

Zainabiya Madressa Bullying Policy

Bullying incidents may be reported to Madressa staff by the victim themselves, friends of the victim, parents/guardians of the victim, Madressa staff, any other observers (e.g. classmates).

All bullying incidents should be escalated to the Head of Department and the MMT where necessary. A file of the incident will be opened and a decision will be made on the level of investigation (informal or formal) and who should conduct the investigation.

- As soon as possible, the investigation shall be conducted. The appointed staff member may firstly talk to the victim in confidence and obtain as much information as possible about the incident(s). They should record information such as: victim details (name, age class), bully details (name and class), event details (when, what and for how long), any action already taken, victims views on action that could be taken, victims views on informing parents/guardians etc.
- Also, it may be necessary to inform the regular class teachers with certain details of the involved parties (victim and bully). They may be able to impart more information on the case and offer insights and advice on solutions. These teachers may also be kept apprised of the situation.
- Class teachers may also be best placed to investigate the complaints further and may also be involved in resolving the issue should it be deemed appropriate.
- The bullying behaviour must be investigated, and the bullying stopped quickly: The next possible stage in the investigation is to interview the bully. Everything discussed should be noted for the record. The bully may also

be informed of the accusation against them. If necessary, they should be reminded of the Madressa guidelines and on bullying and Madressa discipline procedure at this time. They should be allowed an opportunity to give their version of events and explain their actions for the record. They should be informed of actions that will be taken next.

- Involving parents/guardians: In cases of serious bullying parents may be informed and will be asked to come and discuss the issue. If appropriate, the victim and bully's parents will be informed of the incident, in person.

- After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not continue

If there is no timely resolution to the matter (e.g. after help the bully shows no remorse or repeats the bullying), then immediate suspension or exclusion may take place.

If dissatisfaction arises from the outcome, or the handling of the matter, any matters arising should be directed to the Principal and the admin coordinator.

Updated May 2024

Changes to the Policy

The Madressa reserves the right to make any changes and revisions to, or withdraw all or parts of, this policy from time to time as it considers appropriate without prior consultation or notice.