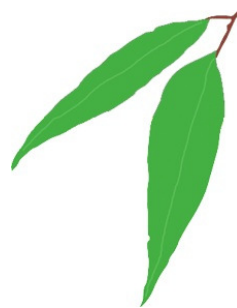


ANTI-BULLYING POLICY



Statement:

Our school strives to provide a success oriented, safe, caring and orderly environment in which all staff, parents and students are responsible for their own behaviour and support the rights of others. This Anti-bullying policy is aligned to our School Behaviour policy.

At Tea Tree Gully Primary School bullying and harassment will not be tolerated. We will also not tolerate bullying against those who make a report. We take any reports of bullying seriously and these are thoroughly investigated. Each bullying incident will be approached on a case by case basis and appropriate action taken. The school implements positive practices through education, cooperation and consultation. We aim to empower students to function assertively and effectively within the school and wider community.



Definitions:

The following definitions are from the *Safer DECD schools: Department for Education and Child Development document* and *Bullying. No Way! Safe Australian Schools Together* resources.

The National definition of bullying for Australian schools says:

BULLYING is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons.

Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).

Single incidents and conflicts or fights between equals, whether in person or online, are not defined as bullying.

Examples of bullying include:

- Physical: hitting, pushing, touching, grabbing, looks, stares, facial expressions, gestures, spitting, taking or damaging property
- Verbal or written: spoken or written insults, threats, suggestive comments, name-calling, unfair criticism, spreading rumours
- Cyber: using e-mail, messaging, social networking sites, photographic and video images
- Social: forming groups to leave out, ignore and disrespect; influencing, encouraging or organising someone else to be involved in any type of bullying or harassment.

HARASSMENT is behaviour that targets an individual or group due to their race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parenting or economic status; age and/or ability or disability, and that offends, humiliates, intimidates or creates a hostile environment. Harassment may be an ongoing pattern of behaviour, or it may be a single act.

VIOLENCE is the intentional use of physical force or power, threatened or actual, against another person/s that results in physiological harm, injury or in some cases death. Violence may involve provoked or unprovoked acts and can be a single incident, a random act or can occur over time. This may constitute as an assault, which is a Police matter.

DISCRIMINATION occurs when people are treated less favourably than others because of their race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parenting or economic status; age and/or ability or disability. Discrimination is often ongoing and commonly involves exclusion or rejection.

CYBER BULLYING Cyber-bullying is bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technologies-such as e-mail, chat room discussion groups, instant messaging, web pages or SMS (text messaging)-with the intention of harming another person. Examples include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

SEXUAL HARASSMENT Sexual harassment is unwelcome sexual conduct which makes a person feel offended, humiliated and/or intimidated, where that reaction to the conduct is reasonable in the circumstances. Sexual harassment can be a single incident, repeated or continuous, direct or indirect, and take various forms.

Examples include:

- Unwelcome touching, hugging, kissing, brushing up against a person, staring or leering
- Suggestive comments or jokes; sexually explicit pictures, screen savers, posters, graffiti, letters, messages, magazines or any other visual or written medium
- Unwelcome invitations to go out on dates
- Requests for sex
- Inappropriate and intrusive personal questions about a person's private life or his/her body
- Insults, taunts, teasing or name calling of a sexual nature; or sexually explicit conversation
- Accessing sexually explicit internet sites
- Offensive telephone calls, letters, e-mails or mobile phone text messages
- Posting filmed or photographed images or comments on social networking sites
- Behaviour that may constitute a criminal offence under criminal law and is reportable to the Police, such as physical or indecent assault, stalking, obscene communications and sexual assault.

CONFLICT is a mutual disagreement, argument or dispute between people where no-one has a significant power advantage and both feel equally aggrieved. Conflict is different to bullying because there is always an imbalance of power in bullying. However, poorly resolved conflict situations, especially those involving friendship breakups, sometimes lead to either aggression or bullying.

BYSTANDER BEHAVIOUR A bystander is someone who sees or knows about child maltreatment, harassment, aggression, violence or bullying that is happening to someone else. Supportive bystander behaviours are actions and/or words that are intended to support someone who is being attacked, abused or bullied. The actions of a supportive bystander can stop or diminish a specific bullying incident or help another student to recover from it.

How to recognise a student being bullied:

Children affected by bullying and harassment may not want to talk about it with their teachers or family. They may be afraid that it will make things worse or that it is wrong to 'tell on' other students. When people are bullied or harassed they may feel angry, embarrassed, frightened, humiliated or uncomfortable, scared or unsafe. That is why all members of the school community have an important role to play in supporting and helping the school and students deal with bullying and harassment.

Some signs a child or young person might be being bullied are:

- Reduced ability to concentrate or learn
- Refusal to attend school, excuses not to go
- Unexplained cuts, bruises or scratches
- Stolen or damaged possessions/clothing
- Headaches or stomach aches
- Asking for extra pocket money or food
- Acting out, tearfulness, sadness, lack of interest in usual activities
- Unwillingness to discuss, or secrecy about, their online communication

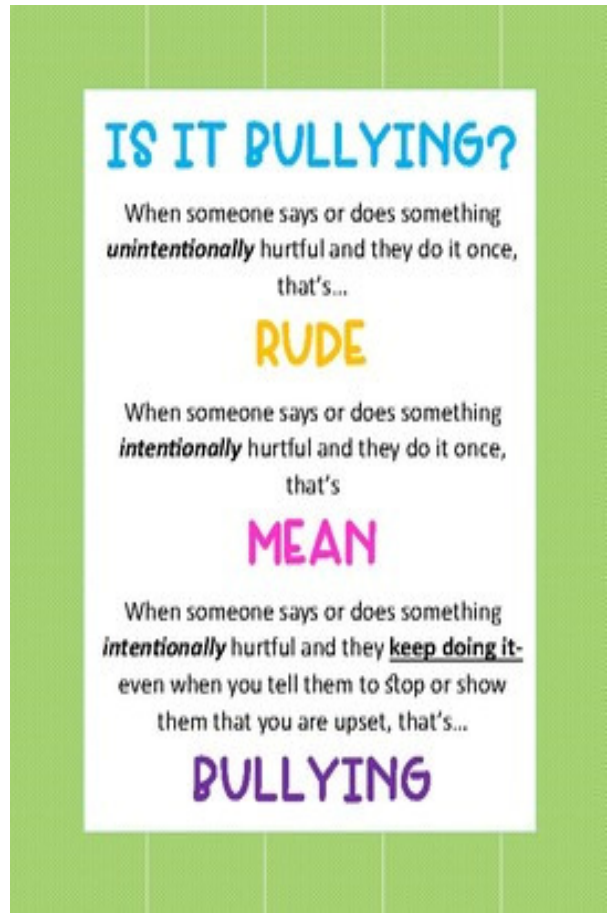
Children may present these signs for reasons other than bullying and it is important to support children to communicate and be proactive in sorting out problems.

Reporting:

If you are being bullied or you know someone who is being bullied, it is important that an adult knows about it. Bullying can be reported to a member of staff including the Principal, Teacher or SSO. It is also important to tell a parent or other family member or a trusted adult. Details of an incident may be written down or explained face to face.

We encourage students to tell the trusted adult where the bullying happened, how often it happened and what you have already tried to do to stop it from happening. We recommend that students record their issue on an incident form (available from a member of Leadership). This way we can keep track of any ongoing problems or patterns of bullying or harassment. Reporting of an incident should occur as soon after the incident as possible. This gives the school the best opportunity to follow up the incident and intervene.

If you are unhappy with the outcome of an incident, please refer to the Tea Tree Gully Primary School Grievance Procedure on our website.



Actions:

At Tea Tree Gully Primary we use prevention, intervention and post-intervention strategies.

PREVENTION STRATEGIES

- Beginning the school year with a focus week on school values and processes that keep everyone safe
- Identifying and defining the difference between conflict and bullying
- Embedded in the school's curriculum are a range of programs and strategies to facilitate the prevention of bullying
- Using the curriculum to teach students about respectful relationships, civics and citizenship
- Teaching students about violence prevention, conflict resolution, anger management and problem solving
- Valuing diversity and teaching for and about diversity
- Providing professional learning for staff in collaboration with local agencies

INTERVENTION STRATEGIES

- An acknowledgement that there are degrees of seriousness of incidents of bullying and therefore, the response will be appropriate to the degree of severity of the bullying
- Responses are logical consequences to enable students to learn the appropriate social behaviours and provide an opportunity to restore positive relationships
- Ensuring that all staff know how to address bullying effectively and respectfully
- Counselling students who have been bullied or harassed
- Talking with parents/caregivers about the situation
- Putting consequences in place for those who bully or harass others as well as providing counselling to develop skills for self-management
- Teaching students of their responsibilities as contributors or bystanders
- Responses will be age appropriate

POST-INTERVENTION STRATEGIES

- Monitoring the situation between the students to ensure that their safety and wellbeing are maintained
- Informing parents of strategies to prevent and deal with bullying
- Reviewing and evaluating behaviour codes and policies
- Continual professional learning to support staff in effectively implementing this policy

In extreme cases, under the regulations pursuant to the Education Act 1972, Principals can suspend or exclude students from attendance at school if they:

...act in a manner that threatens the safety or wellbeing of a student or member of staff or other person associated with the school (including by sexually harassing, racially vilifying, verbally abusing or bullying that person).

Principals can use these regulations for incidents that occur off-site and/or out of school hours if another student's safety or wellbeing has been threatened. Therefore, these regulations can be used for incidents of cyber-bullying or violence.

Coping strategies for students and families:



Building children’s resilience and increasing their skills will help them to manage big feelings and negotiate life’s ups and downs successfully. All adults in the Tea Tree Gully Primary School community can support our students to do this. Here are some strategies families can use at home (from Mark Le Messurier & Bill Hansberry’s ‘Raising Beaut Kids’ [2013])

- Coach kids to have a ‘Can do’ attitude when facing tricky situations. Work with them to problem solve, think about options and even to take sensible risks.
- Plant seeds of confidence regularly by telling kids the resilient qualities you see them use when solving problems and managing tricky situations.
- Present a wide range of opportunities to learn, develop and practice social skills. Model them, have friends over and set up success and give direction, be involved with community groups outside of school.
- “How was school today?” is a vague question that is often about parents investigating their own anxieties about their child at school; prompting a ‘negative script’. Instead ask ‘positive script’ questions like “What went well today?”, “What were you proudest of today?”, “Got anything funny that happened today?”, “Did you surprise yourself today?” Keep it up, even if you don’t get a positive response. Respond to negative responses in ways that show you have confidence in their capabilities. For example, “You’re good at solving problems. Let me know how you go!”
- Organise ways for kids to contribute to the family. Can they prepare a meal? Immerse them in the world of giving. Without this, we risk teaching them the world owes them something.
- Develop coping strategies by: building positive sayings into everyday life. Have ‘what if...’ conversations when hearing about a problem to show there are always choices, teach the visualisation strategy of a mental ‘delete key’ to shrink or get rid of troubles, rehearse how to handle up-coming events and teach how to say “sorry” (it doesn’t always mean admitting what happened was their fault, it is a signal to heal and restore relationships), use a catastrophe scale where 1=slight set back, 2= an upset, 3=a trouble, 4=a worry and 5= a total disaster.
- Communicate by listening, validating how they feel and responding to promote their independent thinking (our instinct is to rescue them and fix their problem). Try rephrasing what they’ve told you and ask questions such as “Wow, how did you feel...? I would have felt the same”, “How do you think they felt when you said that?”, “So, what do you think we should do to make that better?”, “What can you do to help fix this?”
- Share problems and how you solved them.
- Always encourage children to use their strategies to solve ‘kid sized’ problems and make sure the school knows when problems are serious.

Responsibilities of the Principal:

Strategies the Leadership Team will utilise to minimise the likelihood of bullying and violence occurring in school:

- Develop, implement and review annually the school's anti-bullying policy involving staff, parents and students
- Survey students, parents and teachers, in line with the review schedule for the school's policy
- Provide updates to the Governing Council in relation to school bullying data and trends and any anti-bullying programs/initiatives in place or being considered
- Manage the incidents of bullying consistent with the Department for Education (DfE) School Discipline Policy
- Ensure ongoing professional development of teachers, induction for new staff (teachers and SSO's), induction of students and the provision of information to parents
- Manage a whole school change approach to ensure the *Keeping Safe Child Protection Curriculum* is implemented in all year levels
- Ensure that all parents have access to the school's Anti Bullying Policy and related documents via the school's website
- If bullying and harassment are not managed to parents' satisfaction, direct them to the DfE Parent Complaint Process (www.decd.sa.gov.au/parentcomplaint)

Responsibilities of Staff:

Strategies staff will utilise to develop and maintain positive relationships with students and families:

- Communicate and interact effectively with students and parents as well as engage in collaborative problem solving to address issues of bullying
- Critically reflect on practices and develop the knowledge and skills needed to manage incidents of bullying successfully
- Establish, maintain, make explicit and model the school's expectations and values related to bullying
- Adopt positive classroom management strategies and incorporate anti-bullying messages into curriculum delivery
- Participate in professional development related to decreasing bullying and implement the Child Protection Curriculum to teach students about respectful relationships
- Teach students appropriate grievance procedures, conflict resolution and problem solving skills
- Teach students how to respond appropriately if they witness bullying and to support students to be effective bystanders

Responsibilities of the Students:

Strategies students will utilise to support the school in maintaining a safe and supportive environment:

- Follow the school's behaviour expectations
- Respect self and other students, staff and members of the school community
- Be a strong bystander and report the event and where possible provide support by telling the person doing the bullying to stop. State clearly that the behaviour is unwelcome and offensive
- Seek help and communicate with a trusted person if bullied, harassed or if they are aware that someone else is being bullied or harassed
- Act with honesty and integrity

Responsibilities of the Parents:

Strategies Parents/Caregivers will use to support the school in maintaining a safe and supportive environment:

- Be aware of signs of distress in their child and keep the school informed of concerns about behaviour, their child's health issues and other relevant matters
- Communicate in a respectful manner with the school staff about issues or concerns and assist their child to discuss the problem with a teacher
- Discourage any planned physical or verbal retaliation if their child is bullied by discussing positive strategies
- Be positive about their child's qualities and encourage their child to be tolerant, caring and compassionate

Other considerations:

The school will include in education plans any issues related to bullying, harassment, violence, discrimination or child protection matters for students with a disability (Negotiated Education Plan), and Aboriginal or Torres Strait Islander students (Individual Learning Plan) and students under guardianship (Individual Education Plan).

At the beginning of each school year, families will be required to discuss and sign the Tea Tree Gully Primary School Student Code of Conduct form and return it to the school.

Training and development:

STAFF

Staff will be provided with opportunities for professional learning around best practices in preventing and managing bullying and harassment.

All staff have undertaken Reporting Abuse and Neglect (RAN) training as a requirement of employment.

All teachers are trained in delivering the Keeping Safe Curriculum (KS:CPC). This is taught each year.

The program follows two main themes:

- We all have the right to be safe
- We can help ourselves to be safe by talking to people we trust

PARENTS

Parents will be informed of the school website and how to access school policies in the school newsletter and at information evenings.

Parents will be required to read and sign the Student Behaviour Code at the beginning of each year.

STUDENTS

Student voice is promoted, sought, listened to and responded to in the classroom and at a whole school level. This ensures that students feel safe and they belong. Tea Tree Gully Primary students in Year 4-7 will take part in the Education Department's 'Student Wellbeing and Engagement Survey' each year.

Students will be required to read and sign the Student Behaviour Code at the beginning of each year.

Distribution list

Staff, Governing Council, Parents, Website.

Supporting Documents/Further Information:



Websites/Documents:

- Bullying NO WAY! <https://bullyingnoway.gov.au/>
- Department of Education Cyber-bullying advice, click [here](#).
- Anti-bullying policy, Department for Education and Child Development, 2011
- Parenting SA guide to bullying, click [here](#).
- DfE Parent Complaint Process (www.decd.sa.gov.au/parentcomplaint)
- Mark Le Messurier - <http://marklemessurier.com.au/main/products/raising/>