

Implemented – November 2025  
Effective from 1<sup>st</sup> of January 2026

# **Anti-Bulling Policy**

**This policy applies to the whole  
school including Early Years**

**British Way International School**

**Kandy**

British Way International School, Kandy (BWIS), is unwavering in its commitment to providing every student with a learning environment that is safe, nurturing and conducive to their holistic development. The school recognises that **bullying**, in any form or degree, **is a direct violation of a child's rights as upheld by the Constitution of Sri Lanka**, the National Child Protection Authority Act No. 50 of 1998, and other national safeguarding directives. BWIS therefore adopts a zero-tolerance stance on bullying and undertakes to prevent, identify and address all forms of behaviour that may cause physical, emotional, psychological or social harm to a child.

This policy sets out the school's approach to preventing bullying, responding to concerns, supporting affected students and ensuring accountability. It reflects the school's ethos, its safeguarding values and its responsibilities under Sri Lankan law.

## 01. LEGAL AND POLICY FRAMEWORK

The policy is governed by a number of key national regulations and legal provisions. BWIS acknowledges the authority of the National Child Protection Authority (NCPA), which carries the statutory responsibility of preventing child abuse, neglect, exploitation and cruelty within Sri Lanka. The NCPA Act empowers schools to act immediately upon any suspected violation of a child's safety and obliges them to report concerns that may constitute criminal behaviour.

Relevant legal frameworks include the Penal Code of Sri Lanka, which criminalises physical assault, harassment, intimidation, verbal threats, stalking and behaviour that demeans or humiliates another individual. The Computer Crimes Act No. 24 of 2007 provides further guidance on cyberbullying, online threats, sharing harmful content, impersonation, and misuse of digital devices for harassment. The school also adheres to directives and circulars issued by the Ministry of Education relating to student discipline, pastoral care, school safety, and child protection protocols.

The school acknowledges that while bullying is often handled within the disciplinary framework of an educational institution, certain forms of bullying may meet the threshold of a criminal offence, requiring referral to the NCPA or local law enforcement authorities. This policy ensures that BWIS acts responsibly, transparently and in strict accordance with these legal expectations.

## 02. DEFINITION OF BULLYING

For the purpose of this policy, **bullying** is defined as **any behaviour, whether repeated or severely harmful in a single instance, that intentionally causes distress, fear, humiliation, injury or disruption to another individual**. Bullying is characterised by an imbalance of power between the individual engaging in harmful behaviour and the individual being targeted. This imbalance may arise from age, physical strength, social standing, group dynamics, academic ability, digital influence or other factors.

Bullying may take place within the classroom, playground, school grounds, school transportation, extracurricular activities or in online spaces that affect school life. The school recognises that bullying can occur between students, between groups of students, or in circumstances may involve adults. While this policy primarily addresses student-to-student bullying, the school maintains a broader safeguarding protocol for all stakeholders.

The school further recognises that a single act of cruelty, aggression or intimidation may be sufficiently serious to be treated as bullying, especially if it causes significant emotional trauma or meets the criteria of a child protection or criminal incident under Sri Lankan law.

### 03.FORMS OF BULLYING

BWIS acknowledges the wide range of behaviours that constitute bullying. While not exhaustive, the following detailed explanations guide stakeholders in recognising harmful conduct

**Physical bullying** refers to any behaviour that causes physical pain or threatens bodily safety. This includes hitting, slapping, pushing, kicking, tripping, pinching, or damaging clothing, books or personal belongings. It also includes behaviour that restricts movement or invades personal space aggressively. Physical bullying is one of the most overt forms and may constitute physical assault under the Penal Code.

**Verbal bullying** includes spoken or written language intended to insult, degrade, humiliate or provoke another person. This may involve mocking a student's appearance, family background, academic performance, religion, abilities or other personal characteristics. Persistent teasing, threats of harm, belittling comments, and derogatory language all fall under this category.

**Social or relational bullying** refers to behaviour intended to harm an individual's reputation or relationships. It includes deliberate exclusion from social groups, manipulation of friendships, spreading false stories, encouraging others to avoid someone, and damaging a student's standing among peers. This form of bullying is often subtle but can be deeply damaging to emotional well-being.

**Emotional or psychological bullying** includes actions that instil fear, anxiety, shame or humiliation. This can include intimidation, continuous criticism, manipulation, coercion, or behaviour designed to undermine a student's confidence, self-worth or sense of safety.

**Cyberbullying** includes harmful behaviour conducted through mobile phones, computers, social media networks, messaging platforms, or any digital device. Examples include sending abusive messages, manipulating images, sharing confidential information, impersonation, online threats, and the creation or distribution of harmful content. Under the Computer Crimes Act, many of these actions are punishable offences and may require referral to authorities.

## **04. RESPONSIBILITIES OF THE SCHOOL**

The school has a paramount responsibility to create a safe, respectful and supportive environment for every child. BWIS must take proactive steps to prevent bullying, identify concerns early, respond promptly, and ensure that affected students receive meaningful support. The school is responsible for ensuring adequate supervision throughout the premises, particularly in areas where students interact freely.

BWIS must maintain clear behaviour expectations, reinforce positive conduct, and ensure that all staff are adequately trained in identifying early signs of bullying. The school is responsible for ensuring that students feel confident reporting concerns and know that their voices will be heard and taken seriously. Moreover, the school must ensure that safeguarding procedures align fully with the NCPA's expectations and that all relevant incidents are recorded and acted upon.

## **05. RESPONSIBILITIES OF STAFF**

All academic and non academic staff members share a collective responsibility to safeguard students. They must remain observant of behavioural changes that may indicate bullying, such as social withdrawal, a decline in academic performance, unexplained injuries, anxiety, reluctance to attend school or abrupt changes in friendships. Staff must intervene immediately when bullying is witnessed, offer reassurance to affected students, and follow the school's reporting and documentation procedures accurately.

Staff are expected to model positive behaviour at all times, demonstrating respect, empathy and fairness. They must maintain transparent communication with parents when concerns arise and collaborate with the school's safeguarding team, counsellor and leadership to ensure the student's well-being and protection.

## **06. RESPONSIBILITIES OF STUDENTS**

Students play an essential role in sustaining a safe and welcoming school culture. All students are expected to treat their peers with kindness, respect and integrity. They must refrain from engaging in any form of harmful behaviour, whether physical, verbal, digital or relational. The school strongly encourages students to seek assistance when they feel unsafe or when they witness behaviour that may harm others.

Students are reminded that reporting bullying is not an act of wrongdoing or disloyalty but a responsible step towards ensuring the safety and well-being of the school community. Those who support peers in distress or intervene safely are acknowledged for their courage and compassion.

## **07. RESPONSIBILITIES OF PARENTS AND GUARDIANS**

Parents and guardians are vital partners in maintaining a positive school climate. They are expected to communicate openly with the school, share concerns promptly, and reinforce values of respect and empathy at home. Parents are encouraged to monitor their children's digital activities, provide guidance on responsible online behaviour and engage constructively with the school when addressing concerns.

The school values collaboration and mutual respect in parent-school communication. Parents are urged to approach concerns calmly and allow the school the opportunity to investigate and respond through established safeguarding procedures.

## **08. PREVENTIVE MEASURES**

BWIS adopts a multi-layered strategy to prevent bullying. Prevention begins with the integration of social and emotional learning into the curriculum, where students are taught empathy, conflict resolution, respectful communication and responsible digital citizenship. School assemblies, workshops and classroom activities reinforce the importance of cooperation, kindness and accountability.

The school environment is designed to minimise opportunities for bullying by ensuring adequate supervision, structured play areas, clearly communicated expectations, and accessible avenues for reporting. Staff undergo regular professional development sessions to strengthen their skills in early identification, intervention and student support.

The school also promotes cultural inclusivity, celebrates diversity and encourages a strong sense of belonging among students. A school culture that values individuality reduces the likelihood of bullying and fosters mutual respect.

## **09. REPORTING AND RESPONDING TO BULLYING**

The school takes every report of bullying seriously. Students, parents and staff may report concerns verbally, in writing, or through designated reporting channels. All reports are handled with confidentiality and sensitivity. Upon receiving a concern, the school's Child Protection Officer or Vice Principal initiates a thorough investigation, documenting information from students, staff and any witnesses.

Intervention measures prioritise the safety and emotional well-being of the affected student. The school provides guidance, counselling and follow-up support to help restore confidence and security. The student responsible for bullying behaviour is also supported through corrective education, counselling and structured behaviour interventions. Where necessary, disciplinary measures consistent with the school's Code of Conduct are implemented.

If the behaviour constitutes a breach of Sri Lankan law, such as criminal intimidation, assault, harassment or cybercrime, the school will make an immediate referral to the NCPA or local police as required under national safeguarding guidelines.

## **10. RECORD-KEEPING**

The school maintains comprehensive records of all reported incidents of bullying. These records include investigative notes, witness statements, staff observations, actions taken and follow-up outcomes. Such documentation is critical for identifying behavioural patterns, ensuring accountability and demonstrating compliance with legal safeguarding requirements. All records are treated as confidential and are securely stored.

## **11. MONITORING, EVALUATION AND REVIEW**

The effectiveness of this policy is continuously monitored through feedback from students, staff and parents, as well as through audits carried out by the school's safeguarding team. The school reviews incident patterns to strengthen prevention strategies and evaluates staff training needs regularly. This policy is reviewed annually or earlier if required due to changes in Sri Lankan legislation, NCPA directives or Ministry of Education guidelines

## **12. APPROVAL AND ADOPTION**

This Anti-bullying Policy has been reviewed and approved by the Central Management Committee of British Way International School, Kandy. It comes into immediate effect and supersedes any previous versions.