Anti- Bullying Policy Statement

The aim of the Azhar Academy Girls School anti-bullying policy is to prevent bullying of any sort and to ensure that everyone can operate in a supportive, caring and safe environment without fear of being bullied. All members of the community, including the governing body, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is and be familiar with the School policy on bullying.

The school has a system of rewards, which aims to motivate and encourage students as well as helping to build individual self-confidence and self-esteem. Azhar Academy Girls School values everyone's unique contribution to our school community.

Everyone has a responsibility for safeguarding and promoting the well-being of all students and all staff have a duty of care, to ensure our students are protected from harm. It must be noted that to allow or condone bullying may lead to consideration under child protection and safeguarding procedures.

This policy is available on the school website, in staff handbooks and by request from the management office.

This policy should be read in conjunction with the school's policies on Equal Opportunities and Behaviour.

Principles

The school will:

1. Adopt a definition of bullying that is agreed across the school and accepted across the local community.
2. Have a consistent approach to any bullying incidents that occur.
3. Raise awareness of bullying and promote positive relationships based on mutual respect.
4. Seek to involve all stakeholders in the implementation and monitoring of this policy.
5. Promote positive action to prevent bullying through the PSHE and Tahdheeb al-Akhlaq programmes and related activities.
6. Provide support for all members of the school community that may be involved in dealing with an incident of bullying.
7. Provide appropriate training for both staff and students to support the implementation of the policy across the school.
8. Ensure fair treatment for all, regardless of age, culture, disability, gender or religion, and encourage understanding and tolerance of different social, religious and cultural backgrounds.

Definition of Bullying

Bullying may be defined as any deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. Examples of unacceptable behaviour include:
- physical (including sexual) assault.
- verbal abuse, by name calling, teasing or making offensive remarks.
- cyber-bullying, which is defined as the use of ICT by an individual or group in a way that is intended to upset others. Examples include using social websites, mobile phones, text

messaging, photographs, video and e-mail.
- indirect emotional tormenting by excluding from social groups or spreading malicious rumours.

Bullying may involve complicity that falls short of direct participation by, for instance, manipulating a third party to tease or torment someone. It may be overt and intimidatory but is often hidden and subtle. It includes actions or comments that are racist, religious or cultural, sexist, sexual or which focus on disabilities or other physical attributes (such as hair colour or body shape).

The seriousness of bullying cannot be emphasised enough. Bullying is among the top concerns that parents have about their children's safety and well-being at and on the way to and from school. Bullying is also a top concern of children and young people themselves. Bullying makes the lives of its victims a misery: it undermines their confidence and self-esteem; and destroys their sense of security. Bullying impacts on its victims' attendance and attainment at school, marginalises those groups who may be particular targets for bullies and can have a life-long negative impact on some young people's lives. At worst, bullying has been a factor in pupil suicide.

It is acknowledged that bullies may have complex reasons for their behaviour and may well need help. It should also be recognised that the consequences of being allowed to 'get away with it' can be detrimental to them as well as to their victim. All pupils deserve the opportunity to be helper to understand what acceptable behaviour is. There are criminal laws that apply to harassment, assault and threatening behaviour.

Anti-Bullying Procedure

What to look for

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. All members of the community must be alert to the signs of bullying and act promptly and firmly against it, in accordance with School policy.

Surveys have shown that in the vast majority of bullying incidents, MOST people knew that what was going on was wrong. Sometimes people, either through lethargy, peer group pressure, or tacit support for what is going on, fail to take action.

What to do

The way to stamp out bullying is for people to be aware of the issues involved, and to be clear in their own minds what action to take should cases arise:

If you are the victim:

- If you feel able to, confront the bully by verbally making her aware that you think that what she is doing is wrong.
- Share your feelings with someone else.
- If possible talk to a member of Staff, your Form Tutor, the Islamic Coordinator or the Headteacher/Deputy Head about the problem. If you would rather not go straight to a member of staff, talk to your friends; talk to your form representatives, one of the Prefects or any trusted adult. They may well be able to advise on an appropriate course of

action, or will be able to involve other people who can.

Procedure if a pupil should witness bullying behavior

- Support the victim by offering your friendship and make it clear that in your opinion what is happening to them is wrong.
- Encourage them to speak out on their own behalf by confronting the bully, or with their permission, confront the bully yourself.
- Accompany the victim to a trusted adult, or suggest that you see their Form Tutor, Islamic Coordinator and/or the Headteacher on their behalf.

Procedure for members of Staff should you witness an incident of bullying or it is reported to you

- Reassure and support the pupils involved.
- Advise them that you are required to pass details on to the relevant member of the pastoral team. (Form Tutor, Islamic Coordinator, Headteacher, Deputy Head).
- Inform an appropriate member of the pastoral team as soon as possible. Form Tutors must record all incidents of reported bullying and ensure that the Deputy Head/Islamic Coordinator is informed. The Headteacher will keep a central log of all complaints or incidences of bullying and record the way in which they were dealt.

What will happen?

The victim will be interviewed by their Form Tutor, Islamic Coordinator or Headteacher/Deputy Head, on their own, and asked to write an immediate account of events. The process for dealing with bullying will be explained clearly to them. The victim is also given the opportunity to discuss his own reactions and behaviour towards the bully. The victim is given support and advice and counselling is suggested if deemed appropriate.

Once the form tutor, Islamic Coordinator and Headteacher/Deputy Head are clear that a bullying offence has been committed, the bully and any others involved will be interviewed individually and asked to write an immediate account of events. The process for dealing with bullying will be explained clearly to them.

Details of the incident will be recorded on all the pupils' files. The Headteacher is copied in so that it can be recorded as a bullying incident. The pastoral team will decide on an appropriate course of action. In the first instance the form tutor or the Islamic Coordinator will interview the pupil or pupils whose behaviour has caused distress and give him/them a formal bullying warning; making it clear that any further incident (or discussion about the current incident) would be considered to be further bullying. It will be made clear why the behaviour was inappropriate and unacceptable. Support and counselling will be offered. A suitable punishment will also be given.

If the Islamic Coordinator decides it is appropriate, or it is a pupil's second offence, the Deputy Head/Headteacher will become involved and the parents of the perpetrator/s will be informed by letter or telephone. The following sanctions may be applied in accordance with the School behavioural policy:

- Internal seclusion, during break and lunchtime, until investigation completed
- Detention
- Fixed term seclusion
- Fixed term exclusion

- Permanent exclusion
- Mediation/Restorative approaches
- Referral for counselling/victim support
- Written or verbal apology
- Parent/carer interview with Form Tutor, Islamic Coordinator and/or SLT leading to parental assistance in applying support or strategies or deterrents as necessary
- Continued monitoring of victim/bully individually
- Referral to external agencies, eg. Social Services, Educational Psychologist, Youth and Community Met Police

These sanctions will be applied as commensurate to the gravity of the offence committed. Only in very serious cases, it may be necessary to make a report to the Police or Social Services. However, it is the policy of the School to attempt to resolve such issues internally using our own disciplinary sanctions, unless the matter is of such gravity that a criminal prosecution is likely.

The School will raise awareness of the staff through training and take action to reduce the risk of bullying at the times and places where it is most likely to occur. The key points from this policy will be prominently displayed on School notice boards and will be discussed with pupils during Form Time. Anti-bullying will feature as a discussion point for the Student Council and feedback will be raised to the school management.

It will also be revisited as necessary and reinforced in other areas of the curriculum as the opportunities present themselves. Opportunities will also be sought to allow parents to contribute to the School's actions to prevent bullying.

Annual pupil surveys will be used to facilitate an understanding of the level and type of bullying that pupils might have experienced.

Incidents of reported bullying will be followed up by form tutors and the Islamic Coordinator, to monitor that the problem has been resolved. The record of bullying offences will be reviewed by the Deputy Head/Headteacher, Islamic Coordinator, form tutors and general staff to watch for patterns and check that the policy is effective.

This policy is a dynamic document and will be updated as new guidance is produced or, in response to research, review or other events that have not previously been covered in depth.

We are absolutely confident that the vast majority of the AAGS community will agree with our sentiments on Bullying. It is our intention to identify and take action against those who do not.

September 2014

Appendix 1 – Cyber-bullying

Key Safety Advice For Children & Young People

- Always respect others – be careful what you say online and what images you send.
- Think before you send – whatever you send can be made public very quickly and could stay online forever.
- Treat your password like your toothbrush – keep it to yourself.
- Only give your mobile number or personal website address to trusted friends.
- Block the bully – learn how to block or report someone who is behaving badly.
- Don't retaliate or reply!
- Save the evidence – learn how to keep records of offending messages, pictures or online conversations.
- Make sure you tell:
    - an adult you trust, or call a helpline like ChildLine on 0800 1111 in confidence;
    - the provider of the service; check the service provider's website to see where to report incidents;
    - your school – your form tutor, Islamic Coordinator and/or Headteacher can help you.
- Finally, don't just stand there – if you see cyber-bullying going on, support the victim and report the bullying. How would you feel if no one stood up for you?

Key Safety Advice For Parents & Carers

- Be aware, your child may as likely cyber-bully as be a target of cyber-bullying. Be alert to your child seeming upset after using the internet or their mobile phone. This might involve subtle comments or changes in relationships with friends. They might be unwilling to talk or be secretive about their online activities and mobile phone use.
- Talk with your children and understand the ways in which they are using the internet and their mobile phone. See the key messages for children (above) to get you started.
- Use the tools on the service and turn on in-built internet safety features.
- Remind your child not to retaliate.
- Keep the evidence of offending emails, text messages or online conversations.
- Report cyber-bullying:
- Contact your child's school if it involves another student, so that they can take appropriate action.
- Contact the service provider.
- If the cyber-bullying is a potential criminal offence, you should consider contacting the police.

Appendix 2 – Use and Abuse of Technology

The table below explores the range of ways today's technology can be used.

Technology	Great for:	Examples of misuse:
Mobile phone	Keeping in touch by voice or text, taking and sending pictures and film, listening to music, playing games, going online and sending emails. Useful in emergency situations and for allowing children a greater sense of independence.	Sending nasty calls or text messages, including threats, intimidation, and harassment. Taking and sharing humiliating and/or inappropriate images. Videoing other people being harassed and sending these to other phones or internet sites.
Instant messenger (IM)	Text or voice chatting live with friends online. A quick and effective way of keeping in touch even while working on other things.	Sending nasty messages or content. Using someone else's account to forward rude or mean messages via their contacts list.
Chatrooms & message boards	Groups of people around the world can text or voice chat live about common interests. For young people, this can be an easy way to meet new people and explore issues which they are too shy to talk about in person.	Sending nasty or threatening anonymous messages. Groups of people deciding to pick on or ignore individuals. Making friends under false pretences – people pretending to be someone they're not in order to get personal information that they can misuse in a range of ways – e.g. by spreading secrets or blackmailing.
Emails	Sending electronic letters, pictures and other files quickly and cheaply anywhere in the world.	Sending nasty or threatening messages. Forwarding unsuitable content including images and video clips, or sending computer viruses. Accessing someone else's account, e.g. to forward personal emails or delete emails.
Webcams	Taking pictures or recording messages. Being able to see and talk to someone live on your computer screen. Bringing far-off places to life or video conferencing.	Making and sending inappropriate content. Persuading or threatening young people to act in inappropriate ways. Using inappropriate recordings to manipulate young people.
Social network Sites	Socialising with your friends and making new ones within online communities. Allowing young people to be creative online, even publishing online music. Personalising homepages and profiles, creating and uploading content.	Posting nasty comments, humiliating images / video. Accessing another person's account details and sending unpleasant messages, deleting information or making private information public. Groups of people picking on individuals by excluding them. Creating fake profiles to pretend to be someone else, e.g. to

		bully, harass or get the person into trouble.
Video hosting sites	Accessing useful educational, entertaining and original creative video content and uploading your own.	Posting embarrassing, humiliating film of someone
Virtual Learning Environment	School site, usually available from home and school, set up for tracking and recording student assignments, tests and activities, with message boards, chat and IM.	Posting inappropriate messages or images. Hacking into someone else's account to post inappropriate comments or delete schoolwork.
Gaming sites Consoles & Virtual worlds	Live text or voice chat during online gaming between players across the world, or on handheld consoles with people in the same local area.Virtual worlds let users design their own avatars – a figure that represents them in the virtual world.	Name-calling, making abusive / derogatory remarks. Players may pick on weaker or less experienced users, repeatedly killing their characters. Forwarding unwanted messages to other devices in the immediate vicinity.

Appendix 3 – How and When to contact the Service Provider?

Mobile Phones: All UK mobile phone operators have nuisance call centres set up and / or procedures in place to deal with such instances. They may be able to change the number of the person being bullied. Mobile operators cannot bar a particular number from contacting a phone, but some phone handsets do have this capacity. Action can be taken against the bully's phone account (e.g. blocking their account) only with police involvement.	**O2:** ncb@o2.com or 08705214000
	Vodafone: 191 from a Vodafone phone or 08700700191 for Pay Monthly customers and 08700776655 for Pay as you Go.
	3: Call 333 from a 3 phone or 08707330333.
	Orange: Call 450 on an Orange phone or 07973100450 for Pay as you Go, or 150 or 07973100150 for Pay Monthly.
	T-Mobile: Call 150 on a T-Mobile phone or 08454125000.
Social networking sites (e.g., MySpace, Bebo, Piczo, FaceBook): It is good practice for social network providers to make reporting incidents of cyber-bullying easy, and thus have clear, accessible and prominent reporting features. Many of these reporting features will be within the profiles themselves, so they are 'handy' for the user. If social network sites do receive reports about cyber-bullying, they will investigate and can remove content that is illegal or break their terms and conditions in other ways. They can delete the account of those who have broken the rules.	**Bebo:** reports can be made by clicking on a 'Report Abuse' link located below the user's profile photo (top left-hand corner of screen) on every Bebo profile page. Bebo users can also report specific media content (i.e. photos, videos, widgets) to the Bebo customer services team by clicking on a 'Report Abuse' link located below the content they wish to report.
	MySpace: reports can be made via the 'Contact MySpace' link, which is accessible at the bottom of the MySpace homepage (http://uk.myspace.com), and at the bottom of every page within the MySpace site.
	Piczo: reports can be made within the service (there is a 'Report Bad Content' button at the top of every member page). At the bottom of the home page and on the 'Contact Us' page there is a link to a 'Report Abuse' page. The 'Report Abuse' page can be found at: http://pic3.piczo.com/public/piczo2/piczoAbuse.jsp.

	Facebook: reports can be made via the drop down arrow link at the top right of the page, then clicking on 'Help' and then by clicking on 'Report Abuse and Policy Violations'. On this page, there is a link to report abuse and policy violations immediately under the main title. Detailed guidance and advice about all kinds of threats is also available on the links found on this page.

Video-hosting Sites:

It is possible to get content taken down from video-hosting sites, though the content will need to be illegal or have broken the terms of service of the site in other ways. On YouTube, perhaps the most well-known of such sites, it is possible to report content to the site provider as inappropriate. In order to do this, you will need to create an account (this is free) and log in, and then you will have the option to 'flag content as inappropriate'. The option to flag the content is under the video content itself. YouTube provides information on what is considered inappropriate in its terms of service.

See www.youtube.com/t/terms

Instant Messenger (e.g., Windows Live Messenger or MSN Messenger):	**Contact of some IM providers:**
It is good practice for Instant Messenger (IM) providers to have visible and easy-to access reporting features on their service. Instant Messenger providers can investigate and shut down any accounts that have been misused and clearly break their terms of service. The best evidence for the service provider is archived or recorded conversations, and most IM providers allow the user to record all messages.	**MSN:** When in Windows Live Messenger, clicking the 'Help' tab will bring up a range of options, including 'Report Abuse' and there is also an online feedback form at: http://support.msn.com/default.aspx?mkt=en-gb to report on a range of products including MSN Messenger.
	Yahoo!: When in Yahoo! Messenger, clicking the 'Help' tab will bring up a range of options, including 'Report Abuse'.

Chatrooms, individual website owners / forums, message board hosts:

It is good practice for chat providers to have a clear and prominent reporting mechanism to enable the user to contact the service provider. Users that abuse the service can have their account deleted. Some services may be moderated, and the moderators will warn users posting abusive comments or take down content that breaks their terms of use.

Anti-Bullying Advice for Pupils

Definition of bullying
'A persistent, deliberate attempt to hurt or humiliate someone'.

There may sometimes be misunderstanding about the meaning of the term 'bullying'. One-off incidents, whilst they may be very serious and must always be dealt with, do not fall within the definition of 'bullying'.

Types of bullying
There are various types of bullying, but most have three things in common:
- It is deliberately hurtful behaviour.
- It is repeated over time.
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

There are various forms of bullying which include:
- Physical – e.g. hitting, kicking, taking belongings.
- Verbal – e.g. name calling, insulting, racist remarks.
- Indirect – e.g. spreading malicious rumours, excluding individuals from social groups, family feuds brought into school.
- Cyber – e.g. use of email, social networking sites, mobile phone messaging to spread rumours, make malicious comments.

The lives of students who are bullied are made miserable; they may suffer injury, they may attend erratically, they may lose self-confidence, they are likely to underachieve educationally and socially.

Many of the outward signs of bullying can be the same as other indicators of abuse such as:
- non accidental injuries (including self abuse)
- low self esteem, unhappiness, fear, distress or anxiety.

If unchecked, others may come to see bullying behaviour as acceptable within the school. It is not unknown for victims to become bullies of younger or more vulnerable students than themselves. Bullying can and frequently does have long term effects on victims which may affect their adult lives.

What to do?

AT AAGS, WE DO NOT TOLERATE ANY KIND OF BULLYING BEHAVIOUR FROM ANYONE. IT IS YOUR ISLAMIC AND MORAL DUTY TO INFORM US IF ANY KIND OF BULLYING IS GOING ON, SO THAT WE CAN TAKE ACTION!

The way to stamp out bullying is for people to be aware of the issues involved, and to be clear in their own minds what action to take should cases arise:

If you are the victim:

- If you feel able to, confront the bully by verbally making her aware that you think that what she is doing is wrong.
- Share your feelings with someone else.
- If possible talk to a member of Staff, your Form Tutor, the Islamic Coordinator (Apa Karima) or the Headteacher/Deputy Head about the problem. If you would rather not go straight to a member of staff, talk to your friends; talk to your form representatives, one of the Prefects or any trusted adult. They may well be able to advise on an appropriate course of action, or will be able to involve other people who can.

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- Accompany the victim to a trusted adult, or suggest that you see their Form Tutor, Islamic Coordinator (Apa Karima) and/or the Headteacher on their behalf.

You must rest assured that we will do all within our means to make sure that you do not suffer from this evil and if you report it, you do not suffer any backlash from the bully.

We are absolutely confident that the vast majority of the AAGS community will agree with our sentiments on Bullying. It is our intention to identify and take action against those who do not.

Cyber-bullying

Nowadays, there is another new kind of bullying going on, which young people are usually unaware of. This is called cyber-bullying. In other words, it is bullying on the Internet and through the use of technology.

We have given your form reps and prefects detailed advice about how technology can be used and abused and what to do if you suspect any form of abuse. You may ask them for a copy of this advice. However, below is some key advice to keep you safe online!

Key Safety Advice For Children & Young People

- Always respect others – be careful what you say online and what images you send.
- Think before you send – whatever you send can be made public very quickly and could stay online forever.
- Treat your password like your toothbrush – keep it to yourself.
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  - an adult you trust, or call a helpline like ChildLine on 0800 1111 in confidence;
  - the provider of the service; check the service provider's website to see where to report incidents;
  - your school – your form tutor, Islamic Coordinator and/or Headteacher can help you.

Finally, don't just stand there – if you see cyber-bullying going on, support the victim and report the bullying. How would you feel if no one stood up for you?