meeting
- Restorative package : to prepare a presentation to deliver to members about the impact of verbal/physical/cyber bullying

- To provide anger management workshop
- To provide social skills groups for vulnerable individuals and groups.
- To promote positive and caring attitudes towards minorities through the curriculum, assemblies and charity work

Anti-Bullying Policy - Advice for Students

- Try to ignore the person who is attempting to bully you.
- Do not retaliate (try to get even) in a physical or verbal way. Walk calmly away from the situation.
- Tell someone what has been happening, even if you have been warned not to. You may go to any teacher who you feel confident talking to, but particularly your Form Tutor or your parents. They will want to know and to help.
- Remember that there may be others being bullied so you will be helping them as well as yourself by talking about your experience.
- Do not blame yourself.
- Think whether you might have done anything to encourage the situation. How can you help yourself to prevent further problems occurring?
- If you see someone else being bullied find a teacher (possibly your Form Tutor) and explain what you have seen and heard.
- Do not just ignore bullying. Think about how you would feel in the victim's position. Remember that bullying doesn't go away by itself.
- Make sure that you do not get involved in the bullying as an 'easy' option out of the situation.

Some advice on how to avoid being bullied:

- Try not to be oversensitive to every comment. It may not be intended to be hurtful.
- Be friendly. Friends help you avoid these situations.
- Think positively about yourself. Be confident.
- Don't make unpleasant remarks about anybody – even if you intend them as a joke.

Some advice on how to avoid being a bully:

- Talk about problems, rather than taking them out on someone else.
- Try to avoid confrontations: find some way and somewhere to cool down. Remember, bullies are often people with their own problems who need help to change their behaviour.

All members of the school community (i.e.: students, support staff, teachers and parents) are entitled to interact in an environment free from bullying and aggression. This policy is applied to all relationships (i.e.: student/student, teacher/student, student/teacher, parents/teacher, teacher/parents, teacher/teacher). All members of the school community are expected to comply with the principles of policy document.

反對欺凌措施

啓思中學承諾向學生提供一個關懷、友善及安全的環境，好讓同學可以在和平及輕鬆的氣氛下學習，在學校任何類型的欺凌也不可接受。如有欺凌的情況，學校都會認真嚴厲地處理。任何對欺凌事件知情的人士應向教職員舉報。

欺凌是傷害及濫用權力的一種，可以是肉體上、言語上或情感上。一件微小的事件足以令當事人承受長久的痛苦，啓思中學絕對不容忍任何類型的欺凌。每個人也有不需要擔驚受怕、安全上學的權利。

學校及學校各成員亦有責任盡力將欺凌事件發生的機會減到最低，一旦有需要，學校會尋求家長或其他專業人士的協助。當學校出現欺凌情況時，校方將協助受害者及欺凌者談及有關欺凌的事件，但不會以責難為目標。

何謂欺凌？

欺凌是以侵略性的行為，有動機的傷害他人，同時欺凌令受害者受痛苦及苦惱。

欺凌可以包括：

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| ● 情感上 | 表現不友善，排擠及令人痛苦 (例如:將書藏起來或作恐嚇性的動作) |
| ● 身體上 | 推撞、踢、打、拳打或任何其他暴力的行為 |
| ● 種族上 | 種族上辱罵、嘲笑、塗鴉或任何肢體動作 |
| ● 性別上 | 不情願的身體接觸或具性騷擾的評論 |
| ● 恐懼同性戀 | 因著他人同性戀的身份，嘲笑、噴畫、不友善的舉動或歧視 |
| ● 言語上 | 冠以不友善的匿稱、譏諷、挖苦、散播謠言及取笑 |
| ● 電腦或互聯網絡上 | 不當使用互聯網，包括電郵、聊天室、社交網絡 (如Twitter, Facebook) ; 以手機或手機訊恐嚇；不當使用電訊產品，如相機或攝錄器材等。 |

前兆及徵狀

孩子的一些徵狀或行為，有時會顯示他/她正在被欺凌。成年人應對這些有可能的徵狀加以警惕，同時應細心查問：

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|-----------------|---------------------|
| ● 害怕前往或離開學校 | ● 開始曠課 |
| ● 不願上學/乘搭公共汽車 | ● 變得焦慮及孤立或自卑 |
| ● 懇求被接載到學校 | ● 說話變得結結巴巴或有口吃的情況出現 |
| ● 改變恆常習慣 | ● 嘗試以自殺作恐嚇或逃跑 |
| ● 極不情願上學 (害怕學校) | |

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- 懇求被接載到學校
- 改變恆常習慣
- 極不情願上學 (害怕學校)
- 在早上感到不舒服
- 在校表現開始失準
- 回來時衣服及書本破爛
- 其物件破爛或遺失
- 索求金錢或開始偷錢(付錢給欺凌者)
- 膳食或金錢不翼而飛
- 為以上的行為作出不可能的解釋
- 害怕上網或使用手提電話
- 說話變得結結巴巴或有口吃的情況出現
- 嘗試以自殺作恐嚇或逃跑
- 在夜間睡覺時哭泣或發惡夢
- 有不能解釋的傷痕及瘀傷
- 挨餓回家 (金錢或午餐被偷去)
- 變得具侵略性、分裂及不合理
- 欺凌其他孩子或家族成員
- 不吃東西
- 害怕說出有什麼問題
- 收到短訊或網上留言時表現忐忑不安或神經質

以上的徵兆及行為可能是由其他的問題所引起。但欺凌可以是其中一個成因，應加強調查及關注。

措施

1. 向教職員報告有關欺凌的情況
2. 一旦有任何嚴重的欺凌的情況，教職員將會記錄在案。
3. 在嚴重的欺凌的事件中，校方會通知家長並邀請他們到校商討有關問題。
4. 欺凌行為會被調查及盡快遏止。
5. 嘗試幫助欺凌者改變其行為。

結果

1. 欺凌他人者須作誠心的道歉，同時承擔相關的後果。
2. 在嚴重的情況下，可能要被停學或停課甚至被開除學籍。
3. 在事件調查或處理期間，有關的學生會被監視，確保欺凌事件不會再發生。

應對欺凌事件：

- 知會家長
- 家長會面談話
- 復和處理：為受到口頭／身體／網絡欺凌的學生提供復和演示
- 提供情緒管理工作坊
- 為弱勢個體或群體建立社交技巧小組
- 通過課程、集會活動和慈善活動向學生傳遞關懷他人的積極態度

反欺凌政策—給學生的建議

- 盡量無視那些嘗試欺凌你的人
- 不要口頭或使用武力來報復（或試圖報復），請平靜離開現場。
- 告訴別人你遇到的事件，即使你被警告過不可告知他人。你可告訴你信任的老師，特別是你的年級導師或家長，他們希望了解情況並幫助你。
- 通過談論你的經歷，你可以幫助你自己和其他受到欺凌的同學。

- 不要過於自責。
- 反思你是否有做過某些事助長了欺凌的產生，自己應如何防止問題進一步發展？
- 如你發現他人正受欺凌，請告訴你的老師（或年級導師）你的所見所聞。
- 不要忽視欺凌事件，嘗試將心比心理解被欺凌者的感受。請記住，欺凌不會自己消失。
- 確保不要參與欺凌

避免受欺凌的一些建議：

- 不要對他人的評論過於敏感，他們可能本非惡意。
- 對他人友好。朋友可幫你避免這些情況。
- 積極自信地看待自我
- 避免對他人說不友好的話，即使你本意是開玩笑。

避免欺凌他人的一些建議：

- 比起指責他人，冷靜談論問題更佳
- 盡量避免衝突，找到令自己冷靜的方式或地方。請記住，欺凌他人的人往往有自身的問題，這些都需要他人的幫助來改正。

全校社區的所有成員（包括學生、職工、老師及家長）都有在不被欺凌滋擾的環境中交流互動的權利。以上政策適用於所有關係（包括學生／學生、學生／老師、家長／老師、老師／家長、老師／老師）。全校社區的所有成員都應遵守政策文件中的規定。