



**GREENFINGERS GLOBAL SCHOOL,
KHARGHAR**

ANTI-BULLYING POLICY



ANTI-BULLYING POLICY

1. Purpose

The school is committed to providing a safe, respectful and inclusive environment for all students. Bullying of any form will not be tolerated.

2. What is Bullying?

Bullying includes behaviour intended to hurt, frighten, humiliate or exclude another student. It may be:

Physical: Hitting, pushing, kicking or damaging belongings.

Verbal: Insulting, threatening, teasing or name-calling.

Social: Deliberate exclusion, spreading rumours or humiliation.

Cyber: Hurtful messages, posts, photographs or online harassment.

Discriminatory: Targeting a student because of disability, appearance, background, language or other personal differences.

3. Prevention

The school will:

Conduct at least one anti-bullying awareness activity each year.

Promote kindness, empathy, respect and inclusion through classroom activities.

Educate students about responsible digital behaviour.

Sensitise teachers to identify and report bullying.

Encourage students to speak to a trusted adult when they experience or witness bullying.

4. Reporting

Students can report bullying to:

Class Teacher or School Counsellor or Coordinator or Principal.

Reports may be made verbally or in writing.

Students who report concerns will be treated respectfully and protected from retaliation.

5. Action on a Complaint

The school will follow these simple steps:

Listen → Ensure Safety → → Speak Separately → Take Appropriate Action → Follow Up

The school will avoid publicly blaming or humiliating any student.

6. Support & Intervention

For the affected student:

Counselling and emotional support.

Safety and classroom support.

Follow-up by the counsellor or class teacher.

For the student displaying bullying behaviour:

Counselling and behaviour guidance.

Empathy and conflict-resolution activities.

Parent involvement when required.

Appropriate disciplinary action according to school rules for serious/repeated incidents.

7. Role of Staff

All teachers and staff members should:

Take bullying complaints seriously.

Report significant/repeated incidents to the Coordinator/Principal.

Maintain appropriate confidentiality.

Monitor students after an incident.

8. Parent Role

Parents should:

Listen calmly to their child.

Inform the school of concerns.

Cooperate with the school's intervention.

Avoid directly confronting another student.

9. Follow-Up

The school counsellor/class teacher will follow up with the concerned students to ensure that:

The behaviour has stopped.

The student feels safe.

No retaliation has occurred.

Further support is provided if required.

10. Documentation

For significant or repeated incidents, the school will maintain a brief Anti-Bullying Incident Report containing:

Date | Students involved | Nature of concern | Action taken | Parent communication | Follow-up

11. Student Commitment

Every student is expected to:

Be Respectful • Include Others • Speak Up • Seek Help • Do Not Bully

Approved by:

Principal:

Date:



STANDARD OPERATING PROCEDURE (SOP)

ANTI-BULLYING

Applicable To: Students, teachers and school staff (Nursery to Grade XII)

Responsible Authority: Principal

1. Purpose

To ensure a safe, respectful and inclusive school environment where bullying is not tolerated.

2. Prevention

- Conduct at least one anti-bullying awareness activity annually.
- Promote kindness, empathy, inclusion and responsible digital behaviour.
- Sensitise teachers to identify and report bullying.
- Encourage students to approach a trusted adult for help.

3. Reporting Procedure

Students may report bullying verbally or in writing to the Class Teacher, Counsellor, Coordinator or Principal.

All complaints must be taken seriously and reported promptly. Immediate safety measures must be taken wherever necessary.

4. Action on Complaints

The school will follow these steps:

Receive Complaint → Ensure Safety → Speak Separately → Assess Facts → Take Appropriate Action → Follow Up

- Speak separately with the students concerned and witnesses, where appropriate.
- Record significant or repeated incidents.
- Inform parents when required.
- Maintain confidentiality and avoid public blame or humiliation.

5. Support and Intervention

- **Affected student:** Provide reassurance, counselling and safety support.
- **Student displaying bullying behaviour:** Provide counselling, behaviour guidance and appropriate corrective or disciplinary action.
- **Parents:** Involve parents when necessary and seek their cooperation.
- **Serious incidents:** Escalate immediately to the Principal for appropriate safeguarding and reporting action.

6. Roles and Responsibilities

- **Principal:** Supervise serious cases and approve appropriate action.
- **Coordinator:** Manage complaints and monitor interventions.
- **Class Teacher:** Identify, report and monitor concerns.
- **Counsellor:** Provide emotional support and follow-up.
- **All Staff:** Report bullying and protect student safety.
- **Parents:** Cooperate with school interventions.

7. Follow-Up

The Class Teacher or Counsellor will verify that:

- The bullying has stopped.
- The affected student feels safe.
- No retaliation has occurred.
- Further support is provided if required.

8. Documentation

For significant or repeated incidents, maintain an Anti-Bullying Incident Report containing:

Date | Students Involved | Nature of Concern | Action Taken | Parent Communication | Follow-Up

Records must be stored securely and accessed only by authorised personnel.

9. Review

The Principal will review this SOP whenever a significant incident warrants review. All procedures will comply with applicable child-protection requirements and school policies.

STUDENT COMMITMENT

Be Respectful • Include Others • Speak Up • Seek Help • Do Not Bully

Signature: _____