



II VISHWA VIDYAPEETH II **GROUP OF SCHOOLS**

ANTI-BULLYING POLICY

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Last Amendment: 11th August 2022

Policy Review Date: 11th July 2023

Approved

The Vishwa Vidyapeeth Group of Schools (VVPGS) takes its responsibility to guarantee a secure working environment for both employees and students very seriously. We think that everyone involved in the school community has the right to teach and study in a welcoming, secure atmosphere free from intimidation or bullying. It is the duty of every student at school to report any bullying, whether it affects them or another student. The VVPGS actively encourages students to report occurrences of bullying so that appropriate interventions can be implemented in a culture where they are not scared to do so. We aspire to be a place where everyone feels valued and safe, where personal differences are welcomed, tolerated, and positively viewed. As underpinned by the respective curriculum and boards, bullying issues form a key part of VVPGS Well Being philosophy.

Policy Statement

This policy aims to prevent bullying of any sort by implementing clearly defined preventive measures and laying down procedures to deal with events of such acts on the school premises. The main goal of the policy is to have zero tolerance for bullying, with the intention that it is forbidden on the VVPGS campus and that no instance of it will go unreported or unpunished.

The main aims and objectives of an anti-bullying policy are as follows:

- To foster an environment at school where students feel comfortable disclosing and talking about bullying;
- To communicate this policy and raise awareness amongst the entire school community (including school management, teachers, students, parents, etc.) that bullying is unacceptable;
- To encourage students to adopt healthy attitudes & educate them on their rights and obligations to establish a secure environment
- To establish methods for examining and addressing bullying behaviour;



- Ensuring that every employee is aware of their duty of care and the significance of keeping an eye out for signs of bullying will act as a constant reminder to everyone that student and staff wellness and safety come first.
- To create a support system for both individuals who are the targets of bullying and those who engage in it; and
- To facilitate the ongoing evaluation of the effectiveness of the VVPGS's anti-bullying policy.

The Staff at VVPGS promotes a strong community of individuals. We believe in fostering an ethos and environment that encourages individuals' characteristics based on the VVPGS Values.

WHAT IS BULLYING?

Bullying is a pattern of **repeated** physical, verbal, psychological or social aggression that is directed towards a specific student/group of students by another student or group of students with the intent to cause harm, distress and/or create fear.

Bullying can happen between students, between students and staff, or amongst staff members. At VVPGS, we realize that all types of bullying should be taken seriously and handled responsibly. It can involve people or groups directly, indirectly, or by using a variety of digital channels.

The conflict between equals and isolated, sporadic instances, in contrast, are not considered bullying because they may not have any intended ramifications and are instead considered an act of indiscipline. Of course, such incidents may call for school action. We are aware that kids occasionally argue with one another and have friendship problems. This isn't always viewed as bullying at VVPGS.



We are aware that victims of bullying may experience considerable emotional distress as well as, rarely, extreme behaviour. Bullying of any form or for any reason can have long-term physical and psychological effects on those involved, including bystanders.

Bullying may be carried out overtly (e.g. face-to-face) or covertly (e.g. through repeated social exclusion or via technology). It is a subcategory of aggression and is different to, but also related to, harassment and violence. Bullying is not the same as disagreement or social hostility, even though under some circumstances, both can result in bullying.

Bullying can occur in school buildings, on school playgrounds, online, or during or after school hours. In all the above cases the school authorities have the right to take necessary action dealing with bullying.

The four categories of bullying are:

1. **Physical:** kicking, tugging, grabbing, touching, snatching or hiding objects, etc.
2. **Verbal:** calling someone names, making fun of them, insulting them, leaving them nasty letters or messages, ridiculing another student's appearance, way of speaking or personal mannerisms.
3. **Emotional:** being purposefully unpleasant or cruel, excluding, giving obscene gestures, tormenting looks, taking belongings; producing offensive graffiti; gossiping; writing offensive notes; excluding people from groups and spreading hurtful and untruthful rumours.
4. **Cyber:** This includes the same inappropriate and harmful behaviours expressed through the use of digital devices (cyberbullying), such as sending inappropriate text messages, phone calls, instant messages,

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websites, social media sites, and apps, as well as sending offensive or degrading images. Cyber threats include threats made by text, email, phone, social networking sites, applications, and digital learning platforms.

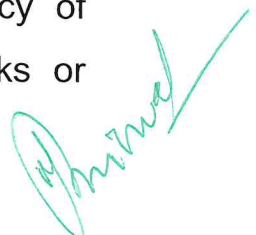
These actions are regarded as bullying or harassment regardless of whether they occur on or off school property, in a school vehicle, or at any time or location where a child's immediate safety or general well-being may be jeopardized.

Specific types of bullying include:

- Bullying is driven by a person's race, religion, or culture.
- Bullying connected to special educational requirements or impairments (those who are determined)
- Bullying about appearance or health concerns, bullying based on gender, and
- Bullying via technological or digital means of contact is only a few example of bullying.

Signs and Symptoms:

A student who is being bullied may show symptoms or act in certain ways. Staff members should be alert to any of these potential warning signals displayed by students who are being bullied in some or another way. They should look into any concerns if a child: refuses to attend school; cries themselves to sleep at night or experiences nightmares or bedwetting; regularly has morning sickness; withdraws, feels uneasy, or lacks confidence; starts to stammer; self-harm attempts or threats; is too afraid to admit fault; or alters his or her routine change in the consistency of students' performance or work; arrives home with damaged books or



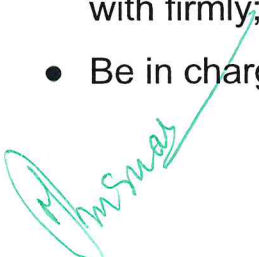
equipment or torn clothing; has missing goods; has unexplained bruises and cuts; gives up eating;

All employees should be aware of these dangers and immediately alert the relevant party if they have any concerns about bullying. It is crucial to remember that just because a student exhibits some or many of the symptoms mentioned above, it does not imply that they are being bullied.

PROCEDURE

Bullying is directly counter to VVPGS's goals and mission. The institution is dedicated to creating a safe and supportive learning environment for its students. It is the responsibility of the **principal, vice principal, and head of the school** to create policies to stop bullying among students. To help both the bullied and the bullies, they will:

- Ensure that there are effective tactics and procedures in place; Ensure that all staff members have the chance to discuss strategies; and Regularly review them;
- Discuss the development of the strategies with the Senior Leadership Team & keep the Senior Leadership Team informed of incidents;
- Ensure that the procedures are brought to the attention of all staff, volunteers, parents and students;
- Ensure that any reports of bullying at VVPGS are investigated;
- Allow the students to bloom without any discrimination, harassment or any form of bullying;
- Should not tolerate or trivialise matters related to bullying;
- Provide support to the victims of bullying;
- To ensure no further recurrence of such issues, the bullies must be dealt with firmly;
- Be in charge of overseeing the policy and systems daily;

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- Set up appropriate staff and student training,
- Decide how to best involve parents in the resolution of specific issues;
- Make sure you retain accurate records and be in charge of seeing that the school's constructive methods are followed;

The Teachers & staff have to ensure the following points:

- Be in charge of communicating with the principal and department heads regarding any occurrences involving students in their courses;
- Participate in any agreed-upon plan of action to find a solution;
- Deliver the anti-bullying curriculum during class;
- Give kids the chance to talk about the value of including others and speaking out against the unfair treatment of others;
- Know all applicable rules and regulations;
- Keep an eye out for students, engage them in conversation, respond to situations in accordance with the policy, and never fail to report any instance of bullying, whether it occurs on-site or during an activity off-site;
- Always be on guard and take precautions to lessen the potential of bullying, especially in settings where it is most likely to occur;
- Inform the Heads of the School of any occurrences that require prompt action, and notify the Senior Leadership Team if they believe that additional personnel may be required in a specific area.

Role of the Students:

Students must be aware of and actively participate in anti-bullying procedures. They must:

- Make use of their rights and responsibilities to assist them make the right moral decision.
- Recognise and abide by this policy.



- Report any bullying they experience.
- Report any bullying they witness.
- They can discuss the steps to stop bullying with the school council.
- Ask for additional assistance if they do not grasp any of the teacher's instructions after paying close attention to them.
- Treat people with respect and be considerate of their work and equipment.
- Speak to others without screaming and only use language that is neither harsh nor offensive.
- Contact the school council in case any such issues are brought to their notice.

General Guidelines to Prevent and Control Bullying

a. Procedure for the person who has been bullied

The victim who has been bullied should proceed with the below steps:

- should try to confront the bully by verbally making him/her aware that what he/she is doing is wrong and warn him of reporting the matter to the School Anti Bullying Committee
- should share the feeling with someone else preferably with a close friend/class monitor/nurse in the first aid room
- if possible talk to a teacher/class coordinator/school counsellor/any trusted adult, whom you feel most comfortable talking to

b. Procedure for the students who witness the bullying

Our students who are witnesses to such incidents should take up these steps:



- Support the victim and try to make the bully understand what he/she is doing is wrong.
- Accompany the victim to the school head boy or head girl/teacher/AVP/VP and explain the incident.
- Informing the about the incident to the school authorities even if the victim is not ready to complain due to fear or shock

c. Procedure for the staff member who is a witness to the incident of bullying

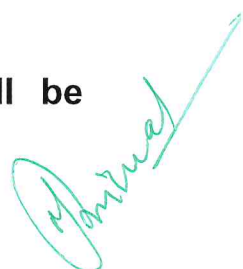
This staff member(s) should immediately take up one of the below steps:

- Encourage and support the involved students while remaining impartial.
- Listen to the bully and the victim and find out the nature and intensity of the incident.
- The staff member should not inform the parent directly. They should first inform the designated committee in this regard.

The school is confident that the majority of the stakeholders will agree with our sentiments on bullying. We intend to identify and take action against those who do not comply with. The student counsellor will write annual reports on bullying cases and submit them to the head of the school.

According to VVPGS norms, bullying will never be viewed as "anticipated" in a school setting. We promise to treat all suggestions or complaints in confidence. Despite the School staff's best efforts to be vigilant, parents and children are advised to report problems as soon as they arise so that they can be examined and resolved as soon as possible.

To contain the events of bullying, the following steps shall be undertaken by the school management



1. Awareness about bullying
2. Prevention methods
3. Intervention procedures

1. AWARENESS

The best strategy to stop bullying is to increase understanding of how everyone—including parents, teachers, students, and school administration—shares responsibility for ensuring a peaceful learning environment. The following activities will be carried out by the school to achieve this goal each academic year:

- a. Students: Four workshops/activities to be organized in one academic year by the school student's counsellor either by herself or by bringing resource persons for the students (Activities could take the form of role-play, group discussion, poster competition etc)
- b. Teachers: One session on raising awareness and preventing bullying in schools will be held for the faculty and administrative staff throughout each academic year.
- c. Parents: The role of parents must be reinforced in parent teachers' meetings and representation in various school committees.
- d. Others:
 - We are publishing anti-bullying guidelines online and in student journals.
 - Encouraging the absence of bullying in the classroom, morning assemblies, and CCA home meetings

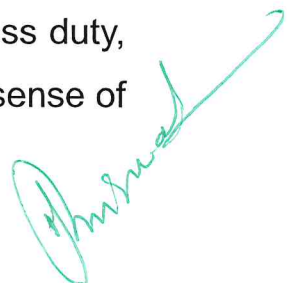


- Conducting private polls of students' well-being and bullying behaviour, as well as keeping track of victims and bullies who have been identified
- Creating an online feedback form for a student's subjective experience with bullying
- Exit interviews are conducted when the student applies for the transfer certificate

2. PREVENTION:

To stop bullying and prevent such events in the future, the school will employ as many intervention measures as necessary. The administration of the school must take proactive measures to reduce the likelihood of such accidents by adhering to a defined procedure:

- a. Create prefectorial teams, whose main duty it is to keep an eye out for bullying incidents, put a stop to it, and force the bullies to address the children during morning assemblies and anywhere else they can.
- b. A confidential reporting system will be established to allow students to report victimization including reporting via email on info@vishwavidyapeeth.edu.in
- c. Efforts will be made to strengthen the role of the class teacher, counsellor or student mentors especially among primary section children to motivate them to be able to confide in them their agony without hesitation.
- d. Encouraging teachers to use classroom management strategies that reduce the chance of bullying behaviour occurring.
- e. Encouraging staff to take their supervision duties (recess duty, after-school duty) seriously so that there is a pervasive sense of staff presence when on duty.



3. INTERVENTION

The committee for tackling bullying must be made up of the following members will be established by the administration to deal with bullying incidents:

- a. Convener as the chair
- b. Principal of the school
- c. Vice Principal
- d. School student counsellor
- e. One parent representative
- f. Head of Physical Education Department
- g. In charge of the section

Once the matter is brought to the notice of the committee and action is initiated, the committee is the final authority to decide the progress in this matter.

Proposed steps for dealing with the reported incidents

1. All incidents of bullying shall be reported to the Anti-Bullying Committee on an immediate basis.
2. A designated subcommittee made up of members of the Anti-Bullying Committee will look into the occurrence right once and provide a report within two working days to investigate it thoroughly and with the utmost consideration for how sensitive the situation is.
3. The committee shall then meet to decide on summoning any or all the parties to the incident along with their parents as it deems fit.
4. Based on the inquiry report and its assessment the committee shall decide the seriousness of the misconduct and determine the level of sanction.



5. The committee wherever it deems fit could also seek the opinion of medical to determine the gravity of the injury (physical/psychological) caused and the future course of action.
 - (a) The school nurse should treat the wound and perform first aid.
 - (b) The evaluation of the injury must be documented.
 - (c) The nurse needs to get in touch with the right person and report.
 - (d) Only severe physical injuries should be taken into account.
6. The full procedure ought to be finished in seven working days.
7. It will guarantee that after a bullying occurrence, efforts should be taken to calm the environment, that the victim or bully is not stigmatized, and that he or she is given the chance to reform.
8. A teacher and classmate buddy (at the primary level) would be assigned to monitor the victim
9. A teacher should be assigned to observe the bullies' future behaviour for a while.

During its investigation, the subcommittee should attend to the following:

- The investigation should be carried out without upsetting the peace in a composed and patient manner.
- The case has to be discussed and the incident should be recorded with all details including day, date, place, time and situation. The teacher has to see to it that the environment is conducive for the victim while the incidents are recorded.
- Patient listening has to be given in such a way that the victim comes out to elaborate on the whole incident. Even, the incident can be elaborated by a friend or witness.
- All involved members should be enquired individually and ask them to write an immediate account of the incident.

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- Individual enquiries with witnesses to determine what had transpired.
- They were allowing both the victim and the bully to explain their respective stand on the issue and carefully understand the motives. If the victim had provoked the bully, the same should be verified and the statements from the witnesses should be obtained.
- Describing the procedure for dealing with a bullying event as per the policy to the bully and the victim
- Asking the victim about his feelings and intended behaviour toward the bully is advisable.
- Evidence could include video or images captured by the school's CC camera.
- A clear and precise account of the incident will be recorded and given to the head of the anti-bullying committee/principal

DEALING WITH INCIDENTS

- If bullying is suspected or reported, the teacher who saw the incident or was addressed about it will quickly look into and handle it.
- The Heads of School must be notified right away if it is believed that the bullying involves a more serious and/or dangerous component.
- The teacher will record the details of the incident on records and inform the relevant Head of the School and Class Teacher.
- The Head of School will then lead and direct the handling and recording of the incident(s). Statement sheets will be used to record the interviews with all parties.
- Staff teaching the bullied student will be informed. They will monitor the student and report any further concerns to the Head of School.
- We will choose the best method and course of action to stop the bullying.

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- The Head of School will also decide upon the level of Parental involvement.
- The follow-up and after-care will be coordinated by the Head of School. This could involve calling parents to inquire about their child's wellness or a "watching brief" when staff are urged to report anything concerning the student(s) identified.
- Parents will be kept informed by the relevant staff appointed by the Head of School. Any sanctions will be determined by the Head School.

Staff members must be informed of the following guidelines in any bullying incident:

- It's critical to listen to students who have been bullied.
- It is important to keep in mind that everyone reacts to bullying differently and that it is usually quite difficult to tell if someone is just annoyed or hurt.
- Students are urged to talk to their teacher or another responsible adult at the proper moment if they are angry.
- It must be emphasized to the students that they should NEVER take the law into their own hands and should remember that physical aggression is not acceptable.
- They should be reassured that the adult will make an effort to resolve the issue gently. The Head of the School is informed of the most significant incidents.
- It can be suggested that parents meet with staff members to talk about the situation.
- The incident is recorded in the register
- The students will be encouraged to be vigilant and to report incidents of bullying to the relevant member of Staff.

REPORTING AND RECORDING

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- All incidents must be reported and recorded in full in School Registers.
- The incident will be dealt with instantly, by the member of staff who has witnessed the behaviour

ANTI-BULLYING LESSONS IN CURRICULUM

Anti-bullying Education in the Curriculum:

The school will use its educational programs, school assemblies, the activities of the student council, etc. to spread awareness of the antisocial nature of bullying. Numerous school activities are planned, such as Anti-Bullying Week and Health and Well-Being Week, to inform students and staff about the value of fostering inclusiveness and tolerance. There is also a positive emphasis on preventing and dealing with incidents of bullying at VVPGS.

SANCTIONS

Stronger measures will be implemented to deal with chronic and violent bullying in cases where students do not respond to preventative measures to stop it. As each instance will have unique circumstances, sanctions are decided by the type of bullying in each situation. The Anti-bullying committee will decide which of the following sanctions to impose for any occurrence of bullying based on the seriousness of the misconduct. These might include:

- Writing a letter of apology
- Removal from the group (in class);
- Withdrawal of break and lunchtime privileges;
- Denial of permission to take part in any school excursion or sporting event that is not a required component of the curriculum.



- verbal warning and a written undertaking from the bully not to repeat such behaviour and to attend a sufficient number of counselling sessions compulsorily
- written warning and/or suspension for one day, attendance at enough counselling sessions, and parental commitment to writing
- Written warning, one-week suspension, monetary punishment (based on the damage), written parental undertaking, and counselling sessions
- Expulsion or rustication, in the rarest of situations from the school

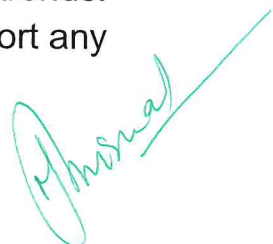
GUIDANCE, ADVICE AND THE ROLE OF PARENTS

Parents should be aware that the school does not condone bullying and works to prevent incidents by educating children in a proactive, positive manner. Parents are urged to be informed of and supportive of this policy:

- Parents should inform the school of any concerns they have about their kid being bullied;
- You can rest certain that the school will address any bullying that occurs;
- You can rest assured that you will be notified of any incidences and included in discussions;
- Recognize bullying for what it is, not just a "one-off incident"

MONITORING THE EFFECTIVENESS OF OUR APPROACH

The Principal, other Heads of School and the Senior Leadership Team together will consider case studies to determine what can be learned from the incidents and how they were handled, to improve the school's strategies. The case study papers will also make it possible to spot trends. Our staff will ensure regular checks on all aspects to monitor and report any incidents to Heads of School and Principals.



STUDENT COMPLIANCE

Students are hereby directed to abide by all the policies as stated above and understand that they are liable for suspension or expulsion from the school should they violate any of the provisions of these policies.

Signed.....

Date: 11/07/2023

Vice Principal