



## Anti-Bullying Policy and Procedure

### PURPOSE

The purpose of this policy and procedure is to clearly outline Yahl Primary School's commitment to providing an environment free of bullying, and its processes for dealing with any bullying behaviours.

### SCOPE

This policy and procedure applies to all students enrolled in Yahl Primary School, their parents/caregivers and staff.

### DEFINITIONS

#### Bullying

Bullying is a **deliberate** action which **repeatedly** threatens the safety and well-being of an individual or group, and is the systematic abuse of power. Bullying can take many forms as outlined in the table below.

Type	Examples of Repetitive Behaviours
Physical:	<ul style="list-style-type: none"> <li>▪ Hitting, kicking, punching</li> <li>▪ Pushing, shoving, spitting</li> <li>▪ Taking or damaging other people's things</li> <li>▪ Forcing others to hand over food, money or something that belongs to them</li> <li>▪ Making someone do something that they do not want to through coercion or manipulation</li> </ul>
Verbal:	<ul style="list-style-type: none"> <li>▪ Name-calling</li> <li>▪ Teasing</li> <li>▪ Threatening</li> <li>▪ Making fun of someone because of their appearance, physical characteristics or cultural background</li> <li>▪ Making fun of someone's actions</li> <li>▪ Spreading untrue stories about others</li> </ul>
Non-Verbal/Indirect:	<ul style="list-style-type: none"> <li>▪ Making threatening/obscene gestures</li> <li>▪ Excluding others from a game or group and 'setting up'</li> <li>▪ Removing/hiding others' belongings</li> </ul>
Cyber Bullying:	<ul style="list-style-type: none"> <li>▪ Emails, text messages, chat room conversations and other multi-media forums designed to intimidate or offend</li> </ul>
Racial/Religious/Sexual/Disability:	<ul style="list-style-type: none"> <li>▪ Inappropriate touching and actions</li> <li>▪ Inappropriate conversations/comments</li> </ul>



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## DEFINITIONS CONT.

### Harassment

Harassment is any behaviour that is uninvited, unwelcome and unwanted that can cause another person to feel hurt or uncomfortable.

### Bystanders

A bystander is someone who sees bullying occurring, or knows that it is happening to someone else. Bystanders fall into the following categories:

- **Supporters:** These individuals support the person who is doing the bullying, either by helping the person to bully or by encouraging them to bully.
- **Spectators:** These individuals gather or deliberately stay to watch a bullying incident.
- **Witnesses:** These individuals are aware that a bullying incident is occurring, or can see it from a distance.

### Non-Bullying Behaviours

Many distressing behaviours are NOT examples of bullying, even though they are unpleasant and often require intervention by a staff member. These include:

- **Mutual Conflict:** This involves an argument or disagreement between people, but not an imbalance of power.
- **Social Rejection or Dislike:** This is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.
- **Single Episode Events:** Nastiness or physical aggression are not the same as being bullied. If someone is being abused or pushed on one occasion, they are not being bullied. However, this does not mean that the behaviour should be ignored.

### Restorative Practice

Restorative Practice is an approach that can be used to deal with incidents of bullying. Restorative Practice creates opportunities for those involved in a conflict to work together to understand, clarify and resolve the situation, and to repair the harm caused.

Restorative Questions that can be used when applying this approach include:

- What happened?
- What were you thinking at the time?
- What have you thought about since?; and
- Who has been affected by what you have done?



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## POLICY STATEMENT

Yahl Primary School is committed to providing a safe, happy and caring environment which fosters respect for members of our school community, and allows all our students to flourish and reach their full potential. We therefore take any acts of bullying very seriously.

## DOCUMENTS

- Yahl Primary School Incident Report Form

## RESPONSIBILITIES

The **Governing Council** is responsible for:

- approving the Anti-Bullying Policy and Procedure and any subsequent revisions; and
- assisting the Principal to educate the parent/care giver community on the Anti-Bullying Policy and Procedure.

The **Principal** is responsible for:

- presenting the Anti-Bullying Policy and Procedure and any subsequent revisions to the Yahl Primary School Governing Council for approval
- ensuring that all staff, students and parents understand and are implementing the Anti-Bullying Policy and Procedure
- ensuring that Cyber-Safety Use Agreements are in place for all students and implementing other strategies as required to prevent instances of cyber bullying
- ensuring the effective implementation of the 'Better Buddy' program, so that older students are confident in assisting younger students to deal with minor incidents when they occur in play areas
- putting in place appropriate consequences for individuals who have been involved in bullying behaviours. This may include: time out; contact with parents; yard restrictions; a behaviour contract; involvement of external support agencies; suspension; or exclusion, depending on the severity of the bullying event
- facilitating professional development opportunities for staff to build their knowledge and skills in teaching/modelling anti-bullying behaviours in their classrooms and curriculum activities; and
- ensuring that teaching staff are proactively teaching/modelling anti-bullying behaviours in their classrooms and as part of formal curriculum activities.



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### RESPONSIBILITIES

All **Teaching Staff** are responsible for:

- responding appropriately to any reported incident of bullying. This includes interviewing the person reported for bullying, the victim of bullying, and any bystanders/witnesses, to gain a clear understanding of the bullying event using a 'Restorative Practice' approach
- implementing consequences for bullying behaviour, or escalating the matter to the Principal for action where deemed necessary
- proactively teaching/modelling anti-bullying behaviours in their classrooms and as part of formal curriculum activities. This includes teaching students:
  - that any form of bullying and harassment is unacceptable at Yahl Primary School
  - to take responsibility for their own behaviours
  - about diversity and valuing differences
  - violence prevention, conflict resolution, anger management and problem solving; and
  - the Keeping Safe: Child Protection Curriculum; and
- being obviously present during recess and lunchtimes while on duty, as a deterrent to possible incidents of bullying.

All **Non-Teaching Staff** are responsible for:

- responding appropriately to any reported or observed incident of bullying, by referring the matter immediately to the Principal.

All **Students** are responsible for:

- not engaging in any bullying behaviours, including being a bystander to bullying events
- reporting any act of bullying if they have been the person bullied, or if they know someone who is being bullied; and
- attempting to prevent acts of bullying, where it is safe to do so.

All **Parents/Care Givers** are responsible for:

- supporting the work of the school in teaching and promoting anti-bullying behaviours
- monitoring their children's behaviour and alerting the school if they suspect that their child has been the victim of bullying behaviour
- informing the Principal if their child has reported a bullying event and supporting their child through the resolution process; and
- discouraging any retaliation using any type of bullying behaviour.



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### PROCEDURE

#### Students (Victims of Bullying)

If you are being bullied you should do the following:

- ask the person who is doing the bullying to stop. State quite clearly that the behaviour is unwelcome, offensive and/or hurtful
- if the bullying behaviour does not stop, ask an adult who you trust if you could see them privately to discuss something that is worrying you. Once you are in a safe setting, tell them who is bullying you, how you are being bullied, where it is happening, how often it has happened and what you have done to try and stop it happening. Do not ignore any bullying behaviour, as when bullying is ignored it often gets worse
- participate positively in the 'Restorative Practice' approach, or any other strategies used by your teacher, Principal, or external counsellor to deal with your bullying incident.

#### Students (Witnesses)

If you are a witness to a bullying incident, you should:

- ask the person who is doing the bullying to stop if you are nearby; and/or
- encourage the person who is being bullied to report the incident and/or report the incident to a trusted adult yourself. Do not ignore any bullying behaviour, as when bullying is ignored it often gets worse; and
- be a good friend to the victim of bullying after the event so they feel cared for and included.

#### Teaching Staff

Teachers who become aware of incidents of bullying either through direct observation, or a report from a student or parent should:

- intervene to prevent any instances of physical/verbal bullying where it is safe to do so
- seek to resolve the issue by adopting a 'Restorative Practice' approach or other conflict resolution strategy
- if the bullying incident is minor in nature, establish consequences for the bullying behaviour and ensure that all parties are aware of the action that has been taken. Document the bullying incident using the Yahl Primary School Incident Report Form and forward to the Principal; and
- if the bullying incident is serious, document the bullying incident using the Yahl Primary School Incident Report Form, the immediately refer the matter to the Principal. The Principal will then take responsibility for: resolving the issue: implementing any consequences; and informing all parties of the action(s) taken.



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### PROCEDURE CONT.

#### Non-Teaching Staff

Non-Teaching Staff who become aware of incidents of bullying either through direct observation, or a report from a student or parent should:

- intervene to prevent any instances of physical/verbal bullying where it is safe to do so; and
- document the incident using the Yahl Primary School Incident Report Form and immediately refer the matter to the Principal. The Principal will then take responsibility for: resolving the issue: implementing any consequences; and informing all parties of the action(s) taken.

#### Parents/Care Givers

Parents/Care Givers who become aware that their child has been the victim of bullying should:

- immediately report the incident to their child's teacher or the Principal depending upon the context and/or seriousness of the incident
- participate in any processes initiated by the teacher and/or Principal (where deemed appropriate) to resolve the issue; and
- support their child and the school in implementing strategies to prevent further instances of bullying.

### STATUS AND DETAILS

Reference Code:	YPS-POLP:1-V1.1
Version No:	V1.1
Status:	Current
Commencement Date:	September 19, 2018
Review Date:	September 2020
Authorising Authority:	Yahl Primary School Governing Council
Authorisation Date:	September 18, 2018
Accountable Officer:	Mrs Christine Morrison