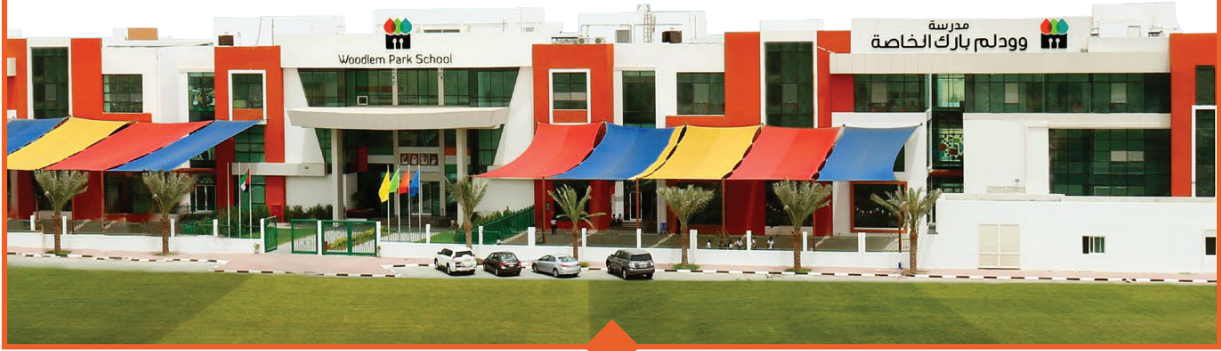




مدرسة وودلم بارك الخاصة
**Woodlem Park
School Private**



ANTI BULLYING POLICY

2025-2026

Approved By	Principal
Signature	<i>Bhansharna</i>
Date of Review	March 2025
Next Review Date	March 2026

INTRODUCTION

It is the policy of the Woodlem Park School to provide a learning environment that is free from bullying and cyber-bullying. It is a violation of this policy for any student to engage in bullying or cyber-bullying, or for any employee of the Woodlem Park School to engage, condone or fail to report acts of bullying or cyber-bullying that they witness or become aware of.

- ◆ On school premises.
- ◆ At school-sponsored or school-related activities, functions or programs, whether on or off school premises.
- ◆ On school buses or other vehicles owned, leased or used by the school; or
- ◆ Using technology or an electronic device owned, leased or used by the school district.

It is also a violation of this policy for any student to engage in bullying or cyber-bullying at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators.

The Woodlem Park School will not tolerate retaliation against a person who reports bullying or cyber-bullying, provides information during an investigation of bullying or cyber-bullying, or witnesses or has reliable information about bullying or cyber-bullying.

“Bullying” is defined as the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that:

- ◆ Causes physical or emotional harm to the victim or damage to the victim’s property;
- ◆ Places the victim in reasonable fear of harm to himself or of damage to his property;
- ◆ Creates a hostile environment at school for the victim;
- ◆ Infringes on the rights of the victim at school; or
- ◆ Materially and substantially disrupts the education process or the orderly operation of a school

“Cyber-bullying” is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant messages or facsimile. Cyber-bullying includes

- ◆ The creation of a web page or blog in which the creator assumes the identity of another person or
- ◆ The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting is a violation of the law.

It is the responsibility of every student, parent and employee of the school district to recognize acts of bullying, cyber-bullying and retaliation. Any student who believes that he or she has been the victim of bullying, cyberbullying or retaliation should report it immediately to his or her teacher or principal. Students, parents and members of the school staff who witness or become aware of bullying cyber-bullying or retaliation should immediately report it to the social Worker.



AIMS

- ◆ To create awareness among the stakeholders on 'the various initiatives of UAE for the protection of children from bullying including; federal law no: 3 of 2016 (Wadeema's Law), child protection unit, federal law no: 5 of 2012 on combatting cybercrimes etc.
- ◆ To provide all staff and parents with the necessary information to enable them to meet their statutory responsibilities to prevent bullying and to promote safeguarding the wellbeing of children.
- ◆ To ensure that appropriate action is taken where it is alleged that a child is suspected of being bullied.
- ◆ To demonstrate the school's commitment with regard to prevent bullying.

TYPES OF BULLYING

- ◆ Physical Bullying: Pushing, punching, kicking, hitting, pinching and other physical attacks.
- ◆ Verbal Bullying: Insults, teasing, name calling, taunting, threatening Homophobic/racist remarks, spreading rumors, and other verbal abuses
- ◆ Covert Bullying: is often harder to recognize and can be carried out behind the bullied person's back Examples in clued lying and spreading rumors, negative facial or physical gestures, menacing or contemptuous looks, playing nasty jokes to embarrass and humiliate, mimicking unkindly, encouraging others to socially exclude someone, or damaging someone's social reputation and social acceptance.
- ◆ Cyber Bullying: is overt or covert bullying behaviors using digital technologies. Example includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking places. Cyber bullying can happen at any time. It can be in public or in private and sometimes only known to the target and the person bullying.

WHY IT IS IMPORTANT TO RESPOND TO BULLYING

Bullying hurts. No one deserves to be a victim of bullying. Everyone has the right to be treated with respect. Students who bully need to learn different ways of behaving. We have a responsibility to respond promptly and effectively to issues of bullying.

Links to school associated policies

- ◆ Child Protection Policy
- ◆ Progress reports

CYBER BULLYING–OUTSIDE THE SCHOOL

At Woodlempark School, we are committed to supporting our students and their families if they experience cyberbullying involving members of our school community outside of school premises. We encourage parents to actively monitor and support their child's safe and age-appropriate use of mobile phones and devices through regular checks. Together, we can create a safer online environment for our students.

SIGNS OF BULLYING

- ◆ Unwilling to go to school
- ◆ Begins to do poorly in schoolwork
- ◆ Becomes withdrawn, anxious or lack in confidence
- ◆ Constantly telling tales, hiding something more serious
- ◆ Has possessions which are damaged or missing
- ◆ Becomes aggressive, disruptive or unreasonable
- ◆ Changes their usual routing
- ◆ Being reported by parents for changed behavior- nightmares, bed wetting, aggression etc.



ROLES & RESPONSIBILITIES

A. Principal

- ◆ Provide safe and secure Educational Environment to the Students.
- ◆ Establishing an effective system to address bullying issues extending such system to the whole school community.
- ◆ Support the staff, students and parents with necessary education and training programs related to prevention of bullying
- ◆ Ensure that the Child protection lead, and other relevant staff receive appropriate training to enable them to carry out their roles. That is relevant and regularly updated;
- ◆ Review the programs and activities developed to address bullying at regular intervals, in order to ensure that any problems have been resolved in the long term.
- ◆ Monitoring the effectiveness of the School Child Protection team in managing bullying issues.

B. SLT

- ◆ Ensure that the school is having a clear and robust Anti- Bullying procedure are in place for responding to bullying issues. And it is well communicated with the whole school community
- ◆ Supervising the activities of the Child Protection Lead and other relevant staff.
- ◆ Assessing the training needs of the whole school community periodically. And, developed plans to meet the requirements.
- ◆ Supervising, reviewing and updating of the school bullying prevention activities regularly.

C. Child Protection Team

- ◆ Develop and implement policies and programs to ensure the bullying prevention and safeguarding of students.
- ◆ To ensure that the bullying issues are addressed in order to establish a safe learning environment.
- ◆ To involve in review of school child protection and Bullying Prevention policies and procedures to make; upto-date amendments to take account of any safeguarding issues
- ◆ To provide trainings for staff and thereby update staff about Anti- Bullying and safeguarding so that the correct safety information can be taught or adhered to.
- ◆ To deal with the bullying related issues in accordance to the procedures as mentioned in the school/nation policies.
- ◆ Liaise with the child protection unit for getting updates amendments on UAE's child protection laws. and conduct awareness campaigns accordingly.

D. Child Protection Lead

- ◆ Child protection lead should take lead responsibility for child protection in the school, in liaison with the head and governors.
- ◆ Meet regularly with the head and governors, working together to ensure child protection is being managed appropriately across the school.
- ◆ Attend training to respond effectively to bullying concerns
- ◆ Raise awareness of all forms of bullying with the whole school community
- ◆ Support staff and volunteers who raise concerns about Bullying
- ◆ Involve in review and update of school Bullying Prevention and child protection policies and procedures.

E. Social Worker

- ◆ Ensures that whole school community have access to and understand the school's child protection and Bullying Prevention Policies.



- ◆ Liaise with the principal to keep them informed of any bullying issues especially ongoing enquiries and police investigations
- ◆ Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies, act as a source of support, advice and expertise for staff.
- ◆ Document and report Bullying related issues keeps detailed, accurate and secure records of concerns and referrals
- ◆ Monitoring the changes and development of children who are at risk.
- ◆ In consultation with the Principal and SLT, refer alleged cases of bullying to the Child Protection Unit.

F. Student Affairs Leader

- ◆ Work with the Senior Leadership Team to ensure safeguarding is at the heart of the school ethos and that all staff are supported in knowing how to recognize and respond to potential concerns.
- ◆ Administer and enforce school policies related to bullying, child protection and safeguarding
- ◆ Organizing and planning of school-wide events and programs related to bullying prevention, child protection and safeguarding
- ◆ Conducting meetings with parents/Guardians to provide Guidance and support related to bullying prevention.
- ◆ Involve in review and update of school bullying prevention, child protection and safeguarding policies and procedures.

G. Health Nurse

- ◆ School nurses work on the front lines of child bullying detection and prevention.
- ◆ Collaborative with staff, community partners, medical providers, students, and parents to promote safety and protection of children.
- ◆ Train staff to spot signs and symptoms of bullying.
- ◆ Create systems of support for parents and caregivers as a way to prevent bullying.
- ◆ Report incidents immediately to the Authority without losing the confidentiality.

H. Online Safety Leader

- ◆ The designated Online Safety Leader Shall implement agreed policies, procedures, staff training, curriculum requirements and take responsibility for ensuring cyber bullying is addressed in order to establish a safe digital learning environment.
- ◆ Promote the importance of e-safety within school as part of its duty of care to ensure the safety of their pupils and staff.
- ◆ Equip (i.e. training) children to protect themselves from online bullying and stay safe online, both in school and outside of school.
- ◆ In line with the Prevent/radicalization strategy: Ensure teaching staff are aware of the risks posed by online activities
- ◆ Update staff about new and emerging technologies so that the correct e-safety information can be taught or adhered to.
- ◆ To proceed with disciplinary Actions against Cyber Bullying issues and involve Child Protection Unit, law or police when necessitates.

I. Head of Inclusion

- ◆ Head of Inclusion work on the detection and prevention child bullying among Students of Determination.
- ◆ Collaborative with staff, community partners, medical providers, students, and parents to promote safety and protection of Students of Determination



- ◆ Head of Inclusion work on the detection and prevention child bullying among Students of Determination.
- ◆ Collaborative with staff, community partners, medical providers, students, and parents to promote safety and protection of Students of Determination
- ◆ Train staff and parents to spot signs and symptoms of bullying.
- ◆ Provide training for Support staff and LSA to identify and reporting bullying.
- ◆ Create systems of support for parents and caregivers of students with Determination as a way to prevent bullying.
- ◆ Report incidents immediately to the Authority without losing the confidentiality.

J. Teaching Staff & Supporting Staff

- ◆ All staff are equally responsible to identify concerns early, provide help for children, and prevent concerns from escalating.
- ◆ Inform the social worker and the vice principal/headmistress if any form of bullying is suspected or reported.
- ◆ Keep written records of concerns, even where there is lack of evidence (records should state facts not opinions).
- ◆ Respect the confidentiality of all concerned regarding the welfare of children. Keeping the confidentiality of the matter is mandatory.
- ◆ Integrate child protection and bullying issues into relevant teaching and learning to create awareness among children.
- ◆ Staff should follow the referral process
- ◆ Staff must not:
 - ◆ Question children.
 - ◆ Suggest alternatives to what a child has said.
 - ◆ Get the child to write about or depict their experience in some other way.
 - ◆ Reporting to the parents directly especially in the case of sensitive issues.
 - ◆ Question potential witnesses.
 - ◆ Conduct medical examinations.
 - ◆ Delay referral/No Referral

K. Parents

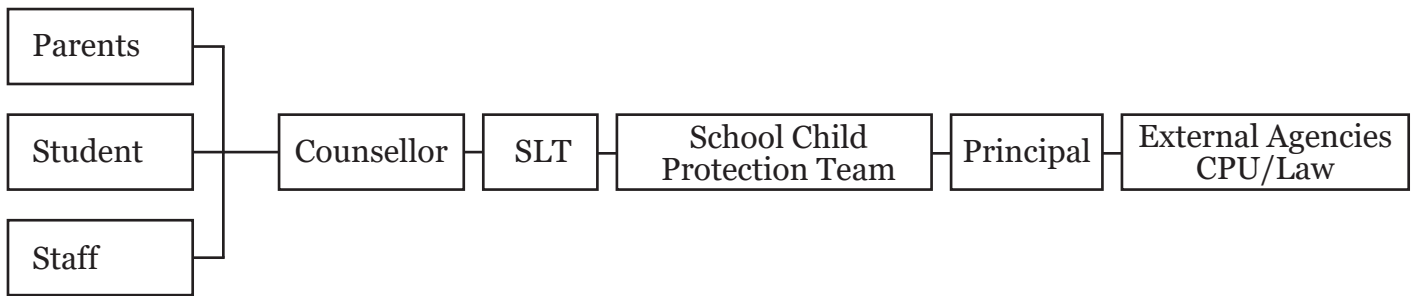
If your child reports any type of abuse or bullying:

- ◆ Do not panic. Be as calm and natural as possible.
- ◆ Assure support to the child. Listen to what the child has to say. Give them the time and opportunity to tell as much as they are able and wish to.
- ◆ Report to the school immediately.
- ◆ Collaborate with the school's Child protection Team for further procedures.

L. Students

- ◆ Follow school policies, procedures, and rules to safeguard themselves from abuse and safety threats.
- ◆ To involve in the activities related to School child protection Program through Peer education and support.
- ◆ Report incidents of abuse safety or security related issues to the Social Worker without any delay.
- ◆ To involve in the review of school Child Protection and Safeguarding policies and procedures to make; up to date amendments.

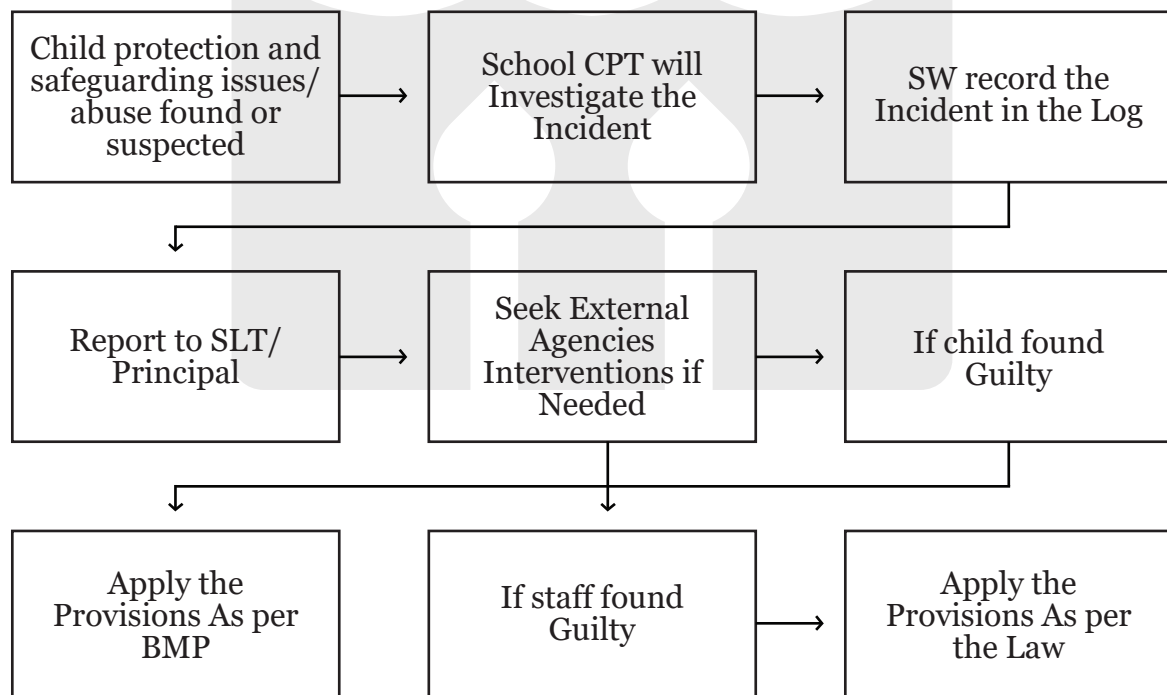
REPORTING PROCESS



SCHOOL PROCEDURE TO DEAL WITH BULLYING & CYBERBULLYING

- ◆ The teachers, parents, or students should report the incident to the responsible persons of the school immediately.
- ◆ Take all bullying concerns seriously
- ◆ The Antibullying committee will investigate the issue.
- ◆ Deal with each incident individually and access the needs of each student and situation on an individual basis.
- ◆ Ensure that bullies and victims are interviewed separately
- ◆ Obtain witness information where required.
- ◆ If any child found guilty, the school will move with the provisions mentioned in the UAE Government's Federal law no: 5 of 2012, and the The student behavior management policy no: 851 of year 2018.

PROCEDURE FLOW CHART



STRATEGIES TO PREVENT BULLYING

To prevent Bullying students', need to:

- ◆ Work to create a happy school environment for all
- ◆ Respect themselves and others
- ◆ Learn to tolerate and accept individual differences
- ◆ Stand up against bullying behavior
- ◆ Support the school policy on bullying
- ◆ Work in collaboration with parent and teachers

What can Students' do if he/she is been bullied?

- ◆ Tell the bully to stop
- ◆ Seek help and talk about it to your teacher, parent or someone you trust
- ◆ Try not to show you are upset- this is hard, but a bully thrives on someone's emotions.
- ◆ Stay with a group of friends/people you trust during playtime and lunch breaks

HOW CAN PARENTS HELP?

- 1 Show an interest in your child's social life and school events to stay connected and aware of their experiences.
- 2 Encourage your child to cultivate friendships, participate in clubs, and embrace tolerance and open-mindedness towards others.
- 3 Foster your child's self-esteem by highlighting their positive qualities and accepting them as individuals.
- 4 Avoid conveying to your child that bullying is a normal part of growing up or acceptable behavior in any way.
- 5 Encourage your child to report bullying incidents, but discourage them from retaliating physically or with name-calling.
- 6 Set a positive example by employing firm, yet positive, non-aggressive approaches to discipline.
- 7 Acknowledge the possibility that your child may engage in bullying behavior. If the school contacts you regarding your child's involvement in bullying, collaborate with the school constructively to address the issue and find a solution.

SCHOOL ANTI BULLYING TEAM	
Child Protection Officer	Ms. Bhanu Sharma (Principal)
SLT Members	Ms. Sreekala Subhash (Vice Principal) Mr. Shafeeque KC (Administrative Manager) Mr. Sreekanth Suroju (Head of Teaching and Learning) Miss Reena Kumari (HOS KG) Ms. Jasmina (HOS Middle) Ms. Preeti (HOS Primary)
Coordinators	Ms. Farah Naz Ibrar (Inclusion Coordinator & School Counsellor) Ms. Pulari (Social Worker) Ms. Nahida Sabeer (School Counsellor) Mr. Mathew (School Counsellor) Ms. Kely (Learning Support Teacher) Ms. Harsha (SENCO & counsellor)
Staff Representatives	Mr. Lizeron Mr. Junais Ms. Mithila Ms. Sadaf Sheikh Ms. Sonali Ms. Chinu Ms. Lakshmi
Student Representative	Student Council Member
Parent Representative	Parent Teacher Council Member

PROCESS

BULLYING PREVENTION		
PREVENTION	INTERVENTION	SUSTAINABILITY
<ol style="list-style-type: none"> 1. Awareness creation among all the stakeholders. 2. Continuous Monitoring of student behavior and safety issues. 	<ol style="list-style-type: none"> 1. Evaluation of Bullying issues. 2. Execution of 'the student behaviour management policy no: 851 of year 2018, 'Students' behavior Management in distance learning 2020-2021, and child protection and safeguarding policy' of school to deal with the online safety issues. 3. Providing psycho social support to children. 4. Develop BIP to establish appropriate behavior among children 5. Meetings between parents 6. Counselling 7. Education including strategies to avoid repeating behavior. 	<ol style="list-style-type: none"> 1. Execution of 'the student behavior management policy no: 851 of year 2018', 'Students' behavior Management in distance learning 2020-2021', and child protection and safeguarding policy' of school to deal with the online safety issues. 2. Evaluation of the effectiveness of school's existing online safety policies and procedures Continues Education for student on online safety. 3. Guidelines for avoiding further unnecessary contact with the Bully 4. Notify staff about incident and danger of further contact 5. Strategies to avoid further bullying (e.g., script, role playing, etc) 6. Identifying trusted adults and "safe areas" 7. Education about rights to be free of retaliation and reasonable expectations about social consequences 8. Periodic checking 9. Identification and empowerment of bystanders

CONTACT INFORMATION

DESIGNATED PERSON	NAME	EMAIL
Principal	Ms. Bhanu Sharma	principal@woodlempark.ae
Head of Inclusion (Inclusion coordinator)	Ms. Farah	counselor9to12boysandgirls@woodlempark.ae
Counsellor	Mr. Mathew	counsellor5to8boys@woodlempark.ae
Counsellor	Ms. Pulari	counsellorkg1andkg2@woodlempark.ae
Counsellor	Ms. Nahida	counselor5to8girls@woodlempark.ae
Counsellor	Ms. Harsha	wps.send@woodlempark.ae

CHILD PROTECTION UNIT

CONTACT NO	EMAIL	HOTLINE NO
04-217666	CPU@moe.gov.ae	116111

	CONTACT NO	WEBSITE/EMAIL	HOTLINE NO
Police	067034000	www.ajmanpolice.gov.ae	999
Community Development Authority	056 682011	child@CDA.gov.ae	800 988
Ministry of Interiors	+971 (0) 23 333 999	child.protection@adpolice.gov.ae www.ecrime.ae	800 988
Dubai Foundation for Women and Children	04 6060300	info@dfwac.ae	800111



CROSS REFERENCE

- ◆ Child Protection and Safeguarding Policy of WPS 2022
- ◆ The Whole School Policy of WPS 2022
- ◆ The Federal Decree Law No.5 of 2012, in respect of cybercrimes combat
- ◆ The Federal Law No.3 of 2016, in respect of the Law of Child's rights and protection (Wadeema's Law)
- ◆ Ministerial Resolution No.851 of Year 2018 on Code of Behaviour Management for Students in the
- ◆ General Education Institutions
- ◆ Students' Behaviour Management in Distance Learning 2020
- ◆ Ahmed Ashfaq 10 February 2020; One in three students, age 12 to 15 year, suffer from regular bullying worldwide" Gulf News online.
- ◆ Robertson Fiona; January 2020; "Cyberbullying in the UAE: A Snapshot of Cyberbullying Laws in the UAE"; Al Tamimi& Co

Websites:

- ◆ www.tra.gov.ae Telecommunications Regulatory Authority (T R A)
- ◆ www.moe.gov.ae Ministry of Education; Child Protection Unit
- ◆ www.dubaipolice.gov.ae Cyberbullying.

