



# SARASWATI CONVENT SCHOOL

(Under the aegis of Saraswati Educational & Vocational Training Society)

Near Baba Bangali Kutiya, Tilla Road, Maur Mandi, Dist. Bathinda, Punjab, India.

Email: [saraswatischoolmaur@gmail.com](mailto:saraswatischoolmaur@gmail.com)

Contact No.: +91 98153-46108, +91 94636-37037

## Anti-Bullying Policy

### *Fostering Respect, Building Harmony Among Saraswatians*

At Saraswati Convent School, we are committed to creating a safe, inclusive and respectful environment for every Saraswatian. We believe that respect, empathy and kindness are the pillars of a harmonious community. We strongly believe that every student has the right to learn and grow in a bullying-free atmosphere. This policy reflects our dedication to nurturing empathy, kindness, and a sense of community among our students, staff and parents.

### **1. Purpose and Objectives**

The purpose of this policy is to:

- Prevent bullying in all its forms within the Saraswatian community.
- Empower students to speak up against bullying.
- Provide clear procedures for addressing and resolving bullying incidents.
- Foster a culture of mutual respect and accountability.

### **2. Definition of Bullying**

Bullying at Saraswati Convent School includes any deliberate act that causes harm, discomfort, or fear. This may be:

- Physical: Hitting, pushing or other acts of aggression.
- Verbal: Teasing, name-calling, or offensive remarks.
- Social/Relational: Exclusion, spreading rumours, or public humiliation.
- Cyberbullying: Using digital platforms to harm or intimidate others.

### **3. Scope**

This policy applies to:

- All school-related activities, on or off-campus.
- Interactions within school buses, excursions and online platforms.



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## 4. Prevention Strategies

To create a bullying-free environment, we:

- Encourage every Saraswatian to act as a role model for respect and kindness.
- Incorporate empathy-building exercises and anti-bullying discussion
- Organize Saraswatian Harmony Workshops and awareness drives.

## 5. Reporting Mechanism

Any Saraswatian (student, teacher or parent) can report bullying through:

- Confidential Suggestion Box placed in key areas of the school.
- Directly reporting to a trusted teacher, counsellor, or principal.
- Via email at [contact.scsmaur@gmail.com](mailto:contact.scsmaur@gmail.com) for private communication.

Note: Reports may be made anonymously, but direct reporting is encouraged for swift resolution.

## 6. Investigation Procedure

### 1. Reporting Incidents:

- All bullying incidents must be reported to a member of staff or the school counsellor immediately.

### 2. Recording the Incident:

- Staff will document the details of the incident, including the accounts of those involved, witnesses, and any evidence (e.g., messages, emails).

### 3. Parental Involvement:

- Parents or guardians of both the victim and the accused bully will be informed promptly.
- A meeting will be arranged to discuss the incident, understand its context and agree on a constructive resolution.

### 4. Investigation and Resolution:

- The bullying behaviour or threats of bullying will be thoroughly investigated and stopped quickly.
- Steps will be taken to ensure the victim feels safe and supported.

### 5. Support and Rehabilitation:

- The bully (or bullies) will receive counselling and guidance to understand the impact of their actions and work on improving their behaviour.



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## 7. Consequences for Bullying

Consequences will depend on the severity of the incident and may include:

- Guidance and reflection sessions.
- Verbal or written warnings.
- Parental involvement through meetings.
- Suspension or expulsion in severe cases.

## 8. Support for Victims

We are committed to supporting Saraswatians who are affected by bullying by:

- Providing counselling and emotional support.
- Monitoring their well-being and ensuring they feel secure.
- Creating peer support networks to foster friendships and confidence.

## 9. Training and Development

- Regular workshops for teachers and staff to recognize and address bullying.
- Activities and discussions with students to build resilience and empathy.
- Parental involvement through awareness sessions, enabling a united front against bullying.

### Message from the Principal

Dear Saraswatians,

Together, we can build a school where respect and kindness thrive. Let us all commit to this mission and make Saraswati Convent School a beacon of harmony and unity.

Warm regards,

Principal