



## Anti-Bullying Policy

2016

Review

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## Aim

The term “bullying” has a specific meaning. The School Anti-bullying plan sets out the process for preventing and responding to student bullying. The school has a range of policies and practices, including welfare and discipline polices that apply to student behaviour generally.

It is the aim of Enngonia Public school to provide a safe and secure learning environment where every student has the right to feel safe, valued and free from bullying and intimidation.

The aim of this policy is to:

- Ensure learning takes place in a safe and secure environment
- Personal possessions and school property are treated with care and respect
- School values are upheld in the wider community.

## Definition

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technologies.

Bullying behaviour can be:

- Verbal- eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- Physical- eg hitting, punching, ostracising, alienating, making inappropriate gestures
- Psychological- eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all department staff, students, parents, caregivers and members of the wider school community.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long term effects on those involved including bystanders.

Conflict or fights between equals or single incidents are not defined as bullying.

## Responsibilities

Students, teachers, parents, caregivers and members of the wider school community have a responsibility to create a safe and happy environment, free from all forms of bullying.

- Promote positive relationships that respect and accept individual differences and diversity within the whole school community
- Contribute to the development of the Anti-Bullying Plan and support it through words and actions
- Actively work together to resolve incidents of bullying behaviour when they occur.

Each group within the school community has a specific role in preventing and dealing with bullying.

**School staff** have a responsibility to:

- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying according to the school's Anti-bullying Plan.

In addition, teachers have a responsibility to:

- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

**Students** have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan
- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Plan.

**Parents and caregivers** have a responsibility to:

- support their children to become responsible citizens and to develop responsible online behaviour
- be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan
- report incidents of school related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur.

**All members of the school community** have a responsibility to:

- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school's Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.

## Strategies to Prevent Bullying

Strategies must be in place to effectively teach the skills and understandings that will lead to eliminating bullying behaviours.

Strategies promoting respectful relationships will be evident in our school practices and in our dealings with students and with each other.

- Bullying issues will be explored through the curriculum areas of HSIE, PD/Health/PE and Child Protection.
- Positive reinforcement of improved behaviour
- Listen and support students reporting bullying
- Student/Parent Interview
- Provide Parent Information
- Mediation through trained mediators/School Counsellor
- Utilise Peer Support/Student Leaders
- Staff Mentors
- Outside agency involvement (Child Wellbeing Unit, NSW Police, etc)

## Reporting Bullying

Bullying in schools will be responded to in school and, if necessary, reported to Police and to the child wellbeing unit.

### Response

Any school employee who has witnessed, or has reliable information that a pupil has been the victim of bullying is required to report the incident to the principal of the school.

Students are encouraged to report issues of bullying to trusted adults, including principal, teachers, school support officers and parents.

School community members are encouraged to report incidents of bullying to the principal or their child's class teacher. Parents may be referred to the school counsellor for assistance if necessary. All teachers will be made aware of any instances of bullying and what is being done about them. Class teachers, the school counsellor, and the principal are key personnel in this process.

All students will be trained in using assertive "I statements" to solve problems. This training assists students to send a strong message to any bullies about how the act of bullying makes them feel. Students will also be involved in programs which encourage the expression of feelings, explore the reasons behind bullying, build self-esteem, improve communication and develop support networks. All students will be made aware that consequences arise from antisocial behaviour.

### Plan of Action

When a bullying incident is reported or observed, the school will:

- have discussions with the student/s involved
- take appropriate action e.g. timeout in playground/classroom, detention
- report major bullying incidents to all parents of students involved
- consider further action if necessary (including suspension)

*Repeated bullying will be looked at on an individual basis to determine action/response.*

### Police

Extreme incidences of bullying involving assaults, threats, intimidation or harassment will be reported to the police by the principal. Parents and carers of both victim and bully will be informed by way of letter from the principal.

### Child Wellbeing

The principal is required to report any worrying cases to the Child Wellbeing Unit where appropriate. Child Wellbeing Units are staffed by child protection professionals who will provide advice and support to mandatory reporters on how to respond to concerns relating to the safety, welfare and wellbeing of children and young people. This includes support in identifying whether or not concerns constitute *risk of significant harm*, use of the Mandatory Reporter Guide and providing advice on what action may be taken by reporters in response to all levels of concern.

## Complaints - A guide for parents and carers

In the event of any complaints arising from the school's response to bullying it is best to discuss your concerns with your child's teacher first. Make an appropriate time to meet with them or phone the school and ask for an appointment with the teacher.

If you are not happy with the result, or if you do not feel it is appropriate to talk to them, phone and make an appointment to discuss your concerns with the principal. You may bring a friend or relative to be your support.

If your complaint cannot be resolved in an informal way, we **may** ask you to put it in writing. It is important that you include specific details of the situation and tell us what you would like to happen as a result of your complaint. We can help you to put your complaint in writing, if you require it. Alternatively a complaint form may also be used. Complete the form and send it to the principal. The complaint will be dealt with according to the [NSW DoE Complaints Handling Policy](#).

## Recording – Collection of data

All reports of bullying will be documented and a record will be kept of how the issue was resolved. This data will be monitored closely by the principal and teaching staff to identify patterns of bullying behaviour. The school will respond to patterns of bullying by meeting with parents/carers of both parties to work to resolve the issues. The school counsellor will be involved if necessary.

The Anti-Bullying Policy will be made widely available to the school community by way of a link to the document on the school's website. The policy will be promoted and publicised at the beginning of each year through the weekly newsletter, whereby the link will be made available. Any families and community members without access to the Internet can request a hard copy for their information.

## Monitoring

The Anti-Bullying policy will be monitored and evaluated for its effectiveness every three years. It is the responsibility of the principal to involve all staff, parents and the wider school community in the process.

A report on the effectiveness of the Anti-Bullying policy will be detailed annually in the Enngonia Public School Annual School Report. This report will be based on surveys of staff, students, parents and the wider community.

## Contact Information

The following information is available for students, parents and carers:

- Enngonia Public School 02 68747550
- Kids Helpline 1800 55 1800
- Child Wellbeing Unit 02 9269 9400
- 24 Hour Mental Health Hotline 1300 88 7000

Important Websites:

- Youth Beyond Blue [www.youthbeyondblue.com](http://www.youthbeyondblue.com)
- Bullying NO WAY [www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)



## Consultation Committee

Enngonia Public Schools Anti-Bullying Policy has been updated with consultation from the school community.

Name	Role	Signature
Melissa Harrison	Principal	
Heather Stone	Classroom Teacher	
Linda Oldfield	Classroom/Pre-School Teacher	
Fiona Secomb	Classroom/Pre-School Teacher	
Kahla Baker	SAM	
Trish Smith	AEO	
Tracey Kelly	Pre-School AEO	
Glen Campbell	SLSO	