



Introduction

Any behaviour that repeatedly causes distress to another and intentionally, hurts, frightens, or intimidates can be defined as bullying. Children are vulnerable because they are in the process of developing socially and emotionally. They are learning to understand and cope with their own feelings and emotions as well as trying to understand and respond to those of others.

Staff at Tanzeel are committed in creating and maintaining a bully-free environment and recognize the fact the bullying behaviour can take more than one form.

Our aims

- To foster an atmosphere of respect for all.
- To create a bully-free environment
- To encourage a shared responsibility where children are listened to when they are upset or frightened.
- To ensure that children who need specific support are identified and appropriate support is given to staff, guardians and children.
- To ensure that children recognize that differences of race, gender, religion or disability, appearance and character are a positive element to us being human.

Guidelines

1. The centre manager should always be made aware of bullying incidences and record of these must be kept in the school incidence log book.
2. Staff dealing with the bullying behaviour will support the victim and ensure that they are listened to and assured that we do not allow any bullying behaviour.
3. Meet with the bully and try to protect the identity of the victim and any witnesses. Remain non-judgemental and listen to their side of the story. Make it clear to the bully that bullying is not tolerated. It is taken very seriously and must stop immediately. Show them how it may feel from the victim's perspective.
4. Explain to the bully their actions will be monitored and any further misbehaviour will cause parental meeting.
5. Record all accounts in the incidence log book. Depending on how serious the bullying is consider informing the parents of both children. Also log what actions have been taken so far.
6. Discuss on a whole class level the concept that you have identified e.g. racial discrimination or lack of feeling accountable to Allah which is the factor during Islamic studies class. Aim to refresh their minds on that concept more. Take care not to associate the victim or the bully in this class discussion.
7. Centre Manager should decide if the link Director needs to be informed and ensure that staff have recorded all incidences in the log book.



Incident / Accident Report Form

Date	Time	Location
Pupil's name	Teacher:	
Incident – What happened?		
Action taken by teacher	Action taken by centre manager	