



DELHI PRIVATE SCHOOL, AJMAN

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Anti-Bullying Policy

1. Introduction

At Delhi Private School Ajman we pledge ourselves to provide an environment where all students and staff feel safe and protected from all kinds of harm. This policy aims to establish a set of guiding principles to guarantee that all students become confident, self-motivated, and autonomous lifelong learners by promoting a safe, caring, and pleasant learning environment for all members of our school community.

Anti-bullying policy applies to all stakeholders of our school community, including students, teaching and non-teaching staff, parents and visitors. This policy is linked with all other relevant policy, such as, Cyber-bullying Policy, Child Protection Policy and Reporting Procedures Flowchart.

2. What is Bullying?

Bullying is defined as the abuse, aggressive dominance, or intimidation of another person by the use of force, compulsion, harsh taunting, or threat. The pattern of conduct is repetitive and habitual.

Types of Bullying:

There are many various types of bullying that children and adults can face; some are visible, while others are more subtle. The different types of bullying that we look at below are some of the ways that bullying could be happening.

2.1. Physical Bullying

Bullying that is physical involves hitting, kicking, tripping, pinching, pushing, and destroying property. Physical bullying has both acute and long-term consequences.

2.2. Verbal Bullying

Name-calling, insults, taunting, intimidation, homophobic or racial statements, or verbal abuse are all examples of verbal bullying. While verbal bullying may appear harmless at first, it can quickly develop to the point where it affects the individual target.

2.3. Social Bullying

Social bullying, also known as covert bullying, is more difficult to detect and can occur behind the victimized person's back. It is intended to damage someone's social reputation and/or humiliate them.

Examples of social bullying include:

- 2.3.1. propagating lies and rumors
- 2.3.2. hostile facial or bodily gestures, intimidating or scornful stares,
- 2.3.3. playing nasty pranks to embarrass and humiliate,
- 2.3.4. mimicking unkindly,
- 2.3.5. harming someone's social reputation or social acceptance
- 2.3.6. encouraging others to social exclude someone.

3. Why is it important to respond to bullying?

Bullying is unpleasant. Bullying is something that no one deserves. Everyone deserves to be treated with dignity. We at DPS Ajman have a responsibility to respond to bullying incidents quickly and efficiently.

The main aim of this policy is to:

- 3.1. ensure that all students, parents, and staff understand the above description of bullying and the misery it causes victims.
- 3.2. ensure that all students, parents, and staff are fully informed of the reporting procedures for bullying situations, as well as the tactics used to support those who are victims of bullying.
- 3.3. provide an environment where students who are bullied or believe another student is being bullied can talk freely to an appropriate staff member, knowing that they will be heard and given a prompt, appropriate, and sympathetic response.

4. Roles and Responsibilities

The following are the roles and responsibilities of students/ staff members/ parents and all other stakeholders of the school regarding anti-bullying:

4.1. Principal and SLT Members

- 4.1.1. Ensure to involve all the stakeholders of the school including staff, parents and other external agencies to support in the procedures as per the guidelines given by the MOE.
- 4.1.2. Ensure that the policy is read and understood by all stakeholders of the school.
- 4.1.3. Contact the concerned authorities if the concern need escalation.

4.1.4. Provide support and guidance to the victims of the bullying.

4.2. School Counsellor

The school counsellor plays an important role in identifying and responding to possible bullying issues. The main responsibilities that the school counsellor is subjected to, is as follows:

4.2.1. Conduct regular awareness classes on bullying and related topics

4.2.2. Recognize the possible abuse

4.2.3. Respond appropriately

4.2.4. Investigate the concerns

4.2.5. Record observations

4.2.6. Implement the sanctions as per the guidelines mentioned in the ANNEXURE I (Sanctions on Violations)

4.2.7. Meet with the e-COPS on a regular basis to understand the concerns related to students and to ensure that every student feel safe and protected in school.

4.2.8. Organize training and awareness session for students, staffs and parents on bullying and the reporting procedures.

4.2.9. Report it to the SLTs if the concern needs to be escalated to the higher authorities.

4.3. Class Teacher/Subject Teacher

4.3.1. Raise awareness in the class on a regular basis on types of bullying and how it might affect the victim as well as the bully.

4.3.2. Observe their students and inquire with students if there are any concerns.

4.3.3. Support the school and the counsellor to promote safe environment in the school.

4.3.4. Report any case of bullying to the counsellor in person or in the referral form or by email at counsellor@dpsajman.com

4.4. Parent

4.4.1. Work with the school to support the child.

4.4.2. Instigate the values of tolerance and respect at home to their children.

- 4.4.3. Report bullying and encourage your child to do so to the concerned class teacher or the counsellor at counsellor@dpsajman.com.
- 4.4.4. Support the school in resolving bullying issues.
- 4.4.5. Collect evidence of the bullying to help in the investigation.

4.5. Student

- 4.5.1. Respect each and every member of the school community.
- 4.5.2. Speak out against bullying and report it to the concerned class teacher/e-COP/counsellor or to someone you trust.
- 4.5.3. Support those students who are being bullied.
- 4.5.4. Do not take things in your hand which might worsen the matter.
- 4.5.5. Do not be, or pretend to be, friends with a bully but stand up against bullying behavior.

5. Sanctions

In addition to laying out the investigative processes that school officials must take (meeting with the victim, communicating with the alleged bully, speaking with witnesses), this policy also spells out what action should be taken following a bullying report. Notifying parents, taking steps to safeguard the victim from additional targeting, and contacting external agencies if necessary are all examples of immediate involvement to protect pupils while the inquiry is underway (for example, where there has been a physical assault).

The detailed description on the degree of violations and the action taken against those violations are mentioned in the “Sanctions on Violations” chart which is mentioned in ANNEXURE I of this document.

6. Monitoring and Review of the Policy

The implementation of the Anti-bullying Policy is the responsibility of each member of the school and will be monitored by the Counsellors and the SLT members. The policy will be reviewed and evaluated annually or as per the requirements. On-going review and evaluation will take in cognizance of changing information and guidelines by the Ministry of Education (MOE). The policy will also be reviewed as necessary in the light of reviews of the incident logs, and evaluation within the framework of school planning.



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Sanctions for Concerns related to Unacceptable Use/Online Safety

First Degree Violation	Second Degree Violation	Third Degree Violation
<ul style="list-style-type: none"> -Being late repeatedly without an acceptable excuse. -Non-compliance with the school uniform policy without an acceptable excuse. -Overgrown hair for boys or bizarre haircut for boys and girls. -Failure to follow the rules of positive behaviour inside and outside the class, such as remaining calm and maintaining discipline during the period, and making inappropriate sounds inside and outside the class. -Eating/Sleeping during periods. -Misuse of electronic devices such as a tablet and others during the period, including electronic games and headphones in class. -Non-compliance with presenting homework and assignments 	<ul style="list-style-type: none"> -Not attending the school without an acceptable excuse at any time, including before and after the holidays and ends of weeks and before exams. -Getting in or out of the classroom during the class time without permission. -Not attending the school activities and events without an acceptable excuse -Inciting quarrel, threatening or intimidating peers in the school. -Acting in a manner contradicting with the public morals or the public order at the school and with the values and traditions of the society. -Writing on the school furniture or school bus seats. -Bringing mobile phones or misuse any means of communication. -Verbally abusing or insulting students, staff, or visitors of the school -Smoking or possessing the relevant kits inside the school campus. -Refusing to respond to the instruction of inspection or to hand over the banned materials. 	<ul style="list-style-type: none"> -Various types and forms of bullying -Copying or reproducing the assignments without credit for them. -Getting out of the school without permission -Attempting to defame peers and the school -Impersonating others' personality or school documents. -Destroying or seizing the school furniture -Tampering with or destroying the school equipment, supervisor, or the other road users. -Assaulting others in the school, with or without permission. -Capturing, possessing, publishing or distributing photos of students without their permission.
Action Taken		
<p style="text-align: center;">Upon Committing</p> <ul style="list-style-type: none"> -Verbal Warning and directions -Documenting the offence and action taken (Form 6) Responsibility: -Teacher/Class Teacher -Documentation in coordination with Counsellor 	<p style="text-align: center;">Upon Committing</p> <ul style="list-style-type: none"> -Issuing the first written warning and instructing the student to sign on an undertaking not to repeat the offence (Form 9) -Individual File to be made by the Counsellor -Summoning the student's guardian on the day next to the offence date and asking them to sign on an agreement for reforming his son's / daughter's behavior. -Monitoring and providing guidance Responsibility: - HM will issue the warning letter -Counsellor will monitor and file the case and give guidance 	<p style="text-align: center;">Upon Committing</p> <ul style="list-style-type: none"> -Suspending the student from the school campus). -Behavior Management Committee will meet on an immediate basis to take the necessary action -Deciding to refer the student to the parent -Summoning the student's guardian to sign on the warning letter Responsibility: -Counsellor shall take the necessary action with the student's guardian, implement the decision and following up with the student
<p style="text-align: center;">First Repetition</p> <ul style="list-style-type: none"> -Written Warning and documenting the offense -Informing the Guardian in writing (Form 7) Responsibility: -Offense will be documented by HM -Counsellor will inform the guardian 	<p style="text-align: center;">First Repetition</p> <ul style="list-style-type: none"> -Temporary suspension for a maximum of two days and assigning him / her with study assignments inside the school, as per the Form 12 -Issuing the second written warning to the student and his / her guardian. -Implementing a set of strategies for reforming behavior Responsibility: -Behavior Management Committee will meet -Counsellor will follow up and implement strategies 	<p style="text-align: center;">First Repetition</p> <ul style="list-style-type: none"> -Suspending the student from the school campus -Behavior Management Committee will meet on an immediate basis to take the necessary action -Suspending the student until the end of the term -Summoning the student's guardian to sign on the warning letter If the student fails to reform his behavior Responsibility: -Behavior Management Committee will implement the decision
<p style="text-align: center;">Second Repetition</p> <ul style="list-style-type: none"> -Signing undertaking by the guardian and informing them marks reduced. (Forms 9,10&20) Responsibility: -Counsellor will call the guardian 	<p style="text-align: center;">Repeated more than 3 times</p> <ul style="list-style-type: none"> -Behavior Management Committee shall meet on the day next to the day of the offense. -Counsellor to study the case (Form 11) and implementing strategies aiming at reducing this negative behavior. Responsibility: -Counsellor to follow up with the procedures of the student's behavior reform. 	<p style="text-align: center;">Repeated more than 3 times</p> <ul style="list-style-type: none"> -Behavior Management Committee shall meet on the day next to the day of the offense. -Counsellor to study the case (Form 11) and implementing strategies aiming at reducing this negative behavior. Responsibility: -Counsellor to follow up with the procedures of the student's behavior reform.
<p style="text-align: center;">Third Repetition</p> <ul style="list-style-type: none"> -Summoning the guardian on the day next to the offense date. -Issuing a written warning for the student and his/her guardian in case no response is made. Form 9 Responsibility: -Counsellor to summon the parent -HM will issue the warning letter 		