

POL/SF001 NLCS Dubai Anti-Bullying Policy

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Approved By:	Head of Junior School, VP Pastoral Care

1. Scope

This policy applies to all members of the North London Collegiate School Dubai community. The policy is applicable to all instances of bullying between members of the school community. The policy primarily applies to instances of bullying that may occur within the confines of the school site or during school activities be they on site or not. Instances of bullying that occur outside of school hours between members of the school community either in person or online do not fall under the remit of this policy. The handling of such instances may differ from those occurring within school hours and school activities. If such instances impact relationships at school, this will be addressed at school. This policy has been written takes into account best practice and procedures from both the UAE and the UK drawing upon the following documentation:

- UAE Ministry of the Interior’s guidelines on Cyberbullying
- Preventing And Tackling Bullying: DfE 2017
- Cyberbullying: Advice for head teachers and school staff: DfE 2014
- School Support for Children and Young People Who Are Bullied: DfE 2014

In addition, the consequences of behavioral choices within the UAE legal framework are taken into consideration (Appendix A).

1.1 School context

NLCS Dubai rejects all forms of bullying (as outlined within this policy) and endeavours to support both the victims of such behavioural choices whilst also enabling those who may be the perpetrators of bullying to accept responsibility for their actions and reflect upon them. Any

student involved in bullying behaviour should accept the consequences of this and abide by the expectations of the school at all stages of investigation. There will always be strategies discussed to move forward and a restorative process is followed at all times.

1.2 North London Collegiate School Dubai Anti Bullying Pledge

The following pledge has been agreed to by all staff and students of NLCS Dubai.

As members of the NLCS Dubai community, we believe that everyone has the right to learn in a school environment where they feel safe, included, and accepted regardless of any differences. I therefore pledge to be respectful of others and stand up to bullying whenever and wherever I see it.

2. Purpose

The policy intends to fulfil the school's objectives to provide a safe environment for its students, promote the high behavioural expectations of the school and ensure all members of the school community are cared for. It demonstrates that the school takes bullying seriously and that it will not be tolerated.

Here at North London Collegiate School Dubai, we:

- Take measures to prevent all forms of bullying within the school and during off-site activities.
- Support all members of the community via the actions to be taken in identifying, dealing with and following instances of bullying
- Believe that the safety and happiness of members of the school community is enhanced by dealing positively with bullying through restorative practice.
- Encourage all members of the community to tell someone if they are being bullied or if are aware of bullying behaviour they should report it.

3. Bullying

3.1 Definition

Bullying is defined as behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying may take many forms and may be motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, gender, sexual orientation, socio-economic status, special educational needs, disability. It may also be related to a person's home circumstances/family or related to a person's age, health or appearance. Bullying may occur directly or remotely via the use of technology.

Bullying can, in some cases cause long term physical and/or psychological damage to victims and even, in extreme cases, self harm or suicide.

3.2 Types of Bullying

The following list is non exhaustive and may occur in person or via the use of technology:

- Physical: fighting, pushing, shoving, gestures, invasion of personal space.
- Verbal: name calling, mimicking, spreading malicious rumours or insults either in person or via the use of technology.
- Visual: sending or dissemination of hurtful, offensive and/or inappropriate comments or images in person or via the use of technology.
- Victimisation: deliberate damage or theft of another persons/groups possessions, repeated social exclusion, deliberate isolation of another person/group.
- Isolation/Exclusion: deliberately excluding another student from a group (online/in person) through actions or language

3.3 Cyberbullying

3.3.1 Definition

Cyberbullying is a form of bullying or harassment that takes place using electronic means. It may also be termed online bullying. All reported incidents of cyberbullying will be treated seriously. Cyberbullying may occur via the use of mobile phones, laptops, computers, tablets, on social media platforms, messaging platforms and gaming platforms. If there are reasonable grounds to believe that cyberbullying has occurred, the School will require mobile electronic device/s to be produced for examination. 'Mobile electronic device' includes without limitation mobile phones, watches, tablets, laptops etc. Any incident of cyberbullying will be dealt with seriously.

3.3.2 Preventative measures relating to cyberbullying

In order to ensure a proactive approach to understanding the issues associated with cyberbullying we:

- Expect all students to read, adhere to and sign the Code of Conduct and Safer Use of Technology Policy found in their School Planners.
- Offer guidance on the safe use of social networking sites and cyberbullying in PSHE and Computer Science lessons including blocking, removing contacts from friend lists, sharing of personal data and saving evidence where bullying has taken place;
- Offer guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
- Reiterate that mobile phones are not permitted to be used in classrooms, public areas of the school, or where they may cause annoyance to others.
- Issue all students with their own personal school email address;

4. Identifying Bullying

The following table below outlines potential behaviours shown by victims or perpetrators of bullying. Staff are always expected to be vigilant, challenge any potential bullying behaviours and report any potential instances of bullying. They should also report changes in behaviour as below:

Victims of bullying may:	Perpetrators of bullying may:
Be absent from school Be late to school or class Lose their belongings Under achieve academically Produce careless work Exhibit isolated behaviour Exhibit sudden and unexpected changes in behaviour such as anger or withdrawal Have unexplainable injuries or illness Visit the nurse often Exhibit changes in eating habits Exhibit feelings of helplessness Struggle with self esteem Exhibit harmful behaviours towards themselves	Be absent from school Be late to school or class Under achieve academically Produce careless work Struggle to maintain friendships Exhibit sudden and unexpected changes in behaviour Struggle with self esteem Avoid potential student/staff conversations Avoid parental contact Exhibit harmful behaviours towards themselves

5. Reporting Incidents of Bullying

Every member of the school community has the right to tell an individual engaging in behaviour that may be deemed bullying that their behaviour is unacceptable. They should feel confident in knowing who to report the behaviour to and that the matter will be dealt with in an appropriate manner. All members of the school community have the right to engage in the process of identification, reporting and dealing with bullying behaviour to ensure the safety and wellbeing of all involved.

5.1 Student reporting

What students should do if they feel they are being bullied or are witnesses to potential bullying behaviour

- Students should report any concerns to a trusted adult as soon as possible.
- The School aims to make it easy for students to report bullying so that they are assured that they will be listened to and incidents acted on.
- If a student is bullied or witnesses bullying, they should immediately speak to any member of staff. Alternatively, students may speak to the school nurse or the school counsellor.
- Students may also seek guidance and advice from a member of Siddiq.

5.2 Parent reporting

What parents should do if they feel their child is either being bullied or bullying another student.

- Recognise the definition of bullying (see section 3.1)

- Try to avoid an angry or emotional response.
- Establish that being bullied does not mean weakness, being out of control or helpless
- Listen and try to provide an open, non-judgmental environment for your child to talk about his/her problem
- Suggest your child speak to a member of staff.
- If any form of technology is being used, screenshots or evidence should be saved and passed to the school upon reporting
- If the problem seems particularly serious, or ongoing, contact the Form Tutor or relevant Head of House, or the relevant Head of First/Lower School immediately.
- Parents should realise that actions such as phoning the parent of the alleged bully and discussing the matter with other parents can inflame the situation.
- Contact the School straight away if the issue continues to be unresolved.
- Trust the School to carry through actions that will solve the problem including appropriate communications with parents of all parties concerned.

5.3 Staff reporting

What staff members should do if they feel a student is being bullied and/or they observe bullying behaviour:

- A staff member should feel confident to challenge any potential bullying behaviour/language
- They should speak to any students involved on the negative impacts of bullying
- Note down and report information to the student (victim and perpetrator) Head of House/Form tutor/Grade leader via iSAMS/CPOMs
- If a student reports bullying incidents to a teacher they should ensure a statement is taken and report as above
- If a staff member hears a rumour of bullying or notices a change in a students which concerns them they must also report this as above

6. Procedures for Dealing with Bullying

- All reported incidents will be treated seriously and fully investigated; all parties will be heard and given appropriate support.
- Where a student reports being bullied or having witnessed bullying, staff will listen carefully to what is said to ascertain the facts. Staff should only ask open questions and write down details using the student's words where possible using, if available, a statement or incident form. The information should be written within an hour of the disclosure and should be accurate and descriptive, including the date, time and place of the conversation.
- Staff must not give undertakings of confidentiality to a student and should inform the student that s/he will notify the relevant Head of House or Head of the First/Lower School, who will ensure the correct action is taken.
- Staff should sign the note and provide a copy to the relevant Head of House, or relevant Head of First/Lower School, who will then investigate by interviewing all the parties concerned and document the incident.
- If the incident is of a serious nature or repeated, the Vice Principal (Pastoral Care) or the Head of the Junior School will be informed immediately.
- Any incidents involving members of staff should be reported directly to the Vice Principal (Pastoral Care) or the Head of the Junior School.

- If the incident raises any safeguarding concerns the procedures for disclosure and reporting of safeguarding concerns supersede any and all within this policy

A bullying incident will be treated as a safeguarding concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm. Where this is the case concerned members of the school community should report their concerns to the Designated Safeguarding Leads.

Safeguarding Role	Name	Position	Contact details
SENIOR SCHOOL			
Designated Safeguarding Lead	Emma Dawson	Vice Principal (Pastoral Care)	+971 (04) 319 0888 (School hours) #892 edawson@nlcsdubai.ae
JUNIOR SCHOOL			
Designated Safeguarding Lead	Simon James	Head of Junior School (with responsibility for Early Years)	+971 (0)4 319 0888 (School hours) #870 headofjunior@nlcsdubai.ae

7. Responding to Bullying

7.1 Procedures

- Ensure the immediate safety and wellbeing of those involved.
- Provide on-going support and counselling for the individual being bullied, including support from external services where appropriate.
- Inform the individual who has been responsible for the bullying that this behaviour is unacceptable as well as counselling the perpetrator to understand the implications of bullying.
- Consider the motivation behind the bullying behaviour and establish whether further support and/or counselling, including support from external services, are required to rectify behaviour and tackle any underlying issues which contributed to the behaviour. If these considerations lead to any concerns that the bully may be at risk of harm, the School's Safeguarding procedures will be followed.
- Provide appropriate sanctions in accordance with the School's Behaviour Policy and advise the individual of the consequences of further bullying.
- Inform the parents of all concerned through a parent meeting, and written letter to be kept on file.
- Follow up with the individuals to provide any necessary support after the incident.

7.2 Disciplinary measures in response to bullying

Parents will meet with the appropriate staff member and appropriate action will be taken which may include a disciplinary hearing. Disciplinary sanctions will reflect the seriousness of the

incident and convey a deterrent effect. They will be taken in line with the Behaviour Policy.

Each incident of bullying will be recorded on the student's iSAMS/CPOMs file by the relevant Assistant Principal or Head of First/Lower School to be analysed by the Vice Principal (Pastoral Care) and the Head of Junior School.

8. Anti-Bullying Education/Provision within School

8.1 Moral Social and Cultural Studies Education (previously Moral Education)

As part of our statutory obligations, the expectation of all members of society to work together in a supportive manner is covered discreetly across all grades in these lessons. Staff are instructed to link moral education content to the NLCS Dubai ethos. Lessons are thoughtful, relevant and suit the curriculum whilst taking into account the context of the school.

8.2 Taught Pastoral Programmes

The taught pastoral programmes covering all grades explicitly relates to such topics as staying safe in and out of school, healthy relationships, conflict resolution and emotional and behavioural support strategies and structures. It is delivered through the pastoral programme by form tutors in the senior school, and by the classroom teacher in the Junior School. The School Counsellors also deliver sessions based on friendships and relationships.

8.3 Sadiq (Senior School)

Sadiq is NLCS Dubai's student listening and support service created by students, run by students for students. Individual students are aware of the services and students within Sadiq. Students may be referred to Sadiq by Assistant Principals (Heads of House/Sixth Form) or the School Counsellor.

8.4 Anti Bullying Initiatives

Throughout the school year, a number of initiatives are put in place to support and embed the culture of respect that is a mark of an NLCS School. Such initiatives relate to our overarching School ethos of care, courtesy and consideration but some are explicitly related to relationships, anti-bullying and restorative justice. Each year the global Anti-Bullying week is recognised by the whole school via assemblies, activities and awareness campaigns.

8.5 Student Voice

Throughout the academic year, student voice is used to gauge the need for grade specific provision relating to bullying and healthy relationships. All staff and students who are responsible for the wellbeing of students and specifically anti-bullying are expected to be reactive to such needs as and when they arise.

Appendix A

Relevant legal documentation within the UAE

It is important to note the following details regarding legal documentation here in the UAE. This information is not exhaustive.

Distributing and sharing photos without consent may be punished by imprisonment and a fine not less than AED 250,000 and not exceeding AED 500,000. The above also applies to the sharing or sending of pornographic material. If the subject is a juvenile not exceeding the age of 18 or if the content sent is designed to tempt juveniles the perpetrator shall be punished by imprisonment for a period not less than one year and a fine not less than AED 50,000 and not exceeding AED 150,000.

Cyberbullying (severe) shall be punished by imprisonment and a fine not less than AED 250,000 and not exceeding AED 500,000.

<https://www.tamimi.com/law-update-articles/legal-risks-for-social-media-users-in-the-uae/>

Sexual harassment

Article 358 lays down: a person that commits an indecent and disgraceful act will be punished by imprisonment of six months or more, but there is detention for one year or more if the disgraceful act is for a girl or a boy under fifteen years old. Additionally, Article 359 mentions that a person who attempts to disgrace a female using words or actions in public, he/she will be punished by imprisonment maximum one year or a fine of AED 10,000 or less. It will be possible for these two penalties or only one of them.

Discrimination in the workplace

In August 2018, the UAE government published Cabinet Resolution No. (43) of 2018 Regarding Supporting Special Needs (People of Determination) Work (Resolution). The Resolution imposes obligations on UAE employers to support the rights of individuals with disabilities, referred to in the UAE as “People of Determination,” by enabling them to access job opportunities on an equal basis with others.

Cyber bullying

Defamation, which is often at the core of cyberbullying, is potentially a criminal offence in the UAE. Not only does the UAE have extensive provisions within its Penal Code (Federal Law No. 3 of 1987), but it also has the benefit of the Cyber Crimes Law (Federal Decree No. 5 of 2012 on Cyber Crimes). For example, Article 138 of the Penal Code stipulates that a punishment of jail and a fine (determined at the discretion of the judge) “shall be inflicted on any person who publishes through any means of publicity news, pictures or comments pertaining to the secrets of people’s private or familial lives even if the same is true.” The UAE has traditionally considered defamation to be a serious criminal offence.

Article 16 of the Cyber Crimes Law states that a perpetrator of an action that could be considered to be extortion ‘shall be punished by imprisonment for a period of two years at most and a fine

not less than AED 250,000 and not in excess of AED 500,000, or either of these two penalties'. Accordingly, threatening to bully someone unless money is received may lead to severe penalties – the act of bullying does not have to eventuate, it can simply be threatened. If the extortioner uses the threat of bullying (e.g.; “I’ll tell everyone that you...”) in order to extract money or something of value from the victim, they may be found guilty under this law