

Anti -Bullying and Harassment Policy

POLICY REVIEW:

The Child Protection Policy will be reviewed on a yearly basis. All parents, students and staff shall be briefed accordingly and adherence to this policy shall be strictly enforced.

Guidance for Staff

1. Staff must be aware of the policy on bullying
2. All staff must challenge any bullying behavior and support **zero-tolerance of bullying**
3. Staff must be aware that verbal behavior can be intimidating and is considered a type of bullying
4. All staff must be diligent in reporting incidents
5. When investigating an incident of apparent bullying, staff must be aware that this may not be the underlying cause of this incident.
6. Separately, students must each be given the opportunity to present their version of events.
7. Teachers need to be aware of whether the bullying is by an individual or a group of students
8. A note must be made in the incident log book of any incident observed.
9. Staff must not walk past any incident and leave it unchallenged.
10. Follow agreed procedures for dealing with bullying incidents.

Bullying – Possible signs (for the parents)

Parents and families are often the first to detect that a problem exists. Don't dismiss it. Contact the school immediately if you are worried. Your child may indicate signs or behaviors that he or she is being bullied. If you are concerned and become aware of any of the following, you may wish to contact the school.

Your child may:

1. Be frightened of going to school
2. Be unwilling to go to school
3. Beg you to drive them to school
4. Change their route to school
5. Begin doing poorly in their school work
6. Come home early or regularly with clothes or books destroyed
7. Become stressed, stop eating.
8. Have unexplained bruises, scratches and cuts
9. Have their possessions go 'missing'
10. Continually lose their pocket money
11. Refuse to say what is wrong.

Talk with teachers about bullying:

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- a. Try and stay calm – bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
Be as specific as possible about what your child says has happened – give dates, places and names of the other children involved.
- b. Make a note of what action the school intends to take.
- c. Ask if there is anything you can do to help your child or the school. Stay in touch with the school; let them know if things improve or if problems continue.

ANTI – BULLYING CONTRACT

We at Al Dubai National School have a zero-tolerance policy for bullying. We as a school strive to create an environment that is happy and supportive of all our students and staff. In order to have the full commitment of every member of our community for our anti bullying policy we will ask everyone to sign this contract. This will help to ensure that Dubai National School remains clean of bullying. Students must be made aware of bullying through **zero-tolerance bullying** campaigns (regular intervals) and must promise to:

-  Support the aims of the school by reporting all incidents of bullying

whether directed towards themselves or someone else.

Parents must be made aware of bullying through campaigns, workshops, lectures and must undertake to:

- 📖 Support the aims of the school by watching for signs of bullying and communicate these to the school.

Staff must be made aware of bullying through campaigns, workshops, lectures and must undertake to:

- 📖 Investigate all reported or observed incidents and report it to the Child Protection coordinator.

Student's Name:

Student's Signature:

Date:

Parent's Name:

Parent's Signature:

Date:

Teacher's Name:

Teacher's signature:

Date:

GUIDELINES ON DEALING WITH BULLYING

1. DEFINITIONS AND GENERAL COMMENTS

- 📖 Bullying is intimidation, whether **verbal or physical**, which causes physical, mental and/or emotional distress to a victim who is not able to defend himself /

herself.

- 📖 Bullying exists in all schools to a greater or lesser degree and is one of children's main concerns.

- 📖 Boys are more likely to use physical bullying while girls tend to use verbal bullying. Studies show that most bullies and victims have low self-confidence and self-esteem.

- 📖 Bullying is to be taken seriously by the school.

2. PREVENTATIVE MEASURES

The following preventative measures are recommended to:

- a) The administration and teachers should emphasize each child's individual value in the eyes of God and the school.
- b) The staff should create an atmosphere of concern and trust so that children feel they can share problems and worries with staff.
- c) The administration should address the issue early in the school year in an assembly. The following should be included:
 - o Make it clear that bullying is not acceptable behavior and will not be tolerated in the school.
 - o Encourage the children to report incidents of bullying as soon as possible after they happen. Emphasize that this is responsible behavior and not "telling tales".
 - o Teach the children to feel responsible for each other's safety. Help them to grasp the principle that there are no bystanders in bullying.
- d) The administration should ensure adequate supervision of the children at all times. If some areas of the school cannot be supervised at all times, spot-checks are helpful.
- e) Teachers should discuss bullying in class. : 'Teach children how to react and handle being bullied or witnessing someone being bullied'
- f) All staff should be aware of the effects of "teachers-bullying". All students should be treated equally and with respect.
- g) No one should humiliate a child by making jokes at his/her

expense. 3. SIGNS OF BULLYING

Staff should also watch for signs that a child is being bullied. This includes / these include:

1. Fear of walking to or from school.

2. Deterioration in school work.
3. A child becoming withdrawn or starting to stammer.
4. Unexplained bruises, scratches, cuts, etc.
5. Unexplained loss of possessions or money.
6. Unexplained damage to a child's books or clothes.
7. A child refusing to say what is wrong or giving improbable excuses to explain any of the above

4. DEALING WITH BULLYING INCIDENTS

☞ In the case of a bullying incident staff is advised to deal with the situation as follows: ☞ If the bully is caught in the act, remove the victim from the scene as quickly as possible and tell the bully that he/she will be dealt with later.

Comfort the victim immediately and reassure him/her that they are safe and the necessary procedures and precautions will be taken to ensure this does not reoccur. Don't be aggressive and don't intervene physically unless absolutely necessary. If a victim "tells" take it seriously and assure him/her that the matter will be dealt with swiftly. Ask for a written report (child's age permitting). ***In both cases the following procedure should be implemented:*** Take the matter to the child protection coordinator who should deal with it as soon as possible.

☞ Early intervention is important: failure to deal with the bully promotes further aggression.

The parents of both victim and bully should be involved. Invite them to attend any interviews with their child. If this is not possible inform them of all discussion and decisions. The victim and the bully should be interviewed separately and then together. A record of all incidents and subsequent actions taken must be kept.

5. HOW TO DEAL WITH THE BULLY: SUGGESTIONS

1. Help the bully to understand that his/her behavior is not acceptable and will have consequences taken by the school as well as possible natural consequences (He may bully someone who is able to bully him back – How would that make him feel?)
2. Make the bully aware of the distress caused to the victim.

3. Explore reasons for the bullying and ways to help the bully control his/her aggression and deal with feelings.
4. Help to find something he/she can do well which can foster his/her self-esteem. If the problem is deep-seated, outside help from a child psychologist may be required.
5. Punish the bully, record the punishment and show the bully it has been recorded.

- Punishments should not involve aggression or humiliation.

Suggestion: Use action or consequence of his actions rather than 'punishment' as the term

punishment can be viewed as a very harsh word? Explain to the bully the action that will be taken due to his unacceptable behavior'. Explain to the bully the consequences of his actions which are strictly prohibited'.

6. The bully should make amends for the distress caused i.e. an apology (public, private or in writing) a gift or special favor to the victim (any such contact should be with the victim's permission, and deemed culturally appropriate).
7. An identified bully should be supervised very closely.
8. If the accusation is made against a staff member, the school must investigate and take immediate actions to ensure the safety of the child as per the school regulations and procedures

6. SUPPORT FOR BULLIES AND VICTIMS

1. It should be made clear to everyone in the school that they have the right to attend school without fear of being bullied which will be highlighted during "children's rights awareness week".
2. There should be frequent open class discussions regarding bullying.
3. Students who take pride in their 'macho' image must be made to confront the reason for their bullying behavior.

4. There should be regular meetings where bullies and victims may meet separately or together to work through their problems with staff (within the circle-time group setting perhaps).
5. Clear and explicit rules and corresponding courses of action must be agreed upon by all staff, students and parent representatives. Teachers are to meet and discuss agreed procedures.
6. Students will be encouraged to write their concerns on paper and hand it in to the class teacher.
7. Students will be made aware that they are able to visit the guidance counselor's office to discuss any fears they may have and that it will remain confidential
8. There should be an assembly on bullying once per term, Constructive supervision – having a chat to students while on duty, etc. can help the victims and the bully.
9. There should be an anti - bullying campaign held during the first term of every school year, where activities should include but are not limited to: Role-playing, and a school pledge to not bully and report any incidents witnessed.

7. HOW TO HELP THE VICTIM: SUGGESTIONS

1. If a child reports an incident, never brush it aside. Take all reports seriously.
2. Help the victim to see that what has happened is not his/her fault and he/she is not to blame. (Victims often feel that they are in some way responsible or that there is something wrong with them).
3. Give the victim closure of knowing the bully is probably sad/angry/has low self esteem and that is why he/she does this behavior (re-stating that this is an unacceptable way to deal with feelings)
4. Reassure the victim that he/she is safe and the behavior of the bully is not at all acceptable.
5. Comfort the victim by ensuring he/she feels loved and cared for. Constantly remind him/her that he/she is not alone and you are always available for him/her to talk to and confide in.

6. Discuss with the victim how he/she feels and what he/she would like to do regarding this situation before giving your own suggestions (students may not always be ready to face their bully or deal with the situation).
7. Discuss with the victim how he/she should handle this situation and any further incidents that may occurred.

4.10 ADMISSION POLICY AND PROCEDURES (Last updated in 2019)

ADMISSION POLICY

- Students will be accepted regardless of their religion, sect or nationality, as stipulated by the “Child Rights Act” and by the rules and regulations of the Ministry of Education/KHDA.
- The school accepts students who are at the required age and able to access the school curriculum and satisfy all admission requirements.

ADMISSION PROCEDURES

- Students admitted to DNS are required to follow the curricula offered by the school in all subjects.
- Parents enrolling their children in Dubai National School are required to fill an application form, providing both student and parents’ profile information. Parents are also required to fill a medical form about their child’s health and well-being and a SEND profile when necessary.