

Bullying: Preventing and Responding to Student Bullying in Schools Policy

This policy sets out the requirements for preventing and responding to student bullying in NSW government schools.

1. Objectives - Policy statement

1.1

The NSW Department of Education and Training rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments of the department.

2. Audience and applicability

2.1

The policy applies to all NSW government schools and preschools.

2.2

The policy applies to all student bullying behaviour, including cyber bullying, that occurs in NSW government schools and preschools, and off school premises and outside of school hours where there is a clear and close relationship between the school and the conduct of the student.

3. Context

3.1

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 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.

3.2

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 departmental staff, students, parents, caregivers and members of the wider school community.

3.3

All members of the school community contribute to the preventing bullying by modeling and promoting appropriate behaviour and respectful relationships.

3.4

The Complaints Handling Policy establishes the standard approach to resolving complaints,

including complaints about the way a reported incident of bullying has been managed and it is required that it be used in all learning and working environments of the department of education and training.

3.5

For matters involving bullying which affect departmental employees, refer to the department's Prevention of Bullying in the Workplace Policy (intranet only).

3.6

Document history and details

4.Responsibilities and delegations

4.1

Principals

4.1.1

Principals must ensure that the school implements an Anti-bullying Plan that:

- is developed collaboratively with students, school staff, parents, caregivers, and the community
- includes strategies for:
 - developing a shared understanding of bullying behaviour that captures all forms of bullying including cyber bullying
 - developing a statement of purpose that outlines individual and shared responsibilities of students, parents, caregivers and teachers for preventing and responding to bullying behaviour
 - maintaining a positive climate of respectful relationships where bullying is less likely to occur
 - developing and implementing programs for bullying prevention
 - embedding anti-bullying messages into each curriculum area and in every year
 - developing and implementing early intervention support for students who are identified by the school as being at risk of developing long-term difficulties with social relationships
 - developing and implementing early intervention support for those students who are identified at or after enrolment as having previously experienced bullying or engaged in bullying behaviour
 - empowering the whole school community to recognise and respond appropriately to bullying, harassment and victimisation and behave as responsible bystanders
 - developing and publicising clear procedures for reporting incidents of bullying to the school
 - responding to incidents of bullying that have been reported to the school quickly and effectively
 - matching a planned combination of interventions to the particular incident of bullying
 - providing support to any student who has been affected by, engaged in or witnessed bullying behaviour
 - providing regular updates, within the bounds of privacy legislation, to parents or caregivers about the management of the incidents

- identifying patterns of bullying behaviour and responding to such patterns
- monitoring and evaluating the effectiveness of the Plan
- reporting annually to the school community on the effectiveness of the Plan
- includes procedures consistent with DN10/00225 – Reporting incidents involving assaults, threats, intimidation or harassment and the Incident Reporting Policy
- includes procedures for contacting the child wellbeing unit or Community Services where appropriate
- includes contact information for the police youth liaison officer (YLO) and school liaison police officer (SLP) where appropriate
- includes contact information for appropriate support services such as Kids Helpline
- includes information on departmental appeal procedures and the Complaints Handling Policy is promoted and widely available within the school community and published on any school website
- is reviewed with the school community at least every three years.

4.2

School staff

4.2.1

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.

4.3

Students

4.3.1

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.

4.4

Parents and caregivers

4.4.1

Parents and caregivers have a responsibility to:

- support their children to become responsible citizens and to develop responsible on-line

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.

4.5

The school community

4.5.1

All members of the school community have the 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.

5. Monitoring, evaluation and reporting requirements

5.1

Principals are responsible for:

- implementing the policy within the school
- submitting a copy of the school's Anti-bullying Plan to the school education director whenever it is reviewed
- reporting annually to their school community on the effectiveness of the school's Anti-bullying Plan

5.2

School education directors are responsible for monitoring the local implementation of this policy and reporting to the regional director.

5.3

Regional directors are responsible for ensuring the regional implementation of the policy.



14.0 Hurstville Public School – Anti-Bullying Plan

Bullying:

Preventing and Responding to Student Bullying in Schools Policy (2011)

The NSW Department of Education and Communities rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments of the Department.

Bullying

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 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.

Bullying behaviour can be:

- **verbal** eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** eg hitting, punching, kicking, scratching, tripping, spitting
- **social** eg ignoring, excluding, 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.

The term “bullying” has a specific meaning. The school’s Anti-bullying Plan sets out **the processes for preventing and responding to student bullying**. The school has a range of policies and practices, including welfare and discipline policies that apply to student behaviour generally.

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 departmental staff, students, parents, caregivers and members of the wider school community.

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.

14.1 Hurstville Public School-Anti-Bullying Plan

Our School Anti-Bullying Plan

This plan outlines the processes for preventing and responding to student bullying in our school and reflects the *Bullying: Preventing and Responding to Student Bullying in Schools Policy* of the New South Wales Department of Education and Communities.

- 2011-Term 4 – Whole-staff consultation based on the revised policy and plan formulated by the student welfare team.
- This plan encompasses Hurstville Public School anti-bullying policy and plans and addresses cyberbullying.
- Consult the parent body and community body through the Parents & Citizens Association.

14.2 Statement of purpose

- All members of Hurstville learning community have a right to learn, teach and interact in an environment based on respectful relationships free of bullying behaviour.
- All members of Hurstville learning community have a responsibility to allow others to teach, learn and interact in an environment based on respectful relationships free of bullying behaviour.
- All members of Hurstville learning community have a responsibility to take action to prevent bullying by taking appropriate action that allows others to learn, teach and interact in an environment based on respectful relationships free of bullying.

14.3 Protection

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. Cyberbullying refers to bullying through information and communication technologies.

Positive behaviour is recognised, taught and promoted at Hurstville Public School. Bullying behaviour is not tolerated and is dealt with through the school behaviour system and discipline policy. A component of mediation and restoration is included in consequences applied to bullying behaviour.

14.4 Prevention and Early Intervention

Detail the strategies and programs the school will implement for bullying prevention.

A K-6 framework for Hurstville Public School expectations has been developed. These expectations are promoted and explicitly taught through 'circle time' lessons. In

addition, all classes across the school implement the 'Getting Connected' unit, which promotes positive relationships amongst students and teachers.

- The school learning support team carefully evaluates all referrals regarding the wellbeing of individual students.
- Strategies to address cyberbullying are incorporated in the school technology plan and monitored through the school technology committee.
- Parents are informed of all aspects of cyber bullying and strategies to monitor appropriate use of information technologies, through the school website, school newsletter and parent information nights
- All new enrolments are screened to identify students who have previously encountered or been responsible for any form bullying. This procedure involves the participation of the administration staff, school principal and learning support team.

14.5 Response

The school values of 'respectful responsible learners' are embedded into the school culture. Recognition of these values takes place formally and informally across all environments of the school.

Staff are involved in professional learning to promote positive behaviour and to develop the skills to recognise and act effectively to minimise bullying.

All members of the school community are responsible for maintaining a bully-free environment and should be active in reporting incidents of bullying behaviour to appropriate members of staff.

When incidents are reported, the school's discipline policy will be immediately applied. The school will have formulated with appropriate action within a week of the incident.

At Hurstville Public School, complex situations will be dealt with through the learning support team. The team will identify and liaise with the relevant agencies for support. The school executive will identify any areas that staff require professional development in.

- The strategies and programs Hurstville Public School will implement to support any student who has been affected by, engaged in or witnessed bullying behaviour include;
 - Getting Connected
 - Circle Time (Positive Behaviour for Learning)
 - Friends for Life (OC unit)

The Student Welfare Policy is discussed at orientation for all new enrolments to the school on a yearly basis.

14.6 Hurstville Public School procedures for reporting serious incidents of bullying.

- Ring the schools safety and security hotline 1300 363 778, report the incident, seek advice and if recommended you contact Hurstville police.
- Hurstville Public School procedures for reporting to Community Services and Wellbeing Unit
- Principal or senior will contact DEC procedures. Child well being/FACS. Decision making tree on website.
- If a complaint is made or appeal is necessary, information can be found on the DEC website for the official process for complaint handling procedures.

14.7 Identifying patterns of bullying behaviour at Hurstville Public School

- Data is collected through PBL.
- Analysis of playground and classroom data evaluated by executives and teachers.
- Meetings with student leaders.

14.8 Monitoring the effectiveness of the Anti-bullying Plan

- The learning support team will review the plan at the end of the year and will recommend changes for the following year.
- Create a statement in the ASR focused on the anti-bullying plan and student welfare.
- Every third year students, parents and staff will evaluate the plan for future directions and involve district officials when necessary.