



COLEGIO BILINGÜE NEW HORIZONS

Anti-Bullying Policy

A. Purpose

New Horizons School expects all members of our school community, as well as parents and guardians, visitors, and service providers, to recognize that when a student is at risk of being harmed or is in a dangerous situation, appropriate action will be taken to reduce the risk of harm.

We recognize that the protection and safeguarding of our students is of utmost importance at our school. Students may identify situations that pose a risk and may seek help for themselves or for other students.

For the purposes of this document, the following terms shall be used:

Student: Any student enrolled at New Horizons School, regardless of age, as well as any visiting minor.

Staff Member: Any individual employed by New Horizons School, regardless of their position or title.

B. Scope and Objectives

- Provide a safe and welcoming environment that promotes the growth and learning of our students.
- Define the systems and procedures in place to ensure that students remain safe within the school.
- Raise awareness among all staff members and parents and guardians regarding issues related to bullying.
- Ensure effective communication between staff members and parents and guardians regarding situations involving bullying.
- Establish effective procedures for staff members or external service providers who encounter any situation related to bullying.
- Clearly communicate the Anti-Bullying Policy to all individuals involved, including students, parents, guardians, and tutors.
- The Intimate Care Policy shall be endorsed and signed by the General Director. This policy shall be adopted and implemented at all levels of the organization.



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C. Definitions

Bullying (or School Bullying) refers to a situation that occurs between students.

For a situation to be considered a case of bullying, the following criteria must be taken into consideration:

- There is an imbalance of power or strength between the students involved.
- It occurs exclusively between students.
- It takes place within the school environment.
- One or more students are repeatedly and over an extended period of time exposed to negative actions by one or more students within the school, with the intention of causing harm and asserting or demonstrating power over the other student.

Bullying may take the following forms:

- **Verbal:** Insulting, humiliating, spreading rumors, or using hurtful words with the intention of causing emotional harm to another student.
- **Physical:** Hitting, pulling, pinching, biting, pushing, spitting on another student, or engaging in behaviors intended to embarrass or humiliate a student in front of their peers.
- **Psychological:** Repeatedly threatening, manipulating, blackmailing, or intimidating another student, including by threatening to harm them if they seek help or tell another person about what is happening to them.
- **Social Exclusion:** Ignoring or excluding students from friendships, social interactions, or school activities.
- **Cyberbullying:** Posting comments or photographs on social media, or sending text messages or emails containing offensive or mocking messages, or disclosing a student's private or personal information; creating fake profiles or obtaining access to another student's application passwords in order to harass them or impersonate them; or taking and posting online, or otherwise distributing through any means, photographs or videos depicting bullying, harassment, or mistreatment of other students.

Bullying places students who experience it in a vulnerable position in relation to those who perpetrate the aggression, which may prevent them from defending themselves or seeking help on their own. Students who have experienced or are experiencing bullying may exhibit, among other symptoms, poor academic



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performance, depression, anxiety, loss of appetite, stress, or may lie in order to avoid attending school. In severe cases, these effects may contribute to substance use, including alcohol or drugs, eating disorders such as bulimia and anorexia, self-harm, or even suicidal thoughts.

It is important to consider that the behavior of students who engage in bullying is often a consequence of circumstances outside the school environment that may be affecting them. These circumstances may include physical, psychological, emotional, or sexual violence; neglect or failure to provide adequate care; child labor or labor exploitation; an absence of or excessive behavioral boundaries; or the divorce or separation of their parents.

Therefore, under no circumstances should students who engage in bullying be stigmatized as “problem children,” “bad,” “ill-mannered,” or subjected to any other derogatory label. Like the student who has been subjected to bullying, they require comprehensive support and protection to prevent harm to their health, well-being, and personal integrity.

Bystanders who witness a bullying situation may contribute to the problem. In this context, two types of bystanders are identified: passive and active.

Passive bystanders are students who witness a bullying situation but do not report it to an adult, staff member, or parent or guardian. They are students who take no action to attempt to stop a bullying situation involving another student, whether or not that student is their friend.

Active bystanders are students who approve of and support the actions of the student engaging in bullying, without directly initiating the bullying behavior themselves. These bystanders join in after the student engaging in bullying has initiated an action that targets or harms another student.

If a bullying situation occurs and the involvement of other students, whether passive or active, is confirmed, the students who acted as bystanders may be subject to disciplinary consequences (see the School Community Agreement).

D. Responsibilities

The General Directorate acknowledges its responsibility for ensuring that the organization understands and follows the guidance provided in this document.



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General Directorate, Section Directors, and Personalized Education Department

The School's General Directorate and Section Directors shall seek to:

- Ensure that the policies are implemented at all levels of the school and followed by all staff members.
- Allocate sufficient time and resources to promote the prevention of bullying.
- Allocate sufficient time and resources to promote the timely reporting of bullying situations.
- Ensure that the school culture facilitates the reporting of concerns and that such reports are addressed in a timely and appropriate manner.
- Ensure that the school is a safe and secure environment whose objective is to provide spaces free from violence.

E. Procedures

In the event of a possible bullying situation, students should be encouraged to report the situation to a trusted adult and, preferably, to notify a staff member immediately. If a student witnesses a situation in which another student is being bullied, they should report it to a trusted adult so that the appropriate follow-up can be provided.

When a student reports a bullying situation involving themselves or another student, their identity and confidentiality will be protected to the greatest extent possible in order to safeguard their safety and well-being.

Students should be encouraged to stand up against any form of violence by establishing clear and firm boundaries, without becoming violent toward those who offend or mistreat them. As the school seeks to promote assertive conflict resolution in accordance with its values, a student who responds violently to a physical or verbal offense may be subject to a disciplinary consequence.

When the school receives a report of a possible bullying case, the matter shall be referred to the department responsible for the corresponding section. This department will be responsible for conducting the appropriate investigation and follow-up, and for reporting the relevant information to the parties involved.



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Information related to the follow-up and/or consequences of a bullying situation shall only be shared with the family of the student involved and the Section Director. In order to safeguard the well-being and privacy of the students, under no circumstances shall information regarding the follow-up and/or consequences be provided to other adults and/or students.

Following the decisions made by the Section Director regarding a bullying case, the appropriate actions and/or consequences shall be implemented. These actions may include disciplinary consequences.

When necessary, the Designated Safeguarding Lead, Safeguarding Deputy, and General Director shall be involved in the decision-making process.