



GEMS

مدارس أجيال العالمية  
Ajyal International Schools

AJYAL

SUPPORTED BY SAUDI ARAMCO

## Anti-Bullying Policy

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

### 1. Policy Objectives

This policy aims to prevent bullying and to raise student awareness of bullying behavior. It also aims to build an anti-bullying ethos in the school to support AIS's vision and mission statement in providing a friendly, family atmosphere.

### 2. Policy Scope

This policy applies to children, families, staff, and administration.

### 3. Policy Actors

- AIS School Leaders
- AIS Teachers
- Administrative Staff
- AIS students
- AIS students' families.

### 4. Related Policies and Procedures

- Students code of conduct & disciplinary procedure policy.
- Anti-cyber bullying & E-safety policy.

### 5. Related Forms

- Parents' handbook
- Teachers' handbook

### 6. Terminologies

**Bullying:** Bullying is a behavior which can be defined as the repeated attack, physical, psychological, social, or verbal, by an individual or group against others, including electronic and multi-media methods. It is a deliberately hurtful behavior, repeated over time, where it is difficult for those being bullied to defend themselves. The linking factor in all forms of bullying is that the behavior is meant to inflict or result in inflicting distress and unhappiness.

**School leader:** Any person who is in the position of subject team leader and above according to AIS governance.

**School Counselor:** A professional member of the educational team who assists students in their personal, social and academic development aspects of education. She also helps students/parents/staff handle all types of problems which might hinder such development.



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### 7. Anti-bullying Policy:

#### What are the different types of bullying?

Bullying can take many forms, but it usually includes the following types of behavior:

##### PHYSICAL

Hitting, kicking, pinching, punching, scratching, spitting or any other form of physical attack. Damage to or taking someone else's belongings may also constitute physical bullying.

##### VERBAL

Name-calling, insulting, making racist jokes, remarks or teasing, using abusive language or offensive remarks.

##### INDIRECT

Spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumors, sending abusive letters, email, and text messages (cyber bullying).

#### The early signs which might indicate a student is a victim of bullying:

- Being withdrawn.
- Being unwilling to produce work which reflects their ability.
- Having spurious illnesses.
- Being isolated.
- Having a desire to remain with adults.
- Crying with no known or clear reason.
- Expressing feelings of fear or loneliness.

#### Roles and responsibilities:

##### The Senior Management Team will ensure that:

- An ethos which reflects the vision and mission statement is developed and maintained.
- Teachers and parents are aware of the policy and impart relevant information to the students.

##### The School Principal will ensure that:

- Procedures for dealing with bullies are followed.



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- Awareness of the Anti-Bullying Policy for students is raised via campaigns and events.
- Awareness of Anti-Bullying Policy is raised among parents and local community.
- Students are supervised at all times during the school day.

### Administrative and hall monitors will ensure that:

- Students are carefully observed during break and breakfast time.
- They observe students' relationships and behavior.
- They deal with all bullying behavior during break and breakfast time.
- They report any signs of distress or isolation which might be caused by bullying to the school counselor.

### Teachers will ensure that:

- They do not misuse positions of authority.
- They make reference to Anti-Bullying Policies.
- They deal with all bullying behavior.
- They act as a role model for students.
- They are prepared to challenge racist and aggressive language or behavior.
- They listen to children and be prepared to act on their concerns.
- They use teaching styles that encourage positive behavior.
- They are firm and consistent in dealing with incidents of bullying.
- The curriculum is used to raise students' awareness.
- Report any suspicions about bullying to school counselor.

### School counselor will ensure that:

- Students/ families and local community are aware of bullying and are involved in solving problems related to bullying.
- They hold an annual "Anti-Bullying week".
- All students, staff and parents sign and adhere to AIS Anti-Bullying Policy.



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- They give support to children who are bullied, as well as support and guidance to bullies to help them change and make amends.
- They openly deal with incidences of bullying where appropriate.
- Children are well informed about whom they can tell and how they will be responded to.
- They involve parents in the prevention and responses to bullying.

### Students should be encouraged to:

- Participate in making AIS a secure and friendly place.
- Report any incidents of bullying or suspected bullying to school counselor, teacher and/or administrative staff.
- Respect others and understand differences between people.

### Parents will be expected to:

- Inform AIS administration if they think their child might be being bullied.
- Not to 'hit back' if they feel their child is being bullied.
- Not to contact another child's parents over a suspicion of bullying that occurs at AIS.
- Contact the AIS administration if they fear another child might be bullied.
- Support the AIS's efforts and respond to school request for visits related to bullying behavior.
  - Recognize that bullying is a 3<sup>rd</sup> level violation according to MoE disciplinary procedure.

### Actions to be taken when bullying is suspected:

If bullying is suspected the school counselor will talk to the suspected victim, the suspected bully and any witnesses. If any degree of bullying is identified, appropriate help, support and counselling will be given to both the victims and the bullies.

### School counselor will support the victims in the following ways:

- By investigating the bullying behavior thoroughly and offer the victims the appropriate safe and caring environment to talk about the incident.
- By informing the victims' parents/guardians.
- By offering continuing support when they feel they need it and encourage them to talk and express their feelings.

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- By arranging for them to be escorted to and from/in the school premises, if necessary.
- By encouraging them to widen their circle of friends or activities if appropriate.

Counselor will also try to help the bullies in the following ways:

- By talking about what happened, to discover why they became involved.
- By informing the bullies' parents/guardians and discuss potential causes to find the appropriate solutions.
- By continuing to work with the bullies in order to get rid of prejudiced attitudes as far as possible.
- By reporting to school administration to take one or more of the disciplinary steps described below to prevent more Bullying as directed by MoE.

**Disciplinary steps:**

The disciplinary steps that may be taken against a bully gradually by the school administration as directed by MoE include:

- The First Step/ Student to be referred to school administration and the parents/guardians will be summoned, a behavioral contract will be signed, student to apologize to the victim, student to be deprived from his/her favorite activity.
- The Second Step/ Procedures listed above plus (student to be transferred to another class, student to be assigned social duties like working in school library, preparing instructional material about good behavior, gardening .....etc, upon completing the assigned social duty student will be exempt).
- The Third Step/ Procedures listed above plus (after a thorough investigation for the case, student to be referred to the MoE Counseling Services Unit with a detailed report about the student and the implemented procedures).
- The Fourth Step/ After the previous three procedures are taken against the bully, the school will contact the Office of Education to request approval for transferring the student to another school. Student's parents/guardians will be informed and given a chance to suggest a specific school. Further procedures will be taken by MoE Counseling Services Unit to follow the student in his/her new school. The new school must be provided with a detailed report about the case.

**8. Parties and Authorities**

Parties	Authorities
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<b>School Superintendent</b>	<ul style="list-style-type: none"> <li>Develop Anti-Bullying Policy.</li> </ul>
<b>School Leaders</b>	<ul style="list-style-type: none"> <li>Revise and approve Anti-Bullying Policy.</li> <li>Supervise Policy implementation.</li> </ul>
<b>School Counselor</b>	<ul style="list-style-type: none"> <li>Implement Anti-Bullying Policy.</li> </ul>

## 9. Resources

- International best school practice benchmark documents
- AIS Strategy, Vision and Mission

## 10.Reference

For more information, please contact the AIS Superintendent.

## 11.Changes

Date	Responsible Person\ Job Title	Changes	Copy no.
07/2021	Ms. Katia Abu-Chacra / Superintendent	Preliminary version	0.1
25/07/2021	Ms. Dana Abou Gourra/ CEdO	To be Modified	0.2
25/07/2021	Mr. Ihab Osman/CEO	To be Approved	1.0