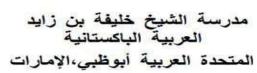


## Sheikh Khalifa Bin Zayed Arab Pakistan School, Abu Dhabi, UAE







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Mission: To provide a safe, conducive, and inclusive environment for learners, grounded in national and international values, to empower them to become skillful global citizens.

Vision: To provide innovation-based, high-quality holistic education to produce self-directed, emotionally intelligent scholars.

## **Students Anti-Bullying Reporting Flow Chart**

- 1. Incident Occurs
- Student Witnesses/Experiences Bullying: A student witnesses or is a victim of bullying.
  - 2. Report the Incident
- Inform a Trusted Adult: The student informs a teacher, school counselor, or any trusted school staff member.
- Complete a Bullying Report Form: Fill out the bullying report form available at the school's office or online portal.
  - 3. Submit the Report
- Submit the Report Form: The filled report form is submitted to the school counselor's office or via the online portal.
  - 4. Initial Review
- Counselor Reviews Report: The school counselor reviews the report for initial assessment.
  - 5. Investigation
- Initiate Investigation: The counselor initiates an investigation by speaking with involved parties and witnesses.
- Gather Information: Collect detailed information from all involved parties.
  - 6. Decision Making
- Assess Findings: The school counselor assesses the findings of the investigation.
- Determine Action: Decide on appropriate actions based on the investigation's findings.
  - 7. Action Taken
- Implement Actions: Actions may include disciplinary measures, counseling, or other interventions.
  - 8. Communication
- Notify Parents/Guardians: Inform the parents or guardians of both the victim and the bully about the incident and actions taken.
- Support for Victim and Bully: Provide ongoing support for the victim and necessary guidance for the bully.
  - 9. Follow-Up
- Monitor Situation: Regularly monitor the situation to ensure bullying has stopped and to support the students involved
- Conduct Follow-Up Meetings: Schedule follow-up meetings with the victim and bully to assess progress and provide further support.
  - **10.** Reporting and Documentation
- Document the Incident: Keep detailed records of the incident, investigation, actions taken, and follow-up.
- Annual Review: Conduct an annual review of bullying reports and interventions to improve the anti-bullying program.

Mrs. Samina Shaheen Principal