



Viking International Anti-Bullying, Anti-Harassment & Positive Learning Environment Policy

Effective Date: 1 January 2025

Last Reviewed: November 2025

1. Purpose: Viking International School (VIS) is committed to ensuring that every child experiences a **safe, respectful, and inclusive learning environment**.

Bullying, harassment, discrimination, and degrading treatment are **not tolerated**.

This policy sets out:

- VIS's **legal obligations**
- Student **rights** under Danish law
- Procedures for **prevention, reporting, investigation, and action**
- Responsibilities of staff, students, leadership, and parents

2. Legal Basis

✓ **Undervisningsmiljøloven (The Learning Environment Act)**

All students have the right to a secure and healthy learning environment free from bullying.

✓ **Barnets Lov (2024–2025)**

Students have a legal right to safety, dignity, participation, and well-being (trivsel).

✓ **Friskoleloven**

Private schools must ensure a safe pedagogical environment in line with democratic values.

✓ **Bekendtgørelse om Fremme af God Orden**

Schools must maintain good order and protect students from harmful behaviour.

✓ **DCUM (The Danish Centre for Educational Environment)**

All private schools must have:

- A published anti-bullying strategy
- Clear reporting routes
- Written action plans
- Documentation
- A complaints procedure to DCUM

✓ Arbejdsmiljøloven

✓ GDPR

Documentation of bullying cases must follow data protection rules.

3. Definitions

3.1 Bullying

Bullying is **repeated harmful behaviour**, where there is a **power imbalance** and the behaviour creates insecurity, exclusion, or fear.

Examples of bullying include but are not limited to:

- Verbal bullying
- Social exclusion
- Emotional manipulation
- Physical harm
- Damage to property
- Written or digital harassment
- Sexual harassment
- Discriminatory harassment
- Group bullying

Bullying may occur:

- Student → student
- Student group → individual
- Staff → student
- Parent → student
- Student → staff
- Parent → staff
- Staff → staff (handled under HR & Arbejdsmiljøloven)

4. Scope of this Policy

This policy applies:

- On school grounds
- On the way to and from school
- During school trips
- In after-school care (SFO)
- Online and digital platforms
- **Outside school hours if it affects a student's school well-being**

Cyberbullying outside school hours must still be addressed by VIS if it impacts the learning environment.

5. The Rights of the Child (Barnets Lov)

Every child at VIS has the right to:

- Be safe
- Be treated with dignity and respect
- Be heard and taken seriously

- Be protected from bullying or harmful behaviour
- Receive immediate support when needed
- Have adults act **quickly and effectively** on all concerns

VIS must always act in accordance with “**Barnets bedste**” (the best interest of the child).

6. School Responsibility

VIS has a **legal duty** to:

- Prevent bullying
- Detect early signs
- Investigate all reports quickly
- Protect the student experiencing bullying
- Document all steps taken
- Produce a written action plan
- Follow up until the situation is resolved
- Ensure that no one is blamed for being targeted
- Create an environment where bystanders and reporters are protected

The school may **never** require the victim to “work it out themselves.”

This responsibility lies with:

- School leadership
- Teachers
- Student Welfare Team

7. Prevention (VIS Framework)

VIS uses a whole-school approach to well-being, aligned with Personal Learning Goals and VIS values.

7.1 Classroom Measures

- Annual Essential Agreements (student + teacher co-created)
- Weekly class meetings
- Age-appropriate lessons on bullying, empathy, digital safety
- Proactive conflict resolution support
- School counsellor involvement

7.2 Break Time Measures

- High-visibility adult supervision
- Student Lead Green Vest Squad
- Clear reporting expectations for duty staff

7.3 Digital Safety

- All digital citizenship responsibilities explicitly taught
- Same behavioural expectations apply online

7.4 Parent Collaboration

- Parent Guide includes a bullying section
- PTA involvement
- Regular communication with parents

7.5 Student Participation

- Student Council
- Involvement in school-wide well-being survey
- Anonymous Reporting Boxes

8. Reporting Concerns

Anyone may report concerns:

- Students (verbally or in writing)
- Parents
- Teachers
- Support staff
- Bystanders (protected from retaliation)
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Reports may be anonymous, although anonymity may limit follow-up.

Bullying concerns are reported to:

- Class teacher
- Student Welfare Team
- School leadership

All staff must take reports seriously.

9. Response Procedures

9.1 Mandatory Response Timeline

Timeframe	Action
0–24 hours	Acknowledge the report, ensure safety, notify leadership
Within 48 hours	Begin investigation, speak with involved students
Within 10 working days	Complete a written action plan and share with parents
Weekly thereafter	Monitor, evaluate, and document progress

10. Investigation Principles

VIS ensures that:

- All students are listened to
- No victim blaming occurs
- Neutral, restorative language is used
- Parents are involved early
- Staff intervene directly in harmful dynamics
- Witnesses are protected from negative consequences

- GDPR-compliant notes are kept
- The investigation is child-centred

11. Written Action Plans

A written action plan is created when bullying is confirmed.

It includes:

- Summary of concerns
- Risk assessment
- Actions to protect the targeted student
- Actions to change group dynamics
- Support and consequences for those who bullied
- Parental responsibilities
- Follow-up timeline
- Responsible staff members
- Evaluation date

All action plans are stored securely in compliance with GDPR.

12. Protecting Students Involved

12.1 Targeted Students

- Safety planning
- Support from staff/counsellor
- Daily check-ins if needed
- Monitoring of social groups

12.2 Those Who Displayed Bullying Behaviour

- Behavioural expectations clarified
- Restorative support plans
- Clear boundaries and consequences
- Pedagogical interventions

12.3 Witnesses & Bystanders

VIS protects and encourages witnesses to report bullying without fear of retaliation.

13. Adult-Initiated Bullying or Harassment

Bullying by adults is taken extremely seriously.

Handled under:

- VIS HR policy
- Arbejdsmiljøloven
- Leadership and Board oversight
- Safeguarding policies (if involving a child)

14. Cyberbullying

Cyberbullying includes:

- Social media harassment
- Exclusion from digital groups
- Threats or humiliation online
- Sharing harmful images

- Harassment in gaming environments
- Misuse of chats, group messages, shared platforms

VIS will intervene regardless of where or when the behaviour occurred if it affects the school environment.

15. Escalation & Formal Complaints

If a parent or student is dissatisfied with how VIS handled a case:

Step 1 — School Leadership

Submit written concern.

Step 2 — Board of Directors

The Board must respond within a reasonable timeframe.

Step 3 — DCUM (National Anti-Bullying Authority)

Website: <https://dcum.dk/klagevejledning>

DCUM is the final national complaint system for bullying cases.

16. Documentation & GDPR

VIS documents bullying cases in line with:

- GDPR Article 6(1)(c) legal obligations
- GDPR Article 9(2)(b) social protection
- GDPR Article 9(2)(g) substantial public interest

Retention:

- **Bullying & safeguarding records are kept until the child turns 30** (Danish standard)
- Other behaviour records are kept for 5 years

Documentation is stored securely and confidentially.

17. Annual Review & Student Participation

This policy and the school's anti-bullying strategy will be reviewed annually.

Reviews will include:

- Student Educational Environment Survey
- Student representatives
- School leadership
- Staff input

Findings are documented and published.