



مدرسة إيليت الإنجليزية ش.ذ.م.م  
Elite English School L.L.C

# Anti-Bullying Policy

## **Governing Authorities:**

Knowledge and Human Development Authority (KHDA)

Ministry of Education (MOE), United Arab Emirates

**Review Cycle:** Yearly

**Last Review:** February 2026

**Next Review:** February 2027

## **1. Policy Statement**

The Elite English School is committed to ensure that all students feel welcome and that they belong at our school. We will ensure that all pupils feel safe and happy in school and are able to learn in a supportive, caring environment without the fear of being bullied. Bullying in any form is unacceptable under any circumstances and will not be tolerated by the school. We will adopt a high profile approach to all incidents of bullying and intimidation.

The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. We will create an ethos of good behavior where pupils treat one another and the school staff with respect because they know this is the right way to behave. Values of respect for staff and other pupils and a clear understanding of how our actions affect others are reinforced by staff.

Bullying is anti-social behavior and may cause psychological damage. We will embed our anti-bullying policy within a school ethos based on mutual respect, fairness and equality and aim to provide support and management strategies that are pragmatic and non-oppressive. If bullying does occur, all pupils or staff should be able to report the incident and know that incidents will be dealt with promptly and effectively. Strong sanctions such as exclusion may be necessary in cases of severe and persistent bullying.

This policy links to other key policies including Child Protection and the Behavior policy. This policy relates to pupils only.

## **2. Purpose of this Policy**

- To raise awareness of bullying.
- To bring about conditions in which bullying is less likely to happen in the future.
- To reduce, and if possible eradicate, instances of all types of bullying.
- To ensure that all staff are aware of this policy and fulfill their obligations in relation to it.
- To reassure parents that every effort will be made to protect children against bullying.

## **3. Key Principles**

- All children have an absolute right to be educated in a safe and secure environment and to be protected from others who may wish to harm, degrade or abuse them.

- All children have a right to be able to trust without fear and to expect protection from adults in positions of care and responsibility. Children have a right to take a full part in their education in an environment that does not subject them to cruelty or create despair.
- There is no justification for bullying behavior and it will not be tolerated in any form regardless of how it is delivered or what excuses are given to justify it. Differences of race, religion, gender, sexual orientation, ability are absolutely repudiated as reasons for bullying.
- To maintain a supportive environment in which bullying is seen as inappropriate and unacceptable.
- Bullying behavior is a problem for those suffering bullying and will be addressed in positive and constructive ways which provide opportunities for growth and development for those suffering and those responsible for bullying.
- All staff will be alert for signs of bullying behavior.
- Effective management of bullying is a shared responsibility and strategies should involve school staff; parents and other professionals involved with children who are suffering bullying.
- To accurately record all incidents of bullying and to monitor the effectiveness of strategies for bringing it under control. The person responsible for bullying is informed of the unacceptability of his/her behavior and a record is made of the incident and logged on the school system.
- Information about School's policy and procedures should be readily available in 'user-friendly' form to children and their parents. Ensure pupils are made aware of and have access to additional support within school, e.g. peer supporters, teachers, counselor and Inclusion team, senior leadership team.
- It is essential that all members of the school community understand and abide by the policy, and model respectful behavior in all situations. This encourages and empowers all stakeholders to be proactive in creating a positive sense of community and responsibility so that the opportunities for bullying do not exist.
- The school will ensure that issues relating to bullying are given a high profile, for example through assemblies, participation in Anti-Bullying Week, drama, projects, stories, etc. Implementation of such structured programs will help to develop personal and inter-personal skills and deal specifically with the issue of bullying.
- Minimization of the opportunities for bullying (e.g. appropriate supervision and vigilance at key times in the school day, such as break and lunchtimes)
- To provide Internet security, filtering and ICT education
- Students, staff and parents will be consulted with respect to reviewing procedures.
- To undertake an annual wellbeing survey to raise awareness and reflect on positive actions that may be developed as a result of this;

#### **4. Anti-Bullying Ethos**

##### **School community's response**

The school has a coordinated and consistent response to bullying in the school. There is also zero tolerance to bullying of any kind and the immediate implementation of an organized procedure to deal with the incident. This includes support for those being bullied and, where appropriate, both support and sanctions for those perpetrating the bullying. This enables all stakeholders to feel secure in being able to visit, work and learn in a supportive, caring and safe environment.

No incident where bullying is suspected will be ignored. Knowledge of what has happened and why it is critical in both dealing with and understanding the incident.

#### **5. Definition of Bullying**

Bullying is defined as "The repetitive hurting of one person by another through intentional aggressive behavior, where the relationship involves an imbalance of power. Bullying can be carried out physically, verbally, emotionally or through cyberspace, undertaken by individuals or a group, resulting in pain and distress to the victim and where it is difficult for those being bullied to defend themselves." Bullying behavior may be direct or indirect. Bullying is the

intentional abuse of power by an individual or group with the intent and motivation to cause distress to another individual or group.

Bullying may take place for many reasons or for no apparent reason, although there is usually a real or imagined difference which leads to the bullying, including those relating to appearance, race, health, religion and culture (style, appearance, clothing, etc.), language, social class, family circumstances and gender.

Students who are being bullied may show changes in behavior, for example unusual absences from school, shyness or withdrawal, nervousness, seeking adult company or feigning illness. This can also be evident in changes in work such as lack of concentration, truancy or different work patterns.

**Direct:** Direct forms include pushing, kicking or any use of physical violence, threats; verbal assaults, taunts and abusive comments, name calling; the destruction of property; extortion; unwanted sexual interest or contact.

**Indirect:** Examples of indirect forms of bullying include ignoring and the withdrawal of friendship; isolating from social groups; excluding or tormenting; cyber-bullying (use of the internet, text messages, chat rooms, blogs, forums, email, photographs, mobile phones, etc); malicious gossip and spreading rumor; abusive, racist or oppressive graffiti, gestures, bullying of children who have a **Learning disability/difficulty** or impairment which affects the way they learn, understand, socialize and communicate (i.e. speech and language difficulties); bullying of children who have a physical or mental Disability / impairment. For example, mobility, visual or hearing impairments, epilepsy, diabetes or a progressive condition such as multiple sclerosis.

### **What is not bullying?**

Not all aggressive behavior is bullying. We need to be clear about the distinction between bullying and isolated acts of aggression.

Behavior that appears to be bullying may be exhibited by some children without intention or awareness that it causes distress.

### **One-off incidents**

Bullying is persistent and repetitive, and generally fits a pattern of behavior. However, there will be occasions when a one-off incident is so significant that it causes long term effects, and is therefore categorized as bullying. One example may be extreme public humiliation that deters someone from engaging in discussions or social events.

### **Mutual conflict**

A disagreement, argument or fight in which both parties have equally participated and where there is no imbalance of power.

There are **different types of bullies**:

- Aggressive bullies - physically aggressive individuals.
- Anxious bullies - those recruited into bully gangs by intimidation.
- Victim bullies - individuals who may be victims outside school and bullies at school.

Victims of bullying become so, through no fault or action of their own. On occasions it is important to recognize that there can be **different types of victims**. They may be pupils who:

- Are new to a class or school
- Are different in appearance, speech or background from other pupils
- Suffer from low self esteem
- Are more anxious or nervous

All of these are possibilities, not predictions, of victimizations. Whatever the reason for a child becoming a victim, the problem has to be addressed, it cannot be ignored.

## 6. Places and Areas of Concern in the School

Areas of the school that need close observation, particularly wherever or whenever an adult is not immediately and directly available:

- Playground
- Lunch areas
- Toilets
- Corridors
- Group work areas
- School Transport
- Language and its use, especially in an international school, is also an area that needs a close watch.

## 7. Signs and Symptoms of Bullying

Signs and symptoms of bullying can be extremely variable and will very much depend on the individual, but some of the more common signs are listed below.

Behavioral Signs	Emotional Signs
<ul style="list-style-type: none"> <li>• Change in routines or behaviors</li> <li>• Is frightened of walking to or from school</li> <li>• Doesn't want to go on the school/public bus</li> <li>• Begs to be driven to school</li> <li>• Changes their usual routine</li> <li>• Is unwilling to go to school (school phobic)</li> <li>• Begins to truant</li> <li>• Withdrawn, frequent unexplained absences, poor concentration, eating disorders, alcohol / substance abuse, evidence of self harming and disruptive / challenging behavior.</li> <li>• Avoids entering / leaving school with others.</li> </ul>	<ul style="list-style-type: none"> <li>• Changes in mood or personality</li> <li>• Becomes withdrawn, anxious, or lacking in confidence</li> <li>• Attempts or threatens suicide or runs away</li> <li>• Cries themselves to sleep at night or has nightmares</li> <li>• Feels ill in the mornings</li> <li>• Begins to do poorly in school work</li> <li>• Becomes aggressive, disruptive or unreasonable</li> <li>• Is bullying other children or siblings</li> <li>• Is frightened to say what's wrong.</li> <li>• Is afraid to use the internet or mobile phone</li> <li>• Is nervous or jumpy when using their phone or electronic device</li> <li>• Apparent changes in personality, constant anxiety / nervousness, depression or tearfulness for no apparent reason, lack of confidence, negative self image, hostility and defensiveness.</li> </ul>
<b>Physical Signs</b> <ul style="list-style-type: none"> <li>• Comes home with clothes torn or books damaged</li> <li>• Has possessions which are damaged or 'go missing'</li> <li>• Has unexplained cuts or bruises</li> <li>• Has dinner or other monies continually 'lost'</li> <li>• Comes home starving (money/lunch has been stolen)</li> <li>• Stops eating</li> <li>• Asks for money or starts stealing money (to pay bully)</li> <li>• Gives improbable excuses for any of the above</li> <li>• Physical injuries such as bruising, damaged clothing with no convincing explanation and general ill health due to stress</li> <li>• frequently 'lose' money or possessions, appears tired / lethargic</li> </ul>	

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

If you suspect your child is being bullied please report your concern to school immediately so that we can investigate.

It is important that you advise your child not to fight back, it can make it worse. Parents must help us ensure we have a culture of tolerance and respect at school by promoting this at home.

Bullying directly impacts on emotional wellbeing of students and we will ensure that any

reports of bullying are dealt with in accordance of the schools anti bullying policy.

## **8. Prevention**

All staff involved in the education and/or supervision of children will be made aware of the issue of bullying and the need to apply the schools policy consistently when episodes of bullying are witnessed or reported. Staff will constantly reinforce the message to children that bullying is unacceptable and will take positive action to prevent and control it.

The issue of bullying will be given a high profile and will be raised with students at a number of levels including:

- Whole school level, for example through assemblies when children will be informed of the school's policy and the actions that will be taken to prevent bullying taking place. The School Council will be involved in discussions relating to bullying and how it can best be tackled. In addition, posters and displays will be used to heighten awareness.
- Classroom level, for example during tutor periods.
- Individual level, for example children who are felt to be at risk of bullying (or who have suffered from bullying in the past) will be offered additional support and guidance. Children will be encouraged to come forward and discuss bullying-related issues through a variety of channels (e.g.: form tutors, School Counselor, school nurse). In these circumstances staff will respond positively, take the expression of concern seriously and ensure that the matter is fully investigated. Children who have been responsible for bullying will be given advice and support and taught strategies to enable them to bring their unacceptable behavior under control and to prevent further incidents.
- Participation in campaigns to raise awareness, including Anti-Bullying Week

The school recognizes that there are particular times when children may be more vulnerable to bullying – lunch and break times and the beginning and end of the school day.

Arrangements will be made to ensure that at such times there is proper supervision available to reduce the risk of bullying incidents.

## **9. Reporting**

### **Reporting Bullying - Students**

Students can report any incidents of bullying to any member of the school staff who will take the appropriate action. All staff is dedicated to ensuring each student feels safe and cared for at and students can report any issues directly to any of the following:

Class Teacher, Subject Teacher, Counselor, Inclusion Team, Senior Leadership Team or the Principal.

### **Reporting Bullying – Staff**

Members of staff should follow the schools behavior policy and record any incidents that they observe. All staff has a responsibility to challenge any unacceptable behavior including any behavior that could be defined as ‘bullying’ as set out in the policy.

Staff that has any concerns should make their supervisor aware immediately and should record any incident witnessed.

### **Reporting Bullying – Parents**

Parents who have any concerns should contact the school.

If a parent suspects or knows that their child is a victim of bullying they are asked to:

- Report any concerns to their child’s Class Teacher or the School as soon as possible.
- Listen carefully to the child, reassure and support them.
- Advise them how to cope in a non-violent manner (e.g. walk away).
- Build up the child’s self-esteem and learn how to be assertive.

If a parent suspects or knows that their child is involved with bullying behavior they are asked to:

- Talk through the situation calmly.
- Support the school in expecting this behavior to stop (reminding child if necessary).
- Accept that this may have happened due to peer group pressure and the child may be bullying to avoid being bullied themselves.
- Acknowledge that this may or may not be an isolated incident.
- Ease the situation by using a sensitive approach.
- Explain to the child why the situation cannot continue, why it is important to you and your family.

### **Repeated Reports**

If the same 'perpetrator' is reported to carry out other acts of bullying towards the same or different students, the school will take further action. Students who are known to be intentionally causing harm, injury or offense to students at The Elite English School will receive our most serious consequences, including risk of permanent exclusion from our School.

Actions of the school will include:

- A formal meeting with parents to review the evidence against the student.
- Possible change of students form and/ or teaching groups or year half.
- Referral to the Inclusion Team for possible assessment of need and support.
- Seclusion during social times of the day.

## **10. Action Steps**

The following steps will be taken when dealing with an incident of bullying in the school:

- If bullying is suspected or reported, then the incident will be dealt with immediately by the member of staff who has been approached.
- It is preferable that the class teacher deals with the incident initially, though in serious cases it should go straight to the Principal.
- A clear and detailed account of the incident will be recorded.
- The Supervisor will be informed.
- Teacher/Supervisor will interview each of those involved; will record the incident and what is said.
- School Counselor will be informed and appropriate counseling action to be taken.
- Parents will be informed of what has happened, told of the consequences and action that will occur.
- A plan (time managed) will be constructed for monitoring those involved with follow up procedures to ensure that the incident does not happen again; parents, staff and students should be kept informed of this.
- If the bullying continues then the parents will be asked in and the Principal will discuss more serious sanctions such as limited suspension.

The school is responsible for completing a register of bullying incidents and will make a termly report of such incidents to the Governing body.

The Elite English School will aim to ensure that support is in place for the victims of those who have been bullied and that they are supported with their emotional wellbeing and to promote positive wellbeing and building resilience. Whilst we will discipline those that bully others we will also offer to help them to change their behavior.

## **11. Sanctions and Levels of Discipline**

The level of sanctions should reflect whether it is an initial incident, repeat offence or continued bullying behavior. These sanctions should be site specific and are in order of seriousness with the final possibility being permanent expulsion from the school:

- Break time withdrawal
- Parents called in

- Official warning sent to parents
- Exclusion from certain areas of school premises
- Requirement to take psychological tests
- Minor fixed term exclusion
- Permanent expulsion

## **12. Bullying Outside School**

If a child is found to be the victim of bullying outside school then help and support will be offered and advice given on how to avoid further incidents in future. The victim's parents will be informed. If there are more concerns about children's safety outside school then the local police will be contacted and their help sought in making the area around the school premises more secure. The school has the right to act and impose sanctions for poor behavior outside of school.

## **13. Monitoring and Evaluating**

Each incident of bullying falling within the school definition will be recorded. Senior staff and Governors will evaluate the effectiveness of the policy and agree for adjustments that may be necessary to address any ongoing concerns. These will be shared with staff, parents and students.

Where necessary, and in agreement with those involved, we may refer individual cases to other agencies and designated mediation services that are qualified and experienced in providing a program of support.

## **14. Support**

### **Support for Students**

There will be support for those who have been bullied, and those who bully.

For those who have been bullied:

- Opportunity to discuss what has happened with the class teacher/staff member of their choice;
- Time given to listening to the student and reassurance;
- Continuous support and monitoring of those involved;
- Restoring of self-esteem and confidence.

For those who have bullied:

- Opportunity to discuss what has happened with member of staff;
- Discussion of why the incident has happened;
- Informing parents of a need to monitor the student and change their attitude and behavior.

Pupils will be encouraged to take responsibility for preventing bullying by using a range of strategies.

- Asking the bully to stop
- Rescuing the victim
- Staying with or close to a potential victim
- Talking to a bully at a time when he/she is not bullying
- Taking collective responsibility, by not standing around and watching someone being bullied
- Ensuring that personal contact numbers given to others are restricted and if necessary changed
- Having a mentoring system, where the younger pupils are paired with older ones so that they have someone to go to if they need help

Pupils are encouraged to discuss the issue of bullying within their Classes. Support for pupils including Students of Determination is readily available within the school.

### **Support for Parents**

- At school we aim to support parents of children who are either bullying or being bullied. We support parents by discussing the problems and offering help and advice as soon as the situation becomes evident.
- Parents are invited to meetings at school so that the situation can be closely monitored. If the child is bullying, then sanctions may be discussed. The reasons why the child may have chosen to bully are also discussed. What kind of support can be given to the child to help them change their behavior is explored. If the child is being bullied, problems and possible solutions are discussed, including ways to help the child deal with this problem, ways to help build self-esteem (often connected to those who are bullied) and ways to ensure all incidents are reported and explored.
- Parents receive ongoing support from the Senior Management and School Counselor. Orientation session and presentation is conducted for all parents. Parents may also be directed to information and advice from external resources and agencies.

### **Support for Staff**

Members of staff have an Induction Program that includes guidance from the School and a requirement to read School Policies and Procedures (including Elite Anti-Bullying Policy), and sign a declaration that they have done so.

Members of staff receive appropriate support from the Senior Management Team. Ongoing staff training is available also via the School CPD program.

### **15. Policy Review**

The effectiveness of the school's anti-bullying policy and practice will be monitored by the Senior Leadership Team and it will be reviewed and evaluated on an annual basis.