



Wellbeing Policy

Promoting a Safe, Respectful, and Supportive Environment for All

1. Purpose

The purpose of this policy is to promote and maintain a positive, respectful, and supportive environment that nurtures the mental, emotional, and physical wellbeing of all members of the school community — students, teachers, parents, and staff. This policy also outlines a clear procedure for reporting concerns and ensures appropriate action and support.

2. Scope

This policy applies to all members of the school community, including:

- Students
- Teaching and non-teaching staff
- School leadership
- Parents and guardians
- Volunteers and visitors involved in school activities

3. Principles

- **Respect:** Every individual is valued, treated with dignity, and has the right to be heard.
- **Safety:** A safe environment is maintained to support physical and emotional wellbeing.
- **Inclusivity:** Diversity is embraced, and everyone is included regardless of background, ability, or belief.
- **Prevention and Early Intervention:** Proactive measures are taken to identify and address issues early.
- **Collaboration:** Wellbeing is a shared responsibility among students, staff, and parents.

4. Reporting Procedure

Anyone with a wellbeing concern is encouraged to report it as soon as possible. Concerns may relate to:

- Bullying or harassment
- Emotional or psychological distress
- Unsafe or unethical behavior
- Discrimination or exclusion

Reports can be made verbally or in writing to:

- A class teacher or supervisor





- School counselor
- Wellbeing coordinator
- Principal or designated senior leader

5. **Formal Reporting**

If informal reporting does not resolve the issue or if the concern is serious in nature, a formal report should be submitted using the school's designated **Wellbeing Concern Form** and directed to the Principal or Wellbeing Committee. All formal reports will be acknowledged within 48 hours.

6. **Investigation Process**

- All formal reports will be handled confidentially and fairly.
- An investigation will begin within five working days.
- Relevant parties will be interviewed, and evidence will be reviewed.
- Outcomes may include mediation, support services, disciplinary actions, or further referral.
- The complainant will be informed of the outcome while maintaining confidentiality for all parties involved.

7. **Protection and Support for Whistleblowers**

Any individual who reports a concern in good faith will be protected from retaliation or discrimination. The school will provide emotional support, counseling, or accommodations as needed during and after the investigation process.

8. **False or Malicious Allegations**

Deliberately false or malicious allegations are taken seriously and may result in appropriate consequences, including disciplinary action. This does not apply to concerns raised in good faith, even if not substantiated.

9. **External Reporting**

In cases involving serious harm or legal matters (e.g., abuse, criminal activity), concerns may be reported to external authorities such as:

- The Ministry of Education
- Child protection services
- Law enforcement

The school will comply with legal obligations to report and cooperate with investigations.



10. Monitoring and Review

This policy will be reviewed annually to ensure its effectiveness. Feedback will be collected from students, staff, and parents to improve procedures and wellbeing practices.

11. Contact Information

For any wellbeing concerns or to report an issue, please contact:

- **Wellbeing Coordinator:** Iman AlSafadi
- **School Counselor:** -----
- **Principal's Office:** Mrs. Hudaa Al Samker
- **School Hotline (if available):** 055 946 0684

