

File Name	Anti Bullying Procedures - The SOBHA Academy
Reference	SKT - TSA PRO - III - 002
Date	13-05-2025

1. Introduction

This procedure outlines a structured and responsive approach for identifying, reporting, investigating, and addressing incidents of bullying at The SOBHA Academy. It operationalises the Anti-Bullying Policy and ensures that students are protected and that all reports are taken seriously, acted upon promptly, and handled with fairness and confidentiality.

2. Scope

Applies to all students, staff, parents, visitors, and any individuals on campus or participating in school-related activities, including digital/virtual platforms.

3. Definition of Bullying

Bullying includes repeated, intentional behaviour that causes physical, emotional, or psychological harm. It may take the form of:

- **Physical:** Hitting, pushing, destruction of property.
- **Verbal:** Insults, name-calling, threats.
- **Social/Relational:** Exclusion, gossip, manipulation.
- **Cyberbullying:** Harmful messages, online shaming, impersonation, digital harassment.

4. Prevention Measures

- Regular awareness campaigns and sensitisation workshops.
- Anti-bullying modules integrated into student orientation.
- Training for teachers, wardens, and mentors to identify signs of bullying.
- Monitoring by the Disciplinary Committee and outreach staff.

5. Reporting Procedure

Reports of bullying may be made by:

- The victim
- Witnesses (students, teachers, parents)
- Any concerned individual

Reporting methods include:

- In-person (to teachers, counsellors, wardens, or Student Outreach Officer)
- Anonymous drop-box submissions
- Email or secure online reporting portal

All complaints are treated with seriousness and confidentiality.

6. Investigation Process

- The **Disciplinary Committee** initiates inquiry **within 48 hours** of receiving a complaint.
- Confidential interviews with the complainant, alleged bully, and witnesses.
- A detailed written report is prepared and reviewed by the Principal.
- Confidentiality is maintained throughout the investigation.

7. Disciplinary Action

Based on the investigation findings, disciplinary action may include:

- Verbal/written warnings
- Written apology and counselling
- Temporary suspension
- Expulsion (in extreme or repeated cases)
- Referral to legal authorities if mandated

All actions are documented and reviewed for fairness.

8. Support for Affected Students

- Psychological and emotional counselling
- Academic support (if disruptions occurred)
- Assurance of safety and non-retaliation
- Periodic check-ins by counsellors or designated mentors

9. False or Malicious Reporting

If a report is proven to be **intentionally false or malicious**, the complainant will:

- Be subject to disciplinary review
- Receive appropriate corrective intervention
- Be guided through counselling if needed

10. Monitoring and Review

- All bullying reports and outcomes are reviewed periodically by the Disciplinary Committee.
- Annual review of the policy's effectiveness.
- Feedback from staff, students, and parents may guide revisions.

11. Roles and Responsibilities

Role	Responsibility
Principal	Final decision-making, oversight of all investigations and responses
Disciplinary Committee	Inquiry, interviews, and reporting
Counsellors	Victim support, bully rehabilitation, awareness training
Student Outreach Officer	Communication liaison, record-keeping, and monitoring follow-up
Teachers & Wardens	Early detection and immediate reporting of incidents

12. Review and Amendment

This procedure will be reviewed annually or earlier if required based on feedback, new risks, or regulatory changes. All amendments will be approved by the Trust Board.

7. Document Control

VERSION	DATE	DESCRIPTION	APPROVED BY
1.0	13-05-2025	Initial Formalisation	Trustee Board