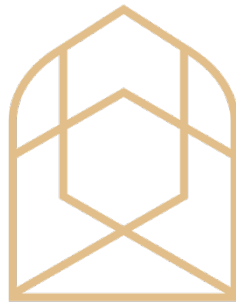


Malek Fahd Islamic School Limited

ABN 41 003 864 891



**MALEK FAHD
ISLAMIC SCHOOL**

Anti-Bullying Policy and Procedures

Version: 2.0

Date: 28 July 2023 (R1-9 August 2023)

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Policy Custodian:

Deputy Principal Wellbeing & Community

Version Control:

Version No	Date	Details	Approved by
1.0	18 March 2020	Bullying Prevention and Intervention Policy and Flowchart	Principal (Bruce Rixon)
2.0	28 July 2023 (R1-9 August 2023)	Policy revised: MFIS Anti-Bullying Policy and Procedure (R1 – minor addition under support referring to Police Liaison Officers – page 9)	Principal (Dr Zachariah Matthews)

Policy Review

This policy will be reviewed every three years to take account of any changed technology, legislation, expectations or practices.

The next review date is June 2026.

Relevant strategic aspiration

“The School environment engenders a sense of belonging, respectful engagement and enhanced wellbeing.”

Related policies / programs

Behaviour Education Program - Behaviour Education as defined at MFIS is an approach aimed at the development and refinement of moral character (akhlaq) and conduct. It is an approach focused on the relational aspects of schooling based on dignity, respect and caring. The approach is growth-oriented and seeks to develop self-regulation and trust. It engages reflection with students to support their transformation and aspiration towards distinct conduct. This approach emphasises intrinsic motivation for students to do the right thing.

School statement

Malek Fahd Islamic School rejects all forms of bullying behaviour including bullying that may occur outside school hours and could have an impact on school life, such as online cyberbullying.

Our school is committed to providing a safe and supportive environment where all members of the school community have the right to be respected and the responsibility to respect each other.

MFIS aims to provide a school environment that is physically and emotionally safe and allows its members to achieve their potential and have their wellbeing promoted and protected.

Our beliefs

Islam strongly condemns any form of harm or discrimination against others and promotes respectful relationships.

- In Surah 16:90 the Quran states: *“Indeed, Allah commands justice, grace, as well as courtesy to close relatives; He forbids indecency, wickedness, and aggression; He instructs you so perhaps you will be mindful.”*
- The Prophet Muhammad (PBUH) taught us that good moral character is one that values humanity and its diversity. He said: *“My servants, I have made oppression unlawful for Me and unlawful for you, so do not commit oppression against one another.”* (Hadith 24, 40 Hadith an-Nawawi)
- The Prophet (PBUH) said: *“Do not cause harm or return harm. Whoever harms others, Allah will harm him. Whoever is harsh with others, Allah will be harsh with him.”* (Sunan Al-Bayhaqi)
- The Prophet (PBUH) said: *“Every act of kindness is a charity.”* (Sahih Bukhari)

Definition of bullying

While there is no universally accepted definition of bullying, MFIS accepts that bullying involves *repeated actions*, is intended to *cause distress or harm*, and is grounded in an *imbalance of power*.

MFIS accepts that bullying as defined in the National Safe Schools Framework (NSSF) is:

- An ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm.
- It can involve an individual or group misusing their power over one or more persons.
- Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert)
- Bullying of any form or for any reason can have long-term effects on those involved, including bystanders.

Type	Examples
Physical	hitting, pushing, tripping, kicking, spitting on others.
Verbal	teasing, ridiculing, spreading rumours
Non-Verbal	writing offensive notes or graffiti about others, using e-mail or text messaging to hurt others, rude gestures
Exclusion	deliberately excluding others from group, refusing to sit next to someone
Extortion	threatening to take someone's possessions, food or money
Property	stealing, hiding, damaging, or destroying property
Cyber	online comments using social media and other cyber networks

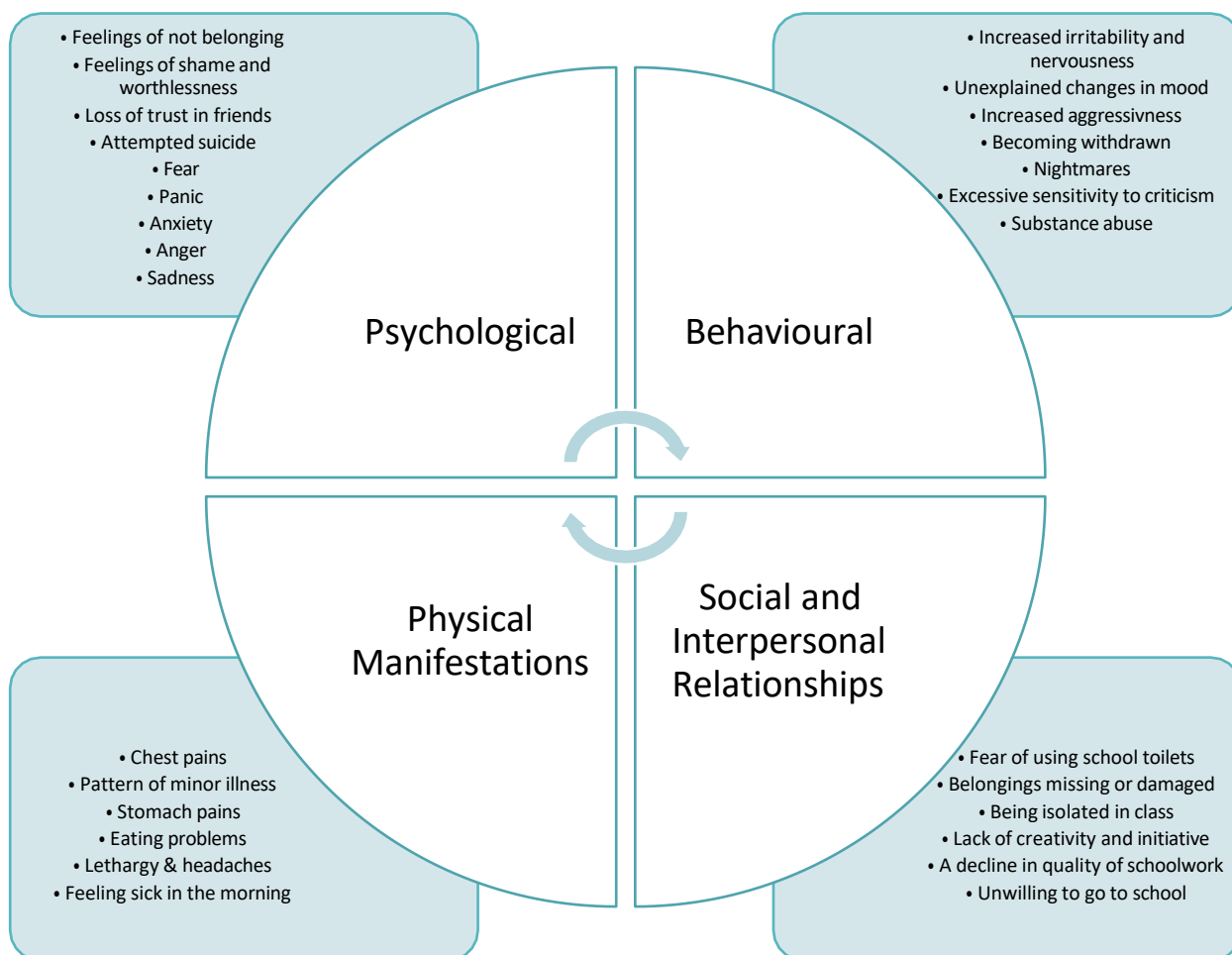
What is not bullying?

The NSSF states that single incidents and conflicts or fights between equals, whether in person or online, are not defined as bullying. However, these conflicts still need to be addressed and resolved.

Signs of bullying – how can an adult help?

Students who do the bullying, are the subject of bullying or are a witness to bullying may display a change in behaviour and emotions. Being able to identify these signs in a student may help parents and teachers to support students and to report incidents of bullying.

The following are some signs that may indicate a student is experiencing bullying.



Parents are encouraged to recognise signs of bullying and notify the school immediately if they suspect their child is a victim of bullying.

How we prevent bullying at our school?

Whole school approach

Malek Fahd Islamic School works to mitigate behaviours that lead to bullying by explicitly promoting the values of

- Faith
- Modesty
- Integrity
- Dignity
- Respect
- Empathy
- Excellence
- Service

to develop the specific MFIS Graduate Qualities of

- God-conscious
- Self-aware
- Champions of Diversity
- Honest
- Trustworthy
- Resilient
- Confident
- Self-disciplined
- Respectful
- Perseverant

Each member of our school has a responsibility to provide a welcoming school environment that fosters positive relationships. Our school ethos promotes a culture where bullying is not acceptable, both offline and online. To do this we:

- Use opportunities such as assemblies and Friday Khutbah (sermons) to reinforce qualities that promote good character, respectful relationships, and right choices.
- Use school communication platforms to regularly inform all our stakeholders of our stance against bullying behaviours.
- Inform all our stakeholders of the counselling, mentoring and support services that our school offers.
- Provide processes that support members of our school community to raise complaints and concerns.
- Provide opportunities for our students to make positive contributions to the school and their local community through a range of school-sponsored initiatives such as charity.

Staff responsibility

All adults in the school are role models for students. The way that we behave towards each other and to students is important in demonstrating good moral character (*akhlaq*). Staff have the responsibility to:

- Promote positive and respectful relationships in their interactions with students and colleagues.
- Be vigilant and provide active supervision to deter bullying behaviour.
- Be aware of vulnerable students and provide care and support.
- Teach non-violent ideas, values, and behaviours as a core part of their pedagogy.
- Have high expectations of students and acknowledge a student's voice.
- Actively promote confidence and respect in students by recognising the individual achievements of students.
- Take the report of bullying seriously and ensure that any incident of bullying that they become aware of is promptly addressed and reported properly.

Student responsibility

Young people also have a responsibility to role model appropriate behaviour for their peers. The school believes that all students must:

- Show respect for their peers and adults inside and outside the school community.

- Support and be sensitive to others when they may be feeling vulnerable.
- Applaud the success of others.
- Do not encourage or take part in bullying behaviour.
- Take responsibility for their own behaviour and be self-accountable (*muhasaba*).
- Report incidents of bullying to school staff.
- Take part in projects that promote self-worth and contribute to the betterment of others.

Responsibilities of parents

Parents are important in preventing anti-social and bullying behaviour and are expected to:

- Support the school's stance against bullying by teaching children about respectful relationships.
- Discourage retaliation when children talk about being bullied by others.
- Encourage children to be confident and speak to a teacher about bullying whether they are subject to it or a bystander.
- Promote the MFIS Graduate Qualities by encouraging values such as empathy and resilience.
- Watch for signs that a child may be involved or subject to bullying.
- Inform the school of incidents of bullying.

Responding to bullying - Procedures to deal with bullying

Just as every member of the Malek Fahd Islamic School community has a responsibility to support positive and respectful relations to prevent bullying behaviours so too, do they have a responsibility to address bullying when it happens.

MFIS accepts that bullying behaviours will vary in their extent and, as a consequence each incident needs to be dealt with on its own merit, guided by the principle of procedural fairness.

In all circumstances MFIS:

- Takes reports of bullying incidents seriously.
- Responds promptly to behaviour that constitutes bullying.
- Takes time to properly investigate the facts including discussing the incident with those affected by the bullying.
- Properly records and maintains reports of bullying incidents.
- Provides feedback and support to students involved.

The students will:

- In the first instance, if they feel safe and comfortable to do so, express to the bully that their behaviour is unacceptable and walk away immediately;
- NOT retaliate to the unacceptable behaviour;
- Speak to a trusted adult for support and advice;
- Report the bullying behaviour to a member of the staff.

The bystander will:

- If they feel safe and comfortable to do so, tell the person doing the bullying to stop.
- Inform a teacher or trusted adult of the incident.

MFIS staff will

- Respond immediately and unambiguously to any incidents of bullying even if some aspects of the response are dealt with later.
- Provide immediate care and support for the person being bullied.
- Record the details of bullying incidents on Sentral.
- Report incidents of bullying to key staff such as the Wellbeing or Stage Coordinators.
- Thoroughly investigate the report of bullying by interviewing students and witnesses.
- Determine the outcome of the investigation and develop a plan of action to support students involved.
- Monitor the students until the hazard no longer exists.
- Where the bullying behaviour may be a reportable matter, report it immediately to the Principal.

Reporting bullying

Students and parents are advised to report incidents of bullying to a trusted staff member verbally, face-to-face, by phone or in writing or email to any of the following:

- In primary:
 - Classroom Teacher,
 - Grade coordinator,
 - Stage Coordinator,
 - Wellbeing Coordinator
 - Deputy HOC
 - Head of Campus
- In High school:
 - Homeroom Teacher,
 - Year Adviser,
 - Wellbeing Coordinator,
 - Subject Teacher,
 - Head of Department,
 - Deputy Head of Campus,
 - Head of Campus.

Concerns about bullying can also be made known to the school.

1. Through the *contact us* page on the MFIS school website
2. Email: admin@mfis.nsw.edu.au

Support

The School Sheikhs, School Chaplain, Director of Faith, and School Counsellors are also available to provide care, support and guidance to students and members of the MFIS community about matters including bullying.

The Kids Helpline also offers free counselling to young people and parents who may wish to speak to someone about bullying - 1800 55 1800.

The Head of Campus should contact the local Police Liaison Officer for advice and support when required. When the Police Liaison Officer is contacted the Head of Campus should notify the Principal immediately. The contact details of the relevant School Liaison Officers are:

- Greenacre Primary and Secondary - Ph: (02) 9783 2211
- Hoxton Park - Ph: 02)960 71733
- Beaumont Hills - Ph: (02) 9680 5399

Appendix 1 – Guidance for Parents

If your child has been bullied:

- Calmly talk with your child about their experience
- Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened.
- Reassure your child that they have done the right thing to tell you about the bullying.
- Explain to your child that if any further incidents occur, they should report it to a teacher immediately.
- Make an appointment to speak with your child's teacher or relevant staff member.
- Explain to the teacher the problems your child is experiencing.

When talking with staff about bullying:

- Try to stay calm and bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your child says has happened, give dates, places and names of other children involved.
- Make a note of what action the school intends to take.
- Ask if there is anything that you can do with staff to help your child.
- Stay in touch with staff and let them know if things improve as well as if problems continue.

If your child is bullying others

- Talk with your child and explain that what they are doing is unacceptable and makes other children unhappy.
- Discourage family and friends outside of school from bullying behaviour or from using aggression or force to get what they want.
- Show your child how they can join in with other children without bullying.
- Make an appointment to see your child's teacher and explain the problem your child is experiencing as well as discuss how you can work together to stop them from bullying others.
- Regularly check in with your child about how things are going at school.
- Give your child praise and encouragement when they are being kind to others.

Cyber-bullying

- Keep the main computer in a space that can be seen.
- Make your child aware of stranger danger online.
- Ensure your child is careful to whom they give personal details to.
- Talk to your child about who they are inviting into the social networking sites.

- If threatening messages are sent, try to print out the evidence and report it to the school, where necessary report the incident to the police.

If your child is a bystander to bullying

- Talk with them about what happened and what they did.
- Talk to them about how they can try and support the person being bullied.

Appendix 2 – Support for students who experience bullying.

If you are being bullied:

- Tell an adult or somebody you trust straight away about what is happening.
- Get away from the situation as quickly as possible.
- Try to stay calm as quickly as possible.
- If you feel safe and comfortable to do so tell them to stop.

After you have been bullied

- Tell a teacher or another adult you trust at school.
- Tell your family.
- If you are feeling scared to tell a teacher, ask a supportive and trusted friend, to go with you.
- Keep on speaking until someone listens and does something to stop the bullying.
- Don't blame yourself for what has happened.

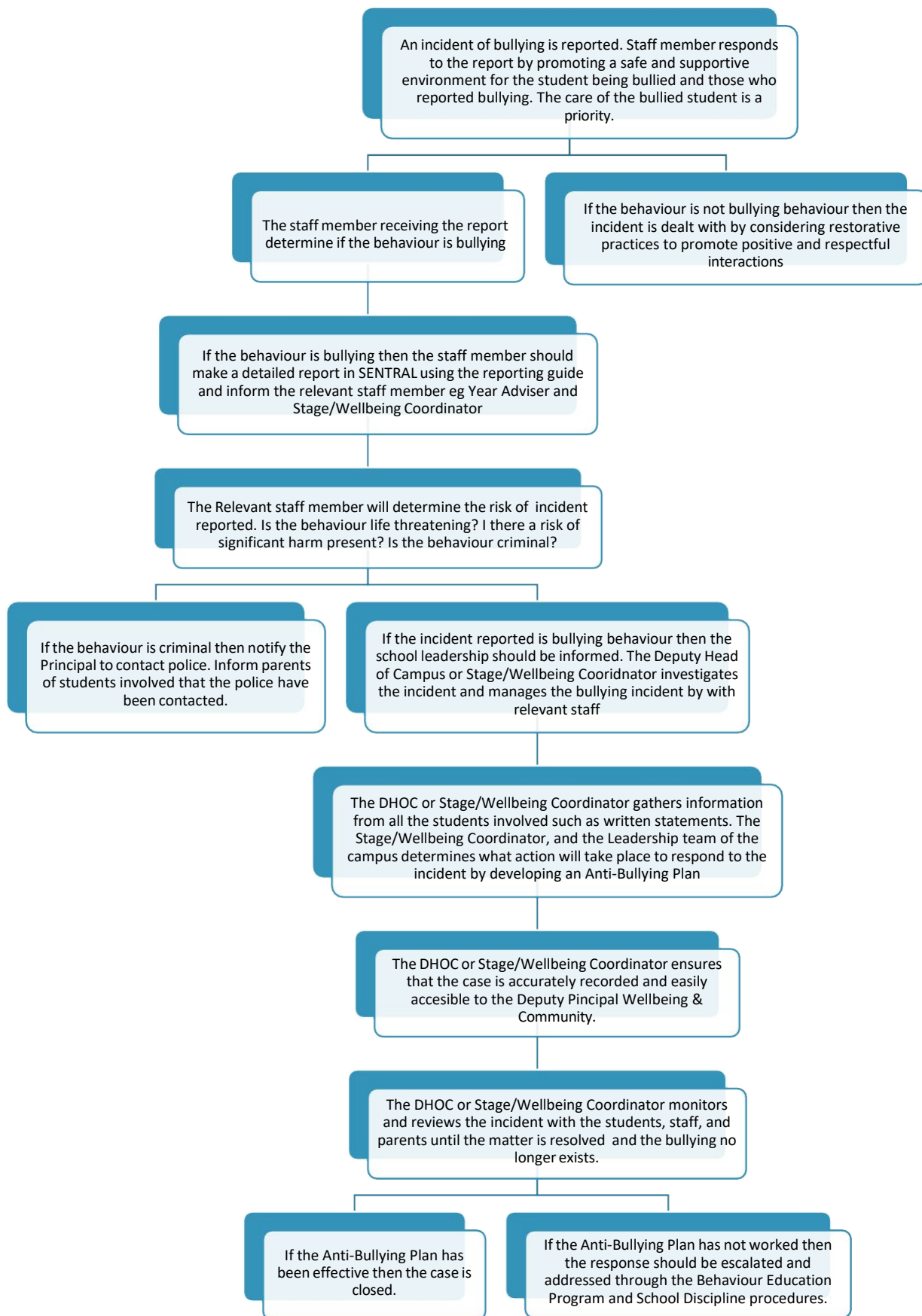
When you are talking to an adult about bullying be clear about

- What has happened to you?
- How often it has happened.
- Who was involved?
- Who saw what was happening?
- Where it happened
- What you have done about it already

If you experience cyber-bullying

- Don't retaliate or reply.
- Save the evidence and do not delete anything.
- Make sure you tell a trusted adult.
- Contact your service provider to find out where to report the incidents.
- Be careful to whom you give your personal contact details such as phone number and email.
- Make a note of exactly when a threatening message was sent.

Appendix 3 - Anti-bullying procedures for staff flow chart



Appendix 4 - Guide for staff reporting and investigating bullying incidents.

All records of bullying should be recorded in SENTRAL. Ensure the report is detailed and accurate.

- Date of the incident
- Time of incident
- Name of the person who made the report.
- Name of the student or students involved in allegations of bullying.
- Name of the student being bullied.
- Date the incident was reported.
- Who was it reported to
- Location of where the incident/s occurred.
- Nature of the alleged bullying behaviour:
 - Written e.g. graffiti
 - Social e.g. spreading rumours
 - Verbal e.g. teasing
 - Physical e.g. pushing
 - Cyber e.g. using online forums to threaten or bully
 - Psychological e.g. intimidation
 - Damage to property e.g. theft of bag/shoes
- Provide details of what occurred.
- Is there a concern that the bullying is influenced by:
 - Race/culture
 - Disability
 - Gender
 - Socio-economic status
 - Other
- Is there evidence that there is an imbalance of power due to:
 - Academic ability
 - Age
 - Social status
 - Strength
 - Size
 - Disability
 - Other
- Is there evidence that bullying behaviour is deliberate?

- Is there evidence that there is a pattern of repeated incidences of bullying? If yes note down the behaviour, times and dates it has happened.
- Where there any witness to the behaviour?
- What do the witnesses to the incident perceive happened?
- What effect is the situation having on the student's wellbeing?
- What is required to resolve the situation now and in the future?