



الأكاديمية الهندية، دبي

The Indian Academy, Dubai

Policy No. TIA 3.2

Policy on Bullying

Introduced : April 2014
Revised : March 2015

Implemented by : Principal

NEED: Schools under the banner of **IQRA EDUCATION** will provide safe and healthy environment where pupils will be looked after carefully. This policy will be operational in all schools run by **IQRA EDUCATION**. The Indian Academy, Dubai being one of the schools of **IQRA EDUCATION** will follow a policy on “**No Bullying**”

PROCEDURE:

- ❖ Announcements to all pupils regarding bullying are made during assemblies by the Principal/HM. Timely reminders are given if needed.
- ❖ Pupils are made aware on bullying through special assemblies/counselling session by the Principal/ Headmistress/ Supervisors and the School Counsellor.
- ❖ Pupils are made aware that the school has zero tolerance to bullying.
- ❖ Appropriate signages have been put up on classroom boards against bullying.
- ❖ Staff members are clearly instructed to check for incidents of bullying in school/at school functions/on school outings/excursions.

In the event of a report of a pupil breaking this rule, the following is the course of action.

As soon as the school receives a report that a child has been bullied, the Principal/Headmistress/Supervisors/Administrative Officer is informed.

- A committee is constituted comprising of the Principal/Headmistress /Administrative Officer and the School Counsellors.
- An investigation is immediately held to trace the sequence of events.
- Facts from parents/class teachers/supervisors/the person who reports the matter, are noted.

- The victim is kept calm and assured of all help and support.
- The alleged pupil(s) is questioned in the Principal's office.
- A letter is written to the parents of the alleged pupil(s), requesting them to meet with the Committee.
- The Pupil and the parents are spoken to.
- The pupil is counselled/ reprimanded.
- Depending on the severity of the situation, the alleged pupil(s) could be suspended from the School.
- If the incident is repeated, the matter would be referred to the Director of IQRA Education and as per the Ministry/KHDA recommendation, the pupil's name would be struck off from the rolls.
- All copies of correspondence are placed in the files of both the victim and the bully.