

The Governors, Management Team and Teachers are committed to reducing the incidence of bullying at Tom Newby School. The HUGA program is one of the mechanisms by which unacceptable social behaviour is tracked and dealt with.

Should a child at Tom Newby School feel that they are being bullied, they may report the bullying to the school. The HUGA form may be submitted in one of 3 ways:

- the HUGA box that has been placed in the school reception area.
- an email, addressed to [principal@tomnewbyschool.co.za](mailto:principal@tomnewbyschool.co.za)
- an electronic report generated from the school website.

**All formal reports of bullying/inappropriate behaviour must be submitted by a parent/guardian/trusted adult.**  
**Learners are not permitted to submit a HUGA form directly to the school.**

The HUGA form will be forwarded to the school Social Worker for action. Where necessary, repeated reports of bullying of, or by, a learner will be referred to the school Principal for disciplinary action.

## What IS Bullying?

**Bullying** is unwanted, uninvited and unprovoked aggressive behaviour. Bullying is purposefully being mean to another person more than once.

**Physical Bullying** occurs when physical actions are used to hurt somebody else. Examples of physical bullying include kicking, hitting, punching, slapping, shoving and other physical attacks.

**Verbal (Emotional) Bullying** uses words, statements and name-calling to belittle, demean and hurt somebody.

**Social Bullying** is a type of social behaviour where children try to hurt their peers or sabotage their social standing. Social bullies often ostracize others from a group, spread rumours, manipulate situations and break confidences. A child on the receiving end of social bullying is likely to be teased, insulted, ignored, excluded and intimidated.

**Cyber-bullying** is when a tween or a teen uses the Internet, a cell phone or other technology to harass, threaten, embarrass or target another person, this is called cyber-bullying.

## What IS NOT Bullying?

All the behaviors below are unpleasant and need to be addressed, but they are not to be treated as bullying.

**Not liking someone** – It is natural that people do not like everyone around them.

**Being excluded** – It is natural for people to want to be around a group of friends or people whose company they enjoy.

**Accidentally bumping into someone** – It is important for teachers and parents to explain that some accidents happen without any bad intention.

**A single act of telling a joke about someone** – Making fun of other people is not fun for them, but the difference between having a sense of humor and making fun of someone is very small. It is important to teach children that things they say as jokes should also be amusing for the others. If not, they should stop. Unless it happens over and over again and is done deliberately to hurt someone, telling jokes about people is NOT bullying.

**Arguments** – Arguments are just heated disagreements between two people (or groups).

**Expression of unpleasant thoughts or feelings regarding others** – Although it may be unpleasant to hear what someone thinks about you, it is NOT a form of bullying.

**Isolated acts of harassment, aggressive behavior, intimidation or meanness** – Bullying is the conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention of harm others or to gain real or perceived power. Therefore, anything that happens once is NOT an act of bullying. As a parent, it is important that you pay attention to what your kids are telling you and find out if things are happening more than once.



**HELP UGLINESS GO AWAY**

Child's name		Child's class	
Parent's name			
Contact #			
email			
Date of submission	___/___/2023		

What type of bullying is being reported?			
Physical	Verbal/Emotional	Social	Cyber

Give a brief description of the incident (or attach a description).
Where did the bullying/inappropriate behaviour take place?
At what time did the bullying/inappropriate behaviour take place? (approximately)
On which date did the bullying/inappropriate behaviour take place?
Provide the name/s of the people who are being reported for bullying/inappropriate behaviour. Provide the class if possible.
Provide the name/s of the people who witnessed the incident. Provide the class if possible.
If previous bullying/inappropriate behaviour of this type or by the children listed above has occurred, please provide details.
If you have submitted a HUGA form previously, in this school year, please provide the date of submission.