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مدرسة الشيخ خليفة بن زايد
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المتحدة العربية أبو ظبي، الإمارات

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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