



الأكاديمية الملكية، عجمان  
The Royal Academy, Ajman



## **ANTI-BULLYING POLICY 2025-2026**

### **1. INTRODUCTION AND POLICY FRAMEWORK**

At The Royal Academy, Ajman we aim to provide a supportive and disciplined environment in which children are encouraged to pursue high academic and personal goals as happy and secure individuals. The policy reflects the school ethos and the curriculum. Its emphasis is on helping children to take responsibility for their behavior and caring for others. This policy should be read in conjunction with the Online Safety Policy, the Behaviour Management Policy, and the Child Protection & Safeguarding Policy.

#### **A. Definition of Bullying:**

According to the UAE Ministry of Education (MOE) guidelines, bullying is defined as repeated and intentional behavior, whether verbal, physical, social, or digital, that aims to harm, intimidate, or humiliate another individual. This includes but is not limited to:

- Physical aggression (e.g., hitting, pushing).
- Verbal abuse (e.g., teasing, name-calling).
- Social exclusion or spreading rumors.
- Cyberbullying through online platforms and digital communication.

Bullying disrupts the learning environment, affects the emotional well-being of students, and is strictly prohibited in all forms.

#### **B. What Is Not Bullying?**

Not every act of unkindness can be classified as bullying. We recognize that sometimes pupils are spontaneously unkind to each other without thinking, and more often than not this is a one-off incident. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

#### **C. Purpose of the Anti-Bullying Policy:**

This Anti-Bullying Policy aims to:

- Encourage a school climate that is inclusive, polite, and safe.
- Assure every student's physical, mental, and emotional health.
- Clearly define the processes for stopping, disclosing, and dealing with bullying events.

- Encourage a climate of mutual respect, understanding, and cooperation amongst parents, teachers, and students.
- Comply with Federal Law No. 3 of 2016 (Wadeema's Law) and other pertinent legislation, which highlight the UAE MOE's commitment to student safety and well-being.

#### **D. Alignment with the MOE's Rules and Regulations:**

This policy is in full compliance with the UAE MOE's standards for safeguarding students, including:

- Respecting **Federal Law No. 3 of 2016 (Wadeema's Law)**, which highlights children's rights to be shielded from danger, abuse, and neglect.
- Putting into practice the MOE's **Student Behavior Management Framework**, which contains recommendations for dealing with bullying and encouraging constructive conduct.

#### **E. Vision and Mission of the School Regarding Bullying Prevention:**

##### **Vision:**

To establish an environment for education free from harassment, intimidation, and harm, where each student feels respected, safe, and empowered to reach their full potential.

##### **Mission:**

- To nurture a culture of kindness, respect, and inclusion across the school community.
- To implement proactive measures that educate students about the effects of bullying and encourage positive behavior.
- To provide clear and accessible mechanisms for students, parents, and staff to report and address bullying concerns effectively.
- To ensure timely intervention, support for involved students, and accountability for perpetrators.

## **2. ANTI-BULLYING POLICY**

Our school aims to encourage positive behavior so that anti-social behavior such as bullying is prevented. We do all we can to prevent it, by developing an ethos in which bullying is regarded as unacceptable. We aim to produce a safe and secure environment where all pupils can learn without anxiety by addressing all forms of bullying including cyberbullying. This policy aims to produce a consistent school response to any bullying incidents that may occur. This also includes a procedure to follow and how to record bullying to enable patterns to be identified.

#### **A. Types of Bullying:**

Bullying can manifest in various forms, including but not limited to:

1. **Physical Bullying:** Actions that cause physical harm, such as hitting, pushing, or damaging property.
2. **Verbal Bullying:** Use of words to harm others, including teasing, name-calling, threats, or offensive comments.
3. **Social Bullying:** Acts intended to harm someone's reputation or social standing, such as excluding them from groups, spreading rumors, or encouraging others to ignore or isolate them.
4. **Cyberbullying:** Bullying through digital platforms, including social media, messaging apps, or email, involving spreading rumors, sending harmful messages, or sharing private information without consent.

## **B. Roles and Responsibilities:**

### **1. Students-**

- Treat peers and staff with respect and kindness.
- Refrain from engaging in or encouraging bullying.
- Report any instances of bullying to a teacher, counselor, or trusted adult.

### **2. Teachers and Staff-**

- Foster a positive classroom environment where respect and inclusion are promoted.
- Monitor student interactions and address any signs of bullying immediately.
- Record and report bullying incidents to the designated school counselor or administration.
- Collaborate with parents and counselors to resolve bullying cases effectively.

### **3. Parents and Guardians-**

- Encourage open communication with their children about their experiences at school.
- Report any suspected bullying incidents to the school promptly.
- Support the school's efforts to address and prevent bullying.

### **4. Department of Inclusion-**

- Ensure the implementation of the Anti-Bullying Policy across the school.
- Provide training for staff on recognizing, preventing, and addressing bullying.

- Regularly review and update the Anti-Bullying Policy.
- Offer support and counseling to both involved students and perpetrators.

### **C. Procedures for Reporting, Documenting, and Addressing Bullying:**

#### **1. Reporting**

- Students, parents, or staff can report bullying verbally, or in writing.
- Reports should include details of the incident, such as time, location, and parties involved.

#### **2. Documentation**

- All reported incidents will be documented by the designated school social worker.
- An Incident Report form will be completed and stored confidentially.

#### **3. Investigation**

- The school social worker will investigate the incident promptly and impartially.
- Both the involved student and perpetrator will be interviewed, along with any witnesses.

#### **4. Action Plan**

- An appropriate action plan will be developed, which may include counseling, mediation, or disciplinary measures.
- Parents of both parties will be informed and involved in resolving the issue.

#### **5. Follow-Up**

- Regular follow-ups will ensure the bullying behavior has ceased and the student involved feels safe.

### **D. Commitment to Confidentiality and Non-Retaliation:**

- All reports of bullying will be treated with the utmost confidentiality to protect the privacy of those involved.
- The school strictly prohibits any form of retaliation against individuals who report bullying or participate in investigations.
- Support mechanisms will be in place to ensure involved students and witnesses feel safe and secure.

### **3. INCIDENT REPORTING AND DOCUMENTATION**

A. **Templates for Reporting Bullying Incidents:** Create a standard **Incident Report Form**, including fields for:

- Date, time, and location of the incident.
- Names of individuals involved.
- Detailed description of the incident.
- Immediate actions taken by the Teacher and the Social Worker

B. **Procedure for Submitting Reports:**

- Students can report to the classroom teacher or any subject teacher.
- Submitting incident report by the classroom teacher or the subject teacher to the HOS
- HOS & Social Worker Intervention
- Entering in Digi-Anecdotal Report by the teacher

C. **Record Maintenance**

- Maintain a secure log of all reports with clear follow-up actions and outcomes.
- Review and analyze data periodically to identify trends and implement proactive measures.

### **4. INVESTIGATION PROCEDURES**

A. **Steps to Investigate Reports**

- Gather evidence, including interviews with all parties involved and any witnesses.
- Review available resources such as CCTV footage.
- Assess the severity and impact of the incident on the individuals involved.

B. **Involvement of Stakeholders**

- Include the Head of Section, School Social Worker, Psychologist or Head of Inclusion as needed.
- Communicate the findings and plan of action to parents/guardians.

C. **Timelines for Resolution**

- Begin investigation within 24 hours of the report.
- Resolve minor incidents within 3 working days and severe incidents within 7 working days.

## **5. INTERVENTION AND SUPPORT**

### **A. Counseling and Support**

- ✓ Offer individual counseling sessions for involved students to address emotional distress.
- ✓ Provide behavioral interventions for bullies to promote positive change.

### **B. Behavioral Improvement Plans**

- ✓ Develop personalized plans outlining steps for the perpetrator to rectify behavior.

### **C. Restorative Practices**

- ✓ Facilitate discussions between involved students and bullies (with consent) to rebuild trust and relationships.

### **D. External Referrals**

- ✓ Refer complex cases to specialized agencies or psychologists for additional support.

## **6. MONITORING AND FOLLOW-UP**

- A. **Regular Monitoring:** Monitor the behavior of all students involved in post-resolution to ensure the issue does not recur.
- B. **Effectiveness Evaluation:** Conduct evaluations to assess whether interventions were successful.
- C. **Parent and Student Meetings:** Organize follow-up discussions with parents and students to gauge progress and satisfaction.

## **7. EDUCATIONAL AND AWARENESS PROGRAMS**

- A. **Workshops and Training:** Conduct annual anti-bullying workshops for students, staff, and parents.
- B. **Awareness Materials:** Distribute brochures, posters, and videos highlighting the dangers of bullying and ways to seek help.
- C. **Collaborations:** Partner with child protection organizations and mental health professionals for campaigns and events.

## **8. COMMUNICATION AND STAKEHOLDER INVOLVEMENT**

- a) **Parental Notifications:** Notify parents immediately about incidents involving their child as an involved student or perpetrator.

- b) **Parent-Teacher Collaboration:** Organize meetings to discuss preventive measures and strategies to support affected students.
- c) **Community Engagement:** Use surveys and feedback forms to gather input on the school's anti-bullying initiatives.

## 9. POLICY REVIEW AND UPDATES

- A. **Annual Review:** Form a committee to review the policy annually and suggest updates.
- B. **Summary of Changes:** Document changes in response to new regulations, school inspections, or feedback from stakeholders.

Next Review Date	April 2026
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