

**NOOR AL KHALEEJ INTERNATIONAL SCHOOL  
DOHA. QATAR**



**ANTIBULLING POLICY**

## **CONTENT**

- Vision
- Mission
- Introduction
- Aim and Objectives
- Role of Education Committee
- Role of Coordinator and Counsellor
- Role of Head Teachers
- Role of Teachers
- Role of Parents
- Recording

## **Vision**

To provide and preserve the highest standards of excellence in quality education.

## **Mission**

To provide students with opportunities to pursue excellence in education in a multi-cultural environment where they learn universally accepted values and norms that will assist them to become confident, global citizens.

## **Introduction**

Bullying is action taken by one or more children with the deliberate intention of hurting or upsetting another child, either physically or emotionally on more than one occasion.

## **Aims and Objectives**

Bullying is wrong and damages the individuality of children. The school therefore does its utmost to prevent it, by developing a school culture in which bullying is regarded as unacceptable.

The school aims to produce a safe and secure environment where all can learn without anxiety.

This policy aims to produce a consistent school response to any bullying incidents that may occur.

The school's management aims to make all those connected to the school aware of the school's opposition to bullying, and make clear each person's responsibilities with regard to the eradication of bullying in this school.

## **The role of the Education Committee**

The Education Committee supports the school and the **concerned personnel** in an attempt to eliminate any form of bullying. This policy statement makes it very clear that no bullying is tolerated at Noor Al Khaleej International School and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.

The school administration monitors the incidents of bullying that occur, and reviews the effectiveness of the school's policy.

### **Role of Coordinator and Counsellor**

The Head Teacher will keep accurate records of all incidents of bullying and report to the Principal the effectiveness of school's anti-bullying strategies.

The school will respond within five days to a request from a parent to investigate incidents of bullying. In all cases, the Principal of the school notifies the Head Teacher and asks them to conduct an investigation into the case and report back directly to her.

### **The role of the Head Teachers**

It is the responsibility of the Head Teacher to implement the school's anti-bullying strategy and to ensure that all staff in their section are aware of this policy and know how to deal with incidents of bullying. The Head Teacher, **with supporting documents from the Counsellor** reports to the Principal about the effectiveness of the anti-bullying policy in the form of a written report at the end of every school Term.

The Head Teacher of each section ensures that all children know that bullying is wrong, and that is an unacceptable behavior in this school. The Head Teacher draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the Head Teacher may decide to use an assembly as a forum to discuss with other students why this behavior was wrong, and why punishment is required.

The Head Teacher ensures that all staff receive sufficient training to be equipped to recognize and deal with all incidents of bullying.

The Head Teacher of each section need to create positive learning environment where each student is valued, respected and supported. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behavior.

## **The role of the Teacher**

Teachers at this school take all forms of bullying seriously and intervene to prevent events from taking place. They keep a record of all incidents that happen in their class and that they are aware of in the school and report these to their Grade Level Coordinator. All reports must be discussed with the **Counsellor and the** Head Teacher at the earliest opportunity to provide a swift and effective response.

If teachers witness an act of bullying, they should do all they can to support the student who is being bullied. If a student is being bullied over a period of time, then, after, consultation with the Head Teacher **and the Counsellor**, the school informs the child's parents.

Records are maintained with the counsellors of all proven incidents of bullying. These include all incidents that occur outside lesson time, either near the school or on the children's way home or to school. If any adult witnesses an act of bullying, they should report it to the school either verbally, or by recording the key events and handing them in. These records are kept with the counsellor.

A copy of the report is also kept in the child's cumulative record.

If teachers become aware of any bullying taking place between members of a class, they should deal with the issue immediately. This may involve counselling and support for the victim of the bullying, and punishment for the child who has carried out the bullying. (All sanctions and punishments must be in line with the school's discipline policy). Time is spent on talking to the student who was bullied: it is explained why the student's behavior was wrong, and an effort is made to help the student change his/her behavior in future. If a student is repeatedly involved in bullying other students, the Head Teacher is informed. The student's parents are invited to the school to discuss the situation. In more extreme cases, for example where these initial discussions have proven ineffective, the Head Teacher may decide that more immediate forms of punishment are required. The form of punishment to be instituted is discussed with the Principal of the school.

Teachers support all the students in their class to create a climate of trust and respect for all. They praise, reward and celebrate the success of all students and make an effort to be good role models.

## **The role of the Parents**

Parents, who are concerned that their child might be a victim of bullying, or who suspect that their child maybe the perpetrator of bullying, should contact their child's class teacher immediately.

Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school.

## **Monitoring and review**

This policy is implemented and monitored by the Head Teacher and Principal.

This anti-bullying policy is the school's responsibly and its effectiveness is reviewed annually. This is done by examining the school's anti-bullying records, and by discussing these matters with the staff. The counsellor analyzes all information with regard to gender, age and the ethnic background of all children involved in bullying incidents and reports back to the Head Teacher and the Principal.

**NOOR AL KHALEEJ INTERNATIONAL SCHOOL**

**Official Bullying Record**

Date: \_\_\_\_\_ Name of the Child Bullying

\_\_\_\_\_

D.O.B: \_\_\_\_\_ Year \_\_\_\_\_ Section \_\_\_\_\_

Did this bullying occur on school premises? Yes No

Bullying that has taken place (Describe the event/s and the victim/s involved.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Support for victim/s (Ensure that the parents of the victim/s are contacted and spoken to)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action to be taken

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of any follow up meetings or any other action etc. (If required)

\_\_\_\_\_

A copy of this is kept in the Anti-Bullying File.

Signed \_\_\_\_\_

Role \_\_\_\_\_

Date \_\_\_\_\_

