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.
Wattle Flat Public 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.

Statement of purpose

At Wattle Flat Public School we value and show tolerance of others in a safe and supportive environment. We foster positive relationships through our strong Student Welfare programs. Our Anti-Bullying policy aims to deal effectively with and prevent incidences of bullying within the whole school community.

Students attend Wattle Flat Public School to participate in quality education that will help them to become self-directed, life-long learners who can create a positive future for themselves and the wider community.

Any inappropriate behaviour that gets in the way of teaching and learning at the school and interferes with the well-being of students cannot be accepted.

Students, teachers, parents, caregivers and members of the school community can expect:

• that students will be safe at school, free from bullying, harassment, intimidation and victimization
• to be involved in the collaborative development of the school Anti – Bullying Plan
• to know what is expected of them and others in relation to the Anti- Bullying Plan
• that all students will be provided with appropriate support when bullying occurs.

Students, teachers, parents, caregivers and members of the school community have a responsibility to:

• promote positive relationships that respect and accept individual differences and diversity within the whole school community
• contribute to the development of the Anti- Bullying Policy and support it through words and actions
• actively work together to resolve incidents of bullying

Protection

Definition:

Bullying is repeated verbal, physical social or psychological behaviour that is harmful and involves the misuse of power by an individual or groups 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.
Different Types of Bullying maybe:

**Physical:**
- Hitting/punching
- Pushing/shoving
- Kicking
- Throwing objects
- Taking other’s belongings/stealing from others
- Damaging others belongings
- Spitting at others
- Intimidation-making someone do something they don’t want to do

**Verbal:**
- Threatening
- Name calling/teasing
- Swearing at others
- Ridiculing (making fun of) another person because of their actions, appearance, physical characteristics or cultural backgrounds.

**Indirect:**
- Spreading rumours
- Excluding others
- Writing notes
- Choosing not to tell if you see another person being bullied

**Cyber Bullying:**
- Sending of abusive texts or emails
- Taking and sharing unflattering or private images
- Posting unkind messages or inappropriate images on social networking sites
- Excluding individuals from online chats or other communication
- Assuming the identity of the victim online and representing them in a negative manner or manner that may damage their relationship with others
- Repeatedly and for no strategic reasons attacking players in online gaming
- Stealing passwords
- Blogs
- Web sites

**Staff’s Responsibilities**
- To model appropriate behaviour at all times
- To monitor and track incidences of bullying and respond in an appropriate and timely manner according to the Anti-Bullying Policy
- To communicate any bullying behavior to their stage supervisor
- To implement school programs which promote positive relationships that incorporate strategies to deal with bullying
- To communicate bullying incidences with parents when needed

**Parents’ Responsibilities**
- To be aware of and support the school’s Anti-Bullying Policy
- To take an active role in their child’s school life and watch for signs that their child may be being bullied
- To encourage their child to adopt learnt strategies to deal with bullying
- To instruct their child to ‘tell’ if they are bullied
- To inform the school if any bullying is suspected

**Students’ Responsibilities**
- To behave appropriately at all times
- To show consideration and respect and to support others
- To ‘tell’ if they are being bullied or if they see someone being bullied – both at school and on the way to and from school
- To attempt to use learnt strategies to deal with bullying incidents as outlined in the “Friends Program”
Prevention
It is important that the school community address the underlying causes of bullying relating to school organisational issues, learning and teaching issues and relationship issues.

Preventative Strategies:
- Education and promotion of the school’s Anti-Bullying Policy.
- Use of Friends Program
- Student Welfare programs including the school’s Core Values
- Productive and respectful relationships established between all members of the school community.
- Classroom rules, routines and processes negotiated and applied consistently.
- Adequate supervision of students during breaks on playground and classrooms
- Active intervention when bullying occurs.

Strategies to Deal with Bullying:
- Reported cases can be dealt with in several ways. It is recognised, however, that each case is different and may require an individual, case by case approach. In all cases it is important to ensure:
  - That victims are believed and made safe
  - That the principles of natural justice and due process are followed in regard to students reported for bullying
  - Pikas Method of Shared Concern
  - School Counsellor intervention.
  - Monitored by the Principal
  - Incidences kept on the School Data base
  - Parents and school staff work together

Strategies for Students on How to Deal with Bullying Behaviours
- **TELL**: Talk to someone who can help you. (a teacher or your parent) Tell them what has happened, how you feel and what they can do to help. This is not dobbing!
- **STAY**: Stay in sight of peers and adults
- **TRY**: Try to stay calm. Walk away without looking back
- **LOOK**: Look at the person. Try to speak in a strong voice. Say something like:
  - You might think that, but I don’t’ or ‘why are you doing this?’

Procedures for Dealing with Bullying Behaviour
- All students have the right to be heard and listened to.
- Class teacher deals with smaller issues in the classroom in line with school Student Welfare Policy and class rules
- Teacher on playground duty deals with smaller issues in the playground – if more serious in nature the duty teacher informs the Principal
- Have discussions with the students involved – take appropriate action
- Parents and class teacher work with student to look at underlying problems and seek solutions
- Principals work with parents and individuals to identify bullying behaviours where necessary
- School Counsellor and Department of Education Learning and Engagement Officer involved in individual programs if required
- Serious bullying incidents are recorded and consequences are in line with the School’s Discipline Procedures
- Issues are resolved in a calm manner with as much time as necessary given to hearing what each student feels and assisting all students to feel more able to cope
- Students with identified bullying behaviour take responsibility for their actions.
- Teachers and Principal should organize meetings with parents if they’re concerned about bullying amongst students
- Principal will deal with major bullying incidents and may need to implement the DoE Suspension and Expulsion of Student Procedures
- Principal and staff will enhance playground safety and wellbeing through the development of Playground Supervision Guidelines and “Hands Off” policy, including an anti-bullying clause into class rules and including two anti-bullying activities in the Social Skills Program each year.
Procedures for Dealing with Cyber bullying
The school reserves the right to determine whether incidents of cyber bullying relate to the responsibility of the school.
If determined the school has a role to play we will:
• Ensure each student is safe and arrange support, including the involvement of student wellbeing.
• Support from staff should be provided on an ongoing basis with the agreement of the student and parent to assist the student to work through the effects of the cyber bullying and to help them develop and implement effective coping strategies.
• Student’s parents contacted to alert them to the issue, and ongoing concerns regarding the welfare of the student, and discuss the issue and how best to deal with it.
• Reassure the student that the school is taking the incident seriously and that the reported bullying will be acted on.
• Gather basic facts about the suspected cyber bullying and, if possible, identify the students involved.
• Implement appropriate responses to address the bullying using evidence-based responses such as restorative justice approaches to conflict resolution.
• Provide the following strategies to the student and parent to assist with managing the issue in the future.
• Don’t respond to any further messages/postings from the bully and, if possible, block further correspondence from them (block their mobile number or email address).
• Report any further correspondence from the bully to the parent and an agreed school contact
• Keep evidence of any bullying to assist with tracking down the bully and potentially reporting the matter to police (screen captures, bully’s screen name, text and images).
• Report any concerns to the administrator of the service used, including the mobile phone provider (if SMS is involved), website administrator (if social networking or chat services are involved), or internet service provider, as most have measures to assist with tracking and blocking the bully. Some block the bully’s access to their services entirely as bullying is often a breach of website terms of use
• Referral to the Police if necessary

If the student is distressed by the bullying, ensure they are provided with options for psychological support including school counselling and the DoE Well Being Unit.

The school will follow its established approach to incidents of bullying as outlined in the school Anti- Bullying Policy.
Early Intervention

Some students are identified as being at risk of bullying or developing long-term difficulties with social relationships. Some students are also identified as using bullying behaviour. These are some ways we will deal with this:

- Referral to Principal
- Using social skills programs
- Using social stories and role play situations
- Develop a plan of action on how to cope with situations
- Find things the students are good at and celebrate the successes
- Promote leadership within the school amongst the students
- Friends Program taught in all classes

Procedures for Reporting Bullying

- Students are to report all incidents of bullying to a teacher immediately
- Parents with concerns about bullying should contact the school immediately
- All bullying incidents are to be reported, taken seriously and dealt with by teachers and Principal (depending on the severity). These issues will be dealt with immediately or as soon as practically possible.
- Teachers and Principal will contact the parents of the student being bullied and the student doing the bullying immediately it is discovered. All staff to be informed so they can monitor students in the playground.
- In the case of Cyber-bullying, the police may need to be contacted to make a report.
- Students will be supported by the School Counsellor if upset by being bullied or experiencing ongoing bullying of a peer.
- The Anti-Bullying Policy will be available on the school website and regular information will be posted in the school’s newsletter.
- In regards to assaults, threats, intimidation and or harassment, these will be reported to the police by the Principal. The school safety and response unit will also be contacted where necessary. The schools handling critical incidences policy will be implemented in such incidences.
- If there is a need to contact support agencies, then the principal will contact the Child Well Being Unit. The School Counsellor will also research support.
- In regards to staff the Complaints Handling Policy will be used and staff can be directed to EAPPS

Signs that your child may be being bullied:

- Dislike and avoidance of school
- Decline in academic performance and social interaction
- Gets into trouble more often at school
- Wants to be taken to school even though it is close
- Takes the long way home or walks instead of catching the bus
- Possessions are damaged or missing
- Becoming withdrawn, appearing depressed or anxious, having mood swings, crying for no apparent reason
- Unable to explain bruises or scratches
- Complaints of feeling unwell though parents report no specific illness
- Asks for, or steals, extra money
- Increased social exclusion and peer rejection
- Having less to do with friends
- Has bad dreams
- Sleeps badly
- Wets the bed
- Gets angry with brothers or sisters
- Uses put-down language when speaking about others
- Increased negative self-perception

Signs that your child may be bullying others:

- Aggressive behaviour – both inside and outside the home (teasing, threatening, hurting others)
- Difficult to manage
- Oversensitive – feels that everyone is out to get him/her
- Unhappiness
- Loses temper often
- Quietsness or depression
- Decline in academic performance
- Disturbing stories about the child – from other students, their friends or other adults contact with your child, are avoiding you, or hinting at things you don’t know
The Anti-Bullying Plan and policy will be available through the school website and communicated through the school newsletter. The school will evaluate the Anti-Bullying Plan and policy bi-annually. Reports will be made at P&C meetings. School Community will be surveyed on the effectiveness of our schools’ Anti-Bullying Policy.

Additional Information
Police Youth Liaison Officer 02 6332 8699
Kids Helpline 1800 55 1800

Principal’s comment
Our school recognizes that bullying is part of society and happens in all places. This Anti-bullying Plan provides a framework for all Wattle Flat Public School staff, students, and parents and outlines their roles and responsibilities to prevent bullying behaviours, how to support students affected by bullies and how bullies will be dealt with under the school Student Discipline Policy. The school’s core values; cooperation, honesty, kindness, respect and responsibility clearly support a culture of support and trust and no tolerance of bullying behaviour.

Team Members who developed the plan
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