



ANTI-BULLYING POLICY


INDIAN SCHOOL SALALAH





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1. Policy Statement

The aim of this policy is to prevent bullying of any sort by implementing clearly defined preventive measures and laying down procedure to deal with events of such act in the school premises. The basic objective of the policy is zero tolerance towards bullying with the aim that it is strictly prohibited inside the ISS premises and no such act will go unnoticed or unpunished.

The main aims of an anti-bullying policy are as follows:

- To create a school climate which is open, supportive and encourages pupils to disclose and discuss bullying behaviour;
- To communicate this policy and raise awareness amongst the entire school community (including school management, teachers, pupils, parents, etc.) that bullying is unacceptable;
- To provide procedures for investigating and dealing with bullying behaviour;
- To develop a programme of support for those affected by bullying behaviour and for those involved in bullying behaviour; and
- To facilitate ongoing evaluation of the effectiveness of the Indian School Salalah's anti-bullying policy.

2. Definition of Bullying

Bullying is a pattern of **repeated** physical, verbal, psychological or social aggression that is directed towards a specific student/group of students by another student or group of students with intent to cause harm, distress and/or create fear.

By contrast, conflict between equals and single sporadic incidents are not defined as bullying as it may not have any intentional implications and so be categorized as an act of indiscipline although, of course, such incidents may require intervention by the school. Bullying of any form or for any reason can have long term physical and psychological effects on those involved, including bystanders.

Bullying may be carried out overtly (e.g. face-to-face) or covertly (e.g. through repeated social exclusion or via technology). It is a sub-category of aggression and is different to, but also related to, harassment and violence. It is not the same as conflict or social dislike even though, in some cases, the outcome of both can be bullying.

Bullying may take place:

- During or after schools hours in school buildings;
- In school playgrounds;
- On the internet.

In all the above cases the school authorities have right to take necessary action dealing with bullying.

3. Forms of Bullying

- Physical violence such as kicking, hitting, pushing, punching, slapping, shoving, poking or spitting at another student.
- Interfering with another student's property, by stealing, repeated hiding or damaging it.
- Using abusive name – calling and threats.

- Bullying based on disability, making fun of another student's abilities and achievements.
- Writing offensive notes about another student.
- Excluding another student from a group activity.
- Ridiculing another student's appearance, way of speaking or personal mannerisms.
- Misusing technology – Cyber – All areas of internet misuse such as nasty and/or threatening emails, misuse of blogs, gaming websites, internet chat rooms and instant messaging and calls, misuse of associated technology, i.e camera and video facilities, social media.
- Any such act or behaviour which is fit to be declared as bullying.

4. Procedure

Bullying is totally against the mission and purpose of Indian School Salalah. The school is committed to provide an educational environment in which students feel valued and secure. The school:

- allows the students to flourish free from discrimination, harassment or any form of bullying
- Does not tolerate, condone or trivialize bullying behaviours.
- provides support to the victims of bullying
- deals firmly with bullies so that they stop bullying others

In order to contain the events of bullying, the following steps shall be undertaken by the school management

1. Awareness about bullying

2. Prevention methods
3. Intervention procedures

5. AWARENESS

The best method to stop the incident of anti bullying is to create awareness about collective responsibility of all the stakeholders viz school management, teachers, students and parents in helping to build an amicable environment for learning in peace. In order to accomplish this objective the school shall undertake the following in each academic year:

1. **Students:** Four workshops/activity to be organized in one academic year by the school student's counselor either by herself or by bringing resource persons for the students (Activities could take the form of role play, group discussion, poster competition etc)
2. **Teachers:** One workshop to be conducted for the teachers and admin staff in an academic year on sensitization and prevention of bullying in school.
3. **Parents:** The role of parents must be reinforced in parent teachers meetings and representation in various school committees.
4. **Others:**
 - a. Printing anti-bullying policies in student diaries and on the school's website.
 - b. Promoting a bully-free environment in morning assemblies, classroom and CCA house meetings
 - c. Undertaking a confidential surveys of student well-being and bullying behaviour and follow up on identified bullies and victims

- d. Designing an online feedback of a student's personal feeling related to bullying
- e. Conducting exit interviews when the child is taking transfer certificate

5. PREVENTION:

The school in order to prevent any incident of bullying shall undertake as many intervention methods as it deems fit to prevent reoccurrence of such cases. The school management shall adopt a proactive approach to mitigate any chances of such incidents by following a clear cut process:

1. Constitute Prefectorial teams for all the **three** school sections whose main task is to remain vigilant and curb any incident of bullying and make them address the students in the morning assemblies and wherever they get a chance to address the students .
2. A confidential reporting system will be established so as to allow students to report victimization including reporting via email on antibullying@indianschoolsalalah.com
3. Effort will be made to strengthen the role of the class teacher, counsellor or students mentors especially among primary section children so as to motivate them to be able to confide with them their agony without hesitation.
4. Encouraging staff to adopt classroom management techniques that discourage opportunities for bullying behaviours.
5. Encouraging staff to take their supervision duties (recess duty, after school duty) seriously so that there is a pervasive sense of staff presence when on duty.

6. INTERVENTION

In order to be able to deal with incidents of bullying the school shall constitute a school Anti Bullying Committee (ABC) comprising of:

1. Convener SMC as the chair
2. Principal of the school
3. Vice principal
4. School student counselor
5. One parent representative
6. Head of Physical Education Department
7. In-charge of the section

Once the matter is brought to the notice of the ABC and action is initiated, ABC is the final authority to decide the progress in this matter.

Proposed steps for dealing with reported incident by Anti Bullying Committee (ABC)

1. All incidents of bullying shall be reported to the committee on an immediate basis.
2. In order to investigate the incident and taking utmost care about the sensitivity of the issue a designated subcommittee (Student Counselor, HOD – Physical Education, Section In-charge) comprising of members of the ABC shall investigate the matter immediately and report back within two working days.
3. The ABC shall then meet to decide on summoning any or all the parties to the incident along with their parents as it deem fit.

4. Based on the inquiry report and its own assessment the ABC shall decide the seriousness of the misconduct and decide on the level of sanction.
5. The ABC wherever it deems fit could also seek opinion of medical in order to determine the gravity of the injury (physical/psychological) caused and the future course of action
 - (a) School nurse should give first aid and assess the injury
 - (b) The assessment of the injury has to be recorded.
 - (c) The nurse should contact the appropriate person and report.
 - (d) Grievous physical injuries only should be taken into consideration.
6. The entire process should be completed within 7 working days.
7. It will ensure that post bullying incident endeavor should be made to calm the atmosphere and that victim/bully is not branded and he/she is given an opportunity for change
8. Teacher and classmate buddy (at the primary level) would be assigned to monitor the victim
9. Teacher deputed to monitor the further action of the bullies for a period

The subcommittee during its investigation should take care of the following:

- The enquiry should be conducted in a calm and patient manner without breaking the decorum.
- The case has to be discussed and the incident should be recorded with all details including day, date, place, time and situation. The teacher has to see to it that the environment is conducive for the victim while the incidents are recorded.

- A patient listening has to be given in such a way that the victim comes out to elaborate the whole incident. Even, the incident can be elaborated by a friend or witness.
- The Bully, Victim, Bystanders/staff should be enquired individually and ask them to write an immediate account of the incident.
- Individual enquires with witnesses to determine what had really transpired.
- Giving opportunity to both victim and the bully to explain their respective stand on the issue and carefully understanding the motives. If victim had provoked the bully, the same should be verified and the statements from the witnesses should be obtained.
- Explaining the bully and the victim the process for dealing with bullying incident as per the policy
- The victim should be asked for his own reactions and intended behaviour towards the bully.
- Video or footage from the school CC camera may be taken as evidence
- A clear and precise account of the incident will be recorded and given to the head of anti bullying committee/principal

Sanctions:

Sanctions for any incident of bullying shall be based on the gravity of misconduct as determined by the Anti-bullying committee, which shall impose any of the following sanctions:

- I. verbal warning and a written undertaking from bully not to repeat such behaviour and to attend sufficient number of counselling sessions compulsorily

- II. Written warning and/or suspension for 1 day, attend sufficient number counselling sessions and written undertaking from the parents
- III. Written warning, suspension for a week, cash fine (depends on the damage) and written undertaking from the parents along with counselling sessions
- IV. Expulsion/rustication from school in rarest of rare cases.

7. General guidelines to Prevent & Control Bullying

a. Procedure for the Victim (the person who has been bullied)

We expect our students who are bullied to do any of the following

- should try to confront the bully by verbally making him/her aware that what he/she is doing is wrong and warn him of reporting the matter to the School Anti Bullying Committee
- should share the feeling to someone else preferably with a close friend/class monitor/nurse at the first aid room
- if possible talk to a teacher/class coordinator/school counselor/any trusted adult, whom you feel most comfortable talking to

b. Procedure for the bystanders (students who witness the bullying)

We expect our bystanders (students) who **witness the bullying** to do any of the following

- Support the victim and try make the bully to understand what he/she is doing is wrong.
- Accompany the victim to the school head boy or head girl/teacher/AVP/VP and explain the incident.

- Informing about the incident to the school authorities even if the victim not ready to complain due to fear or shock

c. Procedure for staff (who witnesses the incident of bullying)

It is expected of our staffs who **witnesses the incident bullying** to do any of the following

- Reassure and support the students involved and should not favour any one.
- Listen to the bully and the victim and find out the nature and intensity of the incident.
- Inform the Anti Bullying Committee as soon as possible. The staff member should not inform the parent directly.

The school is absolutely confident that majority of the stake holders will agree with our sentiments on bullying. It is our intention to identify and take action against those who do not comply with.

Annual report on bullying cases should be prepared and submitted to the SMC by the student counselor

Policy No.: 01

Effective date from: 1st November 2015