



Education &
Communities

Anti-bullying Plan

Culburra Public School





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.

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.

Statement of purpose

At Culburra Public School we value and show tolerance of others in a safe and supportive environment. We foster positive relationships through 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 Culburra 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 in the school and interferes with the wellbeing 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
- 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 respects and accepts individual differences and diversity within the whole school community

- Contribute to the development of the school's Anti-Bullying Policy and support it through actions and words
- Actively work together to resolve incidents of bullying

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.

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 restorative practice
- Student welfare programs including the school's Core Values of Safety, Respect and Responsibility
- Classroom rules, routines and processes negotiated and applied consistently
- Adequate supervision of students during breaks on playground and classrooms
- Active intervention when bullying occurs

Response

Reported cases can be dealt with in several ways. It is recognised, however, that each case is different and may require individual, case by case approach. In all cases it is important to ensure:

- The victims are believed and made safe and statements are taken along with other evidence to substantiate bullying claims
- That the principles of natural justice and due process are followed in regard to students reported for bullying
- Restorative practices
- School counsellor intervention
- Monitoring by the Learning and Support Team
- Incidents kept on data base as well in-class behaviour tracking sheets maintained on a day-to-day basis
- That the parents and school work together

Strategies for students on how to deal with bullying

- Use the '3 Bully Steps' – posters of steps in all classrooms
- Stay in sight of peers and adults
- Try to stay calm - walk away without looking back
- Try not to show you are upset
- Say no to the person and report immediately to a teacher
- Go to a safe place e.g. with other children, near a teacher
- Use humour if appropriate
- Never keep bullying a secret

Procedures for dealing with bullying behaviour

- All students have a right to be listened to
- Class teacher deals with smaller issues in line with student welfare policy and class rules

- Teacher on playground duty deals with smaller issues in the playground – if more serious in nature then the duty teacher informs the Assistant Principal responsible for the stage who then deals with the bullying
- Have discussions with the students involved (recorded in statements) – take appropriate action
- Parents and class teacher work with the student to look at underlying problems and seek solutions
- Principal and Executive staff work with parents and individuals to identify bullying behaviours where necessary
- School Counsellor and Learning Support Team and Department of Education and Communities Student Welfare Officers 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 how each student feels and ensuring all students are comfortable and are able to cope
- Students with identified bullying behaviour will take responsibility for their actions
- Teachers and their stage supervisors should organise meetings with parents if they are concerned about bullying amongst students
- Principal and Assistant Principals deal with major bullying incidents and may need to implement the DEC Suspension and Expulsion of Student Procedures

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 played a role we will:

- Ensure each student is safe and arrange support, including the involvement of student wellbeing
- 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
- Suspend all online contact immediately and do not respond to any messaging

- Keep evidence of the bullying to assist with further actions that may involve the police
- Report incidents to the service provides
- Ensure student support is provided

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. There are some ways to deal with this:

- Referral to Learning and Support Team
- Using social skills program
- Following the '3 Bully Steps' on classroom posters
- Find things that the student is good at and celebrate successes
- Using teacher led mediation between students to develop goals and plans for future actions

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, Executive and Principal (depending on severity). These issues will be dealt with as soon as practically possible
- Teachers and Executive staff 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 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 or Assistant Principals. The school Safety and Response Unit will also be contacted where necessary. The school handling critical incident 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 EAPs

Signs that your child may be being bullied

- Dislike and avoidance of school
- Decline in academic performance
- Gets into trouble more often at school
- Wants to be taken to school even though it is close
- Possessions are damaged or missing
- Becoming withdrawn, appearing depressed or anxious, having mood swings, crying for no apparent reason
- Unable to explain scratches or bruises
- Complaints of feeling unwell though parents report no specific illness

Signs that your child may be bullying others

- Aggressive behaviour – both inside and outside the home (teasing, threatening and hurting others)
- Difficult to manage
- Oversensitive – feels that everyone is out to get him/her
- Unhappiness
- Losses temper often
- Decline in academic performance

Different types of bullying may be:

Physical

- Hitting/punching
- Pushing/shoving
- Kicking
- Throwing objects
- Taking other's belongings/stealing from others
- Damaging other's belonging
- Spitting at others
- Intimidation – making someone do something that 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 abusive texts or emails
- Taking and sharing unflattering or private images
- Posting unkind or inappropriate images on social networking sites
- Stealing passwords
- Blogs

- Web sites
- Assuming the identity of the victim online and representing them in a negative manner or a manner that may damage their relationship with others

Staff Responsibilities

- To model appropriate behaviour at all times
- To monitor and track incidences of bullying and respond in an appropriate and timely manner
- To communicate any bullying behaviour to their stage supervisor
- To communicate bullying incidences with parents when needed

Parent 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 bullied
- To encourage their child to learn strategies that deal with bullying
- To inform the school if bullying is suspected

Student Responsibilities

- To behave appropriately at all times
- To show behaviours consistent with Safety, Respect and Responsibility
- To speak up if they are being bullied or if they see someone being bullied – both at school and on the way to and from school

Additional Information

Kids Helpline 1800 55 1800

Principal's comment

Our school recognises that bullying is a part of society in all places. As a school we will develop resilience in others and give students strategies to deal with bullying. The school will also work with any students who use bullying to gain power. The school's core values of Safety, Respect and Responsibility clearly support a culture of support and trust and no tolerance of bullying behaviours.

Melissa Day – Principal

Shannon Evans – Assistant Principal

Sue Eagle – Assistant Principal

Lindsay Ewens – P&C Representative

Kerrie Jackson – P&C Representative

Lisa Johnson – School Learning and Support Officer

School SRC team

School contact information

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