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MISSION: "TO EDUCATE THE STUDENTS IN A HIGHLY PRODUCTIVE AND SAFE ENVIRONMENT EMBEDDED IN NATIONAL AND INTERNATIONAL VALUES AND SKILLS"

VISION: "INNOVATIVE EDUCATION TO PRODUCE WORLD-CLASS, GLOBAL CITIZENS"

## Anti-Bullying Policy

### PHSS RAK SESSION 2025-2026

This procedure is reviewed annually to ensure compliance with current regulations

<b>Approved by</b>	 Principal	<b>Date of Issue</b>	May, 2025	<b>Review Date</b>	May, 2026
<b>Responsible Office</b>	Student Counsellor	<b>Available</b>	School Website, Principal's office		

# ANTI-BULLYING POLICY

## ANTI-BULLYING POLICY STATEMENT

### INTRODUCTION

At Pakistan Higher Secondary School, we firmly believe that all children and young people have the right to an educational environment where they feel safe and which is free from harassment and bullying.

This policy is implemented in partnership with the school's behavior policies and serves the entire school from Foundation 1 to Year 12.

### 1. DEFINITION

Bullying is any behavior which is deliberately intended to hurt, threaten, frighten, or discriminate against another individual or group. It is usually unprovoked, happens again and again as part of a pattern of behavior and can continue for a long period of time.

#### **Bullying includes:**

- **Physical:** Pushing, kicking, hitting, pinching, hair-pulling and other forms of violence or threats of violence
- **Verbal:** Name-calling and sarcasm
- **Psychological :** Spreading rumors, persistent teasing
- **Emotional:** Excluding, ridicule, humiliation
- **Intrusive:** Email, text messaging, use of Facebook and other social media, designed to upset or abuse
- **Racist:** Racial taunts, graffiti, gestures
- **Sexual:** Unwanted physical contact or abusive comments

## **2. AIM & OBJECTIVES OF THE ANIT-BULLYING POLCIY**

To inform students and parents of our expectations in order to ensure a productive partnership, where each and everyone has a role to play in eradicating bullying;

- To maintain a community in which everyone feels valued and safe and where individual differences are appreciated, understood and accepted;
- To promote a secure and happy, caring environment where kindness and helpfulness are expected and respected;
- To praise and reward positive behavior which benefits others and the community as a whole;
- To teach students to respect themselves and others, promoting crucial self-esteem;
- To reduce the emotional and mental distress of any bullying enabling all students the right to enjoy their time at school.

## **3. MISSION OF THE ANIT-BULLYING POLICY**

To have a school wide programm regarding anti-bullying, covering assemblies and PHSS that informs and educates pupils and students about the issues related to bullying and gives them strategies to deal with situations they might encounter

- To help students through advice and counseling, to make the right choices and not succumb to peer pressure
- Awareness session with students, teachers and parents about anti-bullying policy and procedures about reporting bullying, handling the bully.

- To actively listen to all parties involved in incidents and always take allegations from victims seriously;
- To reassure students that the school will do all in its power to protect and support all parties involved while the issues are being resolved;
- To foster, by example, the values in which we, as a school, believe
- To investigate all incidents as fully as possible
- To use a range of strategies which challenge bullying behavior;
- To identify bullying behavior at the early stages and work towards behavior modification before the problem becomes more serious.

#### **4. RESPONSE TO BULLYING**

As a school we will:

- Encourage victims and witnesses to speak up;
- Treat incidents seriously however trivial they might seem at first;
- Be alert, as a whole staff, to changes in behavior, attitude and well-being, reporting these immediately to the appropriate members of staff.

##### **i) Anti-Bullying Team**

School behavior management committee is also responsible for dealing with cases related to bullying.

- 1. Principal: Mr Jamal - Supervisor**
- 2. Child Protection Officer: Mrs Hina Saleem Wajahat**
- 3. Student Counsellor: Mrs Hina Saleem Wajahat**
- 4. Behavior Control Officer: Mr Waheed**
- 5. E-safety Officer:**
- 6. Health and Safety Officer: Mr Taamir**

**7. Head Girl:**

**8. Head Boy:**

**ii) Response to Bullying:** School has zero tolerance to bullying. Any issue that arises within the school Remises will be referred directly to Student Counsellor. Referral can be made by the students, parents, teachers and non-teaching staff as well. The school counsellor is responsible for the complete assessment, as well as intervention plan for the bullying. School Counselor will also ensures the one- on-one session with the students or group session if the situation demands so. School Counselor will also implement the psychological activities that will incorporate victim, bully and the bystanders during the bullying.

School counselor will keep a written record of the incident, investigation and outcomes which should be recorded in soft and hard format and copied to the relevant staff; ensure that action is taken to prevent further incidents. Such action may include: Imposition of sanctions as per the B4L Chart; obtaining a sincere apology; informing parents of both bully and bullied; provide support for victim and bully.

**4. Criteria for Referral:**

Students will be referred to student counselor if he/she persistently show such signs:

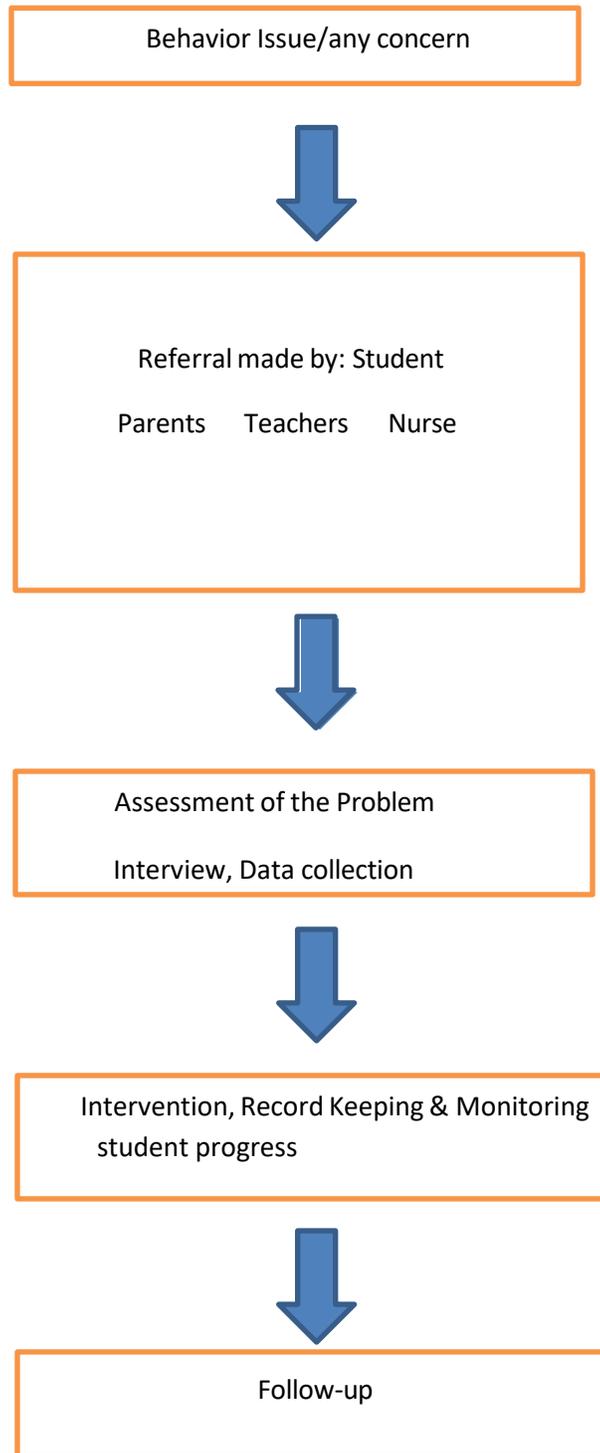
- Significant change in mood. Angry or hostile outbursts, yelling, or aggressive comments
- More withdrawn or more animated than usual
- Appears over-anxious
- Excessively demanding or dependent behavior
- Noticeable cuts, bruises, burns
- Written or artistic expressions of unusual violence, morbidity, social isolation, or despair. Disproportionate response to grades or other evaluations

## Referral Procedures

Student Counsellor will ensure that every member of the school follow the procedures designed by the behavior management committee/ anti-bullying committee

<b>Types of referrals</b>	<b>1- Self-referral</b> <b>2- Staff referral</b>	Self-referral  <i>Type A:</i> With staff permission student needs to provide hall pass from section supervisor Timings: 7:30-8:00 and break-time  <i>Type B:</i> With staff permission student needs to provide a hall pass from section supervisor Periods: PE and Art	Teacher referral <ul style="list-style-type: none"> <li>• Referral forms are available with the section principals and supervisors</li> <li>• Referral forms to be signed by your section principal before submitting them to the student counsellor</li> <li>• Referral forms to be Handed and signed</li> </ul> No action will take place if the document is not signed by section principal
<b>Teachers role</b>	Class observations	Refer students that fit in the criteria	Observe the referred students monthly to track students' progress
<b>Parents role and rights</b>	Parents must sign consent form in order to proceed with counselling sessions for child in the teacher referral process	Parents will be informed if their child needs to be referred to psychologists or other mental health resources when applicable	The confidentiality of the students reports and records of counselling is protected and is only accessed by the student counsellor

## REFERAL PROCESS FLOW CHART



## **Support Services offered by Student counsellor**

### **1. Individual counselling (Grades 1-12)**

In individual sessions, students may draw, write, or just talk. Sometimes we work on learning a specific skill such as deep breathing for anger management, behavior change plan and self-management. Other times we work on role-playing situations, in order to educate the students about the role of the bystanders in the process of bullying and how to handle the situation in an assertive manner.

Personal counselling service may vary according to need, but may be concerned with:

- Addressing and resolving specific problems
- Making decisions
- Stress management
- Developing personal insights
- Assertiveness
- Anger Management

### **Students Workshops (Grades 1-12)**

The student counselling program addresses key issues (bullying, abuse and violence) faced by students of various age groups by designing and implementing workshops that provide students with key skills and techniques to navigate the world around them.

### **Staff/Parents Workshops**

The student counselling program conducts workshops to help staff members and parents to have raised self-awareness that will make them understand and acknowledge that will make them be aware of the children's, feelings regarding the issues they face at school . In this regard session regarding the anti-bullying has been conducted with the teachers and parents.

### **Group counselling (Grades 1-12)**

When there are multiple students experiencing similar problem or issue, it can be helpful for them to be in a counselling group together. Group counselling helps students build relationships and feel that they are not alone in their experiences, which will be conducted at a later stage.

### **Art therapy (Grades 7-12)**

It is a guided creative process that allows students to express their feelings in an alternative method. It can help students release negative emotions, have a form of relaxation, build their self-esteem, and allow students to express themselves in a different way. Art therapy is done in one on one session and in group therapy sessions.