

# NEFERTARI INTERNATIONAL SCHOOL, CAIRO, EGYPT AMERICAN & BRITISH DIVISIONS



# NIS ANTI-BULLYING POLICY

# NIS GUIDING STATEMENTS

## NIS MISSION STATEMENT

Nefertari International School American and British Divisions Cairo, Egypt provides its students with quality education, qualified teachers and challenging programs of International Education while maintaining their cultural identity as Egyptians. NIS strives to create a disciplined, safe, happy and caring atmosphere that encourages students to be responsible, confident, compassionate, and well informed citizens who contribute to their local and international community.

## WE STRIVE FOR EXCELLENCE

## NIS VISION STATEMENT

**Striving for Excellence** by setting high levels of expectations for students and staff performance.

## NIS CORE VALUES

- Responsibility; understanding rights and duties.
- Respect
- Honesty
- Compassion
- Ambition

## NIS PHILOSOPHY

- **ACHIEVEMENT** **We** are ambitious. We set high standards for all students and staff. We help people transform their lives through education, experience, support and inspiration.
- **INCLUSION** **We** are open, welcoming, supportive and fair to all school community members.
- **EXCELLENCE** **We** aim for excellence in all our teaching, learning and assessment, and across our campus and facilities.
- **FOCUS** **We** are professional and purposeful. Working towards our shared strategic goals and managing our resources well.
- **INTEGRITY** **We** work to uphold our values in our planning and decision-making, our teaching and learning, our actions and relationships.  
**We** aim to be fair, open, honest and to treat all with respect.

## **AIMS AND OBJECTIVES**

NIS is committed to providing a caring, friendly and safe environment for all of our pupils from Preschool to Year 12. Bullying of any kind is unacceptable at NIS and follow **zero tolerance** towards it as we recognize its seriousness and its possible impact.

If bullying does occur, all pupils should be able to tell a trusted adult and know that incidents will be dealt with promptly and effectively. All allegations are handled with **confidentiality**.

**NIS Code of Conduct** is well illustrated in the Parent-Student Handbook.

## **IT IS IMPORTANT TO RESPOND TO BULLYING AS WE BELIEVE THAT**

- No one deserves to be a victim of bullying.
- Everybody has the right to be treated with respect.
- Bullying will impact self-esteem and can cause psychological damage.
- Bullying interferes with pupils' welfare and education.
- Pupils who are bullying others need to learn how to modify their behavior.

## **NIS DEFINITION OF BULLYING**

Bullying is an act that is likely to evoke emotional distress or cause physical harm.

### **FORMS OF BULLYING:**

- **Emotional** being unfriendly, excluding, tormenting
- **Verbal** name-calling, being sarcastic, spreading rumors, teasing
- **Physical** pushing, kicking, hitting, punching or any use of violence, any other form of intimidation

### **ILLUSTRATION OF BULLYING**

- **Written** spreading antagonistic notes, letters, messages
- **Graphic** a sketch or drawing that may contain harassing gestures towards another person
- **Cyber** all areas of internet such as email, abuse of internet chat room and social websites
- **Mobile** threats by messaging & calls. Misuse of associated technology, i.e. camera & video facilities
- **Racial** racist taunts, graffiti, gestures
- **Religious** directed towards a particular faith or worship or lack of faith
- **Gender** unwanted physical contact or sexually abusive comments
- **Disability** aiming at a certain educational, mental, physical or sensory Disability/impairment
- **Cultural** directed towards a particular culture

## **SIGNS AND SYMPTOMS**

Adults should be aware of the possible signs and symptoms. They should investigate if a child:

- Doesn't want to go on the School bus;
- Doesn't want to come to School;

- Begs to be driven to School; changes their usual routine; becomes withdrawn anxious;
- Shows lack in confidence;
- Starts stammering;
- Cries themselves to sleep at night or has nightmares;
- Feels unusually ill in the morning;
- Begins to do poorly in School work;
- Comes home with clothes torn or books damaged;
- Has possessions which are damaged or "go missing";
- Asks for money or starts stealing money (to pay bully);
- Has money "lost";
- Has unexplained cuts or bruises;
- Comes home hungry/lunch has been stolen);
- Becomes aggressive, disruptive or unreasonable;
- Bullying other children or siblings;
- Stops eating;
- Frightened to say what's wrong;
- Gives improbable excuses for any of the above;
- Is afraid to use the internet or mobile phone;
- Nervous when cyber message is received.

***In more extreme cases a child may run away or attempt/threaten suicide.***

## **PROCEDURES**

Each incident will be treated individually as a special case and will be initially dealt with by the Class Teacher and the Headmistress. If the incident is considered serious the Head of School should be informed.

### **SCHOOL PROCEDURES:**

- **In most cases** of bullying, the Class Teacher will deal directly with the children involved and any minor issues will be resolved.
- **In case of serious incidents** or concerns, the Headmistress will be informed and after investigating the incident a meeting will be scheduled with the parents of both **the victim and the bully** to discuss the problem. A written record will be made with actions noted.
- Any child exhibiting bullying behavior will be educated in ways that change their behavior.
- All bullying incidents on School buses will be reported by bus matron using **Bus Incident Report Sheet** and submitted to the Transport Manager who by turn will refer to the Headmistress.
- Persistent or repeated bullying will result in more serious action.
- The victim may receive additional support where seen appropriate.
- The bully may receive additional support and mentoring to avoid repetitive patterns of behavior.
- **In all cases, the School seeks to reconcile pupils.**
- The School will respond in a timely and effective manner.

The details of resolutions and consequences are thoroughly mentioned in the Parent-Student Handbook.

## PREVENTION

### THE SCHOOL'S ROLE:

- Pupils are encouraged to express their feelings and to understand what the term "Bullying" means through regular meetings with the Headmistress and through holding events like "Anti-Bullying Week".
- Pupils are encouraged to report bullying incidents to their Class Teacher or Duty Staff (In case the incident happens during break time or at the bus zone. Parents are also encouraged to report any concerns to the School.
- The School will ensure strict confidentiality, anonymity and protection for those who report bullying occurrences.
- The School monitors bullying, and the effectiveness of procedures (e.g. via regular pupil questionnaires).
- The School Counselor is present at all school times.
- All NIS staff members receive training and hold focused meetings.
- Action is taken to reduce the risk of bullying at times and in places where it is most likely to occur, and where patterns had been identified (examples include: review of **Duty Rotas**, **supervision arrangements** and **training of bus matrons**).
- The School will ensure bullying incidents are properly and fairly dealt with.
- The School makes the anti-bullying policy available to all staff, parents and pupils.

### STUDENT

- Will be given a clear understanding of School expectations on behavior through assemblies and via published Code of Conduct. Pupils need to know of the harm that bullying causes and of the range of sanctions that the School is obliged to use, including the involvement of outside centers.
- Will be given a clear understanding of the definition, impact and seriousness of bullying through the curriculum (year group projects, drama, stories, literature, historical events, and current affairs).
- Will know what to do and who to turn to if they are being bullied.
- Will know what to do if they witness others being bullied. Pupils have a duty to report bullying whether it is happening to themselves or others.
- Pupil representatives (**Student Council**, **School Prefects**) have a duty to report problems of bullying, individual or group, and to be involved in fashioning solutions with the School.
- Will receive further support as necessary.

## **TEACHING STAFF**

- Have knowledge of the policy and are aware of the signs of bullying; regular in-service reinforcement occurs;
- Pro-actively supervise break times and look out for evidence of bullying;
- Pro-actively report and respond to incident;
- Effectively carry out assemblies;
- Effectively discuss consequences of bullying using educational elements such as group projects, drama, stories, literature, historical events, current affairs;
- Apply effective and appropriate deterrents consistently and fairly;
- Report persistent bully/bullies to the appropriate staff for further action; and
- Give careful consideration to pairing/grouping and sleeping arrangements during School activities/trips.

## **PARENTS:**

- Parents need to know that the School takes bullying seriously, and be aware of the serious consequences for persistent and severe cases.
- Parents need to support the School in stopping bullying, particularly in cases where their children have been found to be bullying other pupils at School.
- Parents need to be informed about bullying, particularly in knowing the signs and symptoms.
- Parents need to accept School judgments and decisions concerning bullying incidents, as long as it follows procedure as outlined in this policy.

## **CONSEQUENCES**

Consequences of bullying are in line with Nefertari International School's Guiding Statements and Code of Conduct. **Strong sanctions**, may be necessary and imposed in cases of severe and persistent bullying.

## **POLICY REVIEW**

This policy was reviewed in 2017. It will be reviewed in 2020.