



YACKANDANDAH PRIMARY SCHOOL

## **BULLYING & HARASSMENT POLICY 2017**

### **PART 1: Bullying Prevention**

#### **PURPOSE:**

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

Yackandandah Primary School (YPS) will strive to create a safe and respectful school environment and prevent bullying, cyberbullying and other unacceptable behaviours. The intention behind any sanction, consequence or punishment imposed by the school is to change negative behaviours.

#### **DEFINITIONS:**

Bullying is when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance on repeated occasions. There is an imbalance of power in incidents of bullying with the bully or bullies having more power at the time due to age, size, status or other reasons.

Below describes the categories of bullying:

<b>Category</b>	<b>Includes</b>
Direct physical bullying	<ul style="list-style-type: none"><li>• hitting, kicking, tripping, pinching and pushing or damaging property</li></ul>
Direct verbal bullying	<ul style="list-style-type: none"><li>• name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse.</li></ul>
Indirect bullying	<ul style="list-style-type: none"><li>• action designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes:</li><li>• lying and spreading rumours</li><li>• playing nasty jokes to embarrass and humiliate</li><li>• mimicking</li><li>• encouraging others to socially exclude someone</li><li>• damaging someone's social reputation or social acceptance</li></ul>

Category	Includes
Cyberbullying	<ul style="list-style-type: none"> <li>• direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.</li> </ul>

Note: Many distressing behaviours are not examples of bullying even though they are unpleasant and often require teacher intervention and management.

**Mutual conflict:** involves an argument or disagreement between people but not an imbalance of power. Both parties are upset and usually both want a resolution. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

**Social rejection or dislike:** is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

**Single-episode acts:** of nastiness or physical aggression are not the same as bullying. If someone is verbally abused or pushed on one occasion they are not being bullied. Nastiness or physical aggression that is directed towards many different people is not the same as bullying. However, this does not mean that single episodes of nastiness or physical aggression should be ignored or condoned as these are unacceptable behaviours.

**GUIDELINES:**

1. Students will be taught appropriate social behaviours along with strategies to identify, cope with and prevent bullying.
2. Everyone has the right to feel safe and worthwhile and all individuals are to be valued and treated with respect.
3. Violence, bullying and harassment are unacceptable behaviours and the school will be pro-active in preventing and discouraging these behaviours.
4. Students, parents and staff are responsible for their own behaviour and have the right and responsibility to report bullying, violence and harassment.
5. Action will be taken by the principal to ensure reported incidents are attended to appropriately and promptly.
6. Students have a right to work and play in a secure environment where they are able to develop their talents, interests and ambitions.
7. Parents have a right to have their children educated in a safe environment in which care, courtesy and respect for others are encouraged.
8. Staff have the right to work in a safe, secure and professional environment.
9. Parents will be encouraged to support the school's effort to maintain a positive teaching and learning environment.
10. All staff will receive professional development on bullying & harassment procedures - annually
11. Teaching staff have an obligation to fairly, reasonably and consistently implement the Student Engagement and the Bullying, Harassment and Prevention Policy.

12. The school will support all students and their families involved in bullying instances.
13. Surveys will be conducted to provide a review of practice.
14. At all times confidentiality will be respected.
15. Staff will model appropriate behaviour at all times.

**OUTCOMES EXPECTED:**

- Yackandandah Primary School will be a safe, supportive and respectful teaching and learning community.
- Students, staff and families have an understanding of what constitutes bullying and harassment and how to effectively respond.
- Success in this will be evident by the positive affirmation of the school's values and philosophy, and the related programs and strategies being implemented by the school to promote student engagement. This will reflect in high attendance and positive behaviours among the school community.
- promote and support safe and respectful learning environments where bullying is not tolerated
- put in place whole-school strategies and initiatives as outlined in the Department's anti-bullying policy
- develop a Student Engagement Policy that includes processes and strategies to prevent and respond to incidents of bullying and other forms of unacceptable behaviour
- involving students, staff and parents in updating the Student Engagement Policy
- working in partnership with parents to reduce and manage bullying
- There will be a whole-school approach focusing on safety and wellbeing.
- Extra information and feedback will be gathered via the recording of incidents and the annual student and parent survey.

**RESPONSIBILITY:**

**Principal**

The principal will ensure that the school implements anti-bullying strategies that are developed collaboratively with students, school staff, parents, caregivers, and the community. It will include strategies for developing a shared understanding of bullying behaviour that captures all forms of bullying including cyberbullying.

**School staff**

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 and respond in a timely manner to incidents of bullying according to the school's anti-bullying strategies.

**Students**

Students have a responsibility to behave appropriately, respecting individual differences and diversity, behave as responsible digital citizens, follow the school anti-bullying strategies, behave as responsible bystanders and report incidents of bullying.

**Parents and caregivers**

Parents and caregivers have a responsibility to support their children to become responsible citizens and to develop responsible behaviours in all settings, be aware of the school anti-bullying strategies and assist their

children in understanding bullying behaviour. Parents and caregivers have a responsibility to work collaboratively with the school to resolve incidents of bullying when they occur.

### **The school community**

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 strategies through words and actions and work collaboratively with the school to resolve incidents of bullying when they occur.

## **PART 2: Response**

### **RESPONDING TO REPORTED INCIDENTS OF BULLYING:**

When a bullying incident is reported or observed we will use the following strategies:

1. Students should be encouraged to tell the offender(s) that their behaviour is unwanted and that they should stop. This approach is supported through curriculum programs and classroom learning activities.

**IF BULLYING/HARRASSMENT CONTINUES**

2. The incident needs to be reported to a teacher. The student may wish to approach their classroom teacher or other teacher they trust or parents may wish to make contact with their child's teacher directly.

**IF BULLYING/HARRASSMENT CONTINUES**

3. Families should contact the school and make an appointment to speak to the principal about the ongoing incident.

**IF BULLYING/HARRASSMENT CONTINUES**

4. If the matter cannot be resolved within the school community it may be referred to external authorities e.g. police, agencies, professional mediators

NOTE: Please note the order in which these strategies are implemented may vary according to individual circumstances.

### **RESPONDING TO REPORTED INCIDENTS OF BULLYING: RESPONSIBILITIES OF THE SCHOOL**

1. Implementation of social skill development and strategies to avoid and/or reduce the effect of bullying will be included as part of the teaching and learning program.
2. Upon receiving a report of an incidence of bullying the teacher will:
  - Speak to the victim to ascertain the nature of the incident and to suggest strategies to appropriately manage the situation.
  - Speak to the offender to discuss the impact of their actions, to explain the consequences should their behaviour persist and to offer strategies to assist them to change their behaviour.
  - Conduct a "restorative chat" with the victim and offender, if appropriate.
  - Inform the Principal.
  - Ensure all details of the incident are recorded appropriately.

## IF BULLYING/HARRASSMENT CONTINUES

3. The Principal will make contact with the families of all students. Families may be invited to a meeting at school to discuss the incident. After assessing the situation the Principal will implement a range of strategies that may include:
  - Further restorative chats.
  - Disciplinary action in line with the Behaviour Management Policy (e.g. detention, community service).
  - Exclusion from areas of the playground or activities.The Principal will ensure that all actions are documented appropriately and that all families are kept informed of all developments.
4. At each stage of the process the victim should be provided with adequate support.

## IF BULLYING/HARRASSMENT CONTINUES

5. The Principal will request families attend an interview at school. The Principal may implement strategies appropriate to this level of harassment. These strategies may include:
  - Behaviour log and communication diary.
  - Temporary playground plan.
  - Engagement of external services.
  - Suspension or expulsion.

### **RESPONSIBILITIES:**

#### **Principal**

The principal will ensure that the school responds to bullying incidents fairly and promptly.

#### **School staff**

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 and respond in a timely manner to incidents of bullying according to the school's anti-bullying strategies.

#### **Students**

Students have a responsibility to behave appropriately, respecting individual differences and diversity, behave as responsible digital citizens, follow the school anti-bullying strategies, behave as responsible bystanders and report incidents of bullying.

#### **Parents and caregivers**

Parents and caregivers have a responsibility to support their children to become responsible citizens and to develop responsible behaviours in all settings, be aware of the school anti-bullying strategies and assist their children in understanding bullying behaviour. Parents and caregivers have a responsibility to work collaboratively with the school to resolve incidents of bullying when they occur.

#### **The school community**

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 strategies through words and actions and work collaboratively with the school to resolve incidents of bullying when they occur.

**ASSOCIATED POLICIES / DOCUMENTS:**

- Student Welfare
- Elimination of Sexual harassment
- Equal Opportunity
- Occupational Violence Policy
- Complaints Handling Policy
- Health and Safety Policy
- Student Engagement Policy

**REVIEW:**

In accordance with the Policy Review Table, the Bullying & Harassment Policy will be scheduled for review in 2019

# FLOW CHART

