Anti-Bullying Plan and Procedures

1.0   Rationale

St Paul's Catholic Parish Primary School has a zero tolerance to any sort of bullying. The following guidelines and procedures reflect our commitment to this.

They been developed with reference to:

- *Path to Life.* A Framework for Pastoral Care and Well-being for Systemic Catholic schools in the Diocese of Wollongong;
- *Student Anti-Bullying Policy for Systemic Catholic schools in the Diocese of Wollongong;*
- St Paul's Behaviour Management Guidelines
- *Responsible Use of Technology Policy.*

At St Paul's we believe that all members of the community have the right to a learning and working environment free from intimidation, humiliation and harm. We all share a responsibility to create a culture of caring which will not tolerate bullying.

St Paul's Catholic Primary School has as its core value, *respect for the dignity of each person as made by God* and *having a relationship with Jesus*. Therefore staff and students do not tolerate bullying/harassment in any form. All members of the school community are committed to ensuring a safe, supportive and caring environment which promotes personal growth, improved academic outcomes and positive self esteem.

Ongoing dialogue and reflection will be undertaken to ensure a continuing shared understanding and accurate knowledge of the nature and impact of bullying. Anti-bullying strategies and procedures will be followed consistently, led by the school Leadership Team and Student Leaders.

2.0   Definition of Bullying

The *National Safe Schools Framework* (2011) defines **bullying** as:

> *"… targeted, repeated verbal, physical, social or psychological behaviour that is intended to be harmful and involves a deliberate misuse of power by an individual or group towards one or more persons."*

http://www.deewr.gov.au/Schooling/NationalSafeSchools/Pages/nationalsafeschoolsframework.aspx

2.1 **Physical bullying** includes hitting, kicking, tripping, pinching and pushing or damaging property.

2.2 **Verbal bullying** includes name-calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse.

2.3 **Social bullying / Covert bullying is** writing offensive notes or graffiti about others, exclusion, inappropriate gestures, damaging belongings, racist remarks. It can be harder to recognise and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Covert bullying includes lying and spreading rumours, negative facial or physical gestures, menacing or contemptuous looks, playing nasty jokes to embarrass and humiliate, mimicking unkindly, encouraging others to socially exclude someone and damaging someone's social reputation or social acceptance.

2.4 **Psychological bullying is** belittling or ridiculing others' abilities and achievements, ignoring, mind games, making degrading comments about another's culture, religious or social background, forcing others to act against their will, making suggestive comments or other forms of sexual abuse, cyber-bullying.

2.5 **Cyber bullying** is overt or covert bullying behaviours using digital technologies. Examples include harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. Cyber bullying can happen at any time. It can be in public or in private, and sometimes only known to the target and the person bullying.

3.0 Cyber-bullying

3.1 Involves the use of any information and communication technology involving deliberate, isolated or repeatedly hostile behaviour by an individual or group, that is intended to harm others or is undertaken recklessly, without concern for its impact on others. By virtue of its nature, technology facilitates repeated access to harmful content.

3.2 If cyber bullying occurs that has a close nexus with the school or with the well-being of a child educated at St Paul's but occurs outside school hours, off-site or through the use of a student's personal mobile devices and / or computer, school leadership personnel may have an obligation to respond.

Examples of cyber-bullying can include:

3.2.1 sending threatening emails
3.2.2 using the internet to intimidate or insult
3.2.3 sending malicious messages to others
3.2.4 posting hurtful images, pictures or videos on websites eg;

Facebook, MySpace

3.2.5 deliberately excluding others online

3.2.6 imitating others online or using their log-in

4.0   If We Are Bullied

4.1   We may feel frightened, unsafe, embarrassed, angry or unfairly treated

4.2   Our work, sleep and ability to concentrate may suffer

4.3   Our relationships with our family and friends may deteriorate

4.4   We may feel confused and not know what to do about the problem

Bullying in any form or for any reason can have long-term physical and psychological effects on those involved, including bystanders.

5.0   Strategies Used to Deal With Bullying

5.1   Promotion to all students of the **cybersafety help button** found on the school website.

5.2   Openly talking about bullying at assemblies, in the classrooms and in forums with parents

5.3   Active teaching of the skills, which will build self-esteem and empower children to take the responsibility for themselves

5.4   Annual invitation to Guest speakers including the Diocesan Youth Liaison Officer and Sporting teams to talk about issues associated with bullying

5.5   K-6 students signing the *Responsible Use Agreement for Internet* usage.

5.6   Annual budgeting to allow for the purchasing of anti-bullying materials to support teaching.

5.7   We ask Parents:

5.7.1   To watch for signs which indicate their child may be experiencing being bullied.

5.7.2   To instruct their children to report all incidents of suspected bullying.

5.7.3   To follow the *Complaints Handling Procedures* available on the school's website.

5.7.4   To speak to the class teacher if their child is being bullied, or they suspect that this is happening. In serious cases direct contact with the Principal may be required.

6.0   Procedure to   Investigate and
Manage Bullying

> St Paul's complies with the *Anti-Bullying Procedures for Primary Staff* outlined in the Catholic Education Office, Diocese of Wollongong *Student Anti-Bullying Policy and Guidelines for Implementation February 2012* (See Appendix #13).

6.1   What do we do to investigate any bullying and harassment incidents at St Paul's School?

As a School community, we will put processes in place to ensure that cases of bullying/harassment will get reported.

6.1.1   Principal / Assistant Principal to complete the *Alleged Bullying Initial Action Tool* (See Appendix 2) *as well as entered onto COMPASS,* when an alleged bullying incident is reported by a student, parent, staff member or significant other. Parent contact to be made.

6.1.2   Follow procedures specific to the SPB4L *Problem Behaviour Definition* on bullying and harassment. This will include the use of appropriate consequences and depending on the incident immediate parental contact.

6.1.3   Where necessary a Case Manager is appointed to coordinate strategies for the resolution of bullying incidents as per *Guidelines for Case Management* (MSPEC) documents.

6.1.4   Consult Head of School Services if suspension or exclusion needs to be considered (refer to *Diocesan Suspension, Expulsion and Exclusion of Students Policy 2016* See Appendix 1).

All students are continuously encouraged by staff and parents to speak to any trusted adult with whom they feel comfortable regarding any bullying behaviour.

In line with the SPB4L Correction Procedures and routines as outlined in the Behaviour Management Policy consequences and possibly

disciplinary action will be enforced for students who perpetrate bullying.

Leadership Team will investigate all reported incidents with all persons involved including the victim, alleged perpetrator, bystanders and will notify parent/carers of bullying incidents involving their students (perpetrator and victim).

7.0   Reportable Contact

It is the duty of the Principal to

7.1   report conduct to the police where a serious criminal offence has been identified. Such circumstances can include (but are not limited to) stalking, destruction of property, threats to inflict serious injury and/or kill, physical and sexual assault, offensive behaviour, discrimination, cyberstalking, defamation, breach of privacy, hacking, sexting and creating or possessing and/or disseminating child pornography

7.2   Notify *NSW Community Services* (formerly DoCS) when an incident involving manufacturing, possessing or distribution of child pornography has occurred.

7.3   Notify the Police Youth Liaison Officer, at Lake Illawarra Command, Oak Flats if the bullying situation has involved violence, threat of harm or alleged criminal conduct.

7.4   *"If unacceptable behaviour occurs that has a close nexus with the school or with the wellbeing of a child educated at the school but occurs outside school hours, off-site or through the use of a student's personal mobile devices and/or computer, school leadership personnel may still have an obligation to respond. School leaders may have limited obligations to respond to bullying, threatening behaviour, cyber-bullying and inappropriate use of digital technologies when this occurs on devices or networks not actually managed by the school, and there is no close nexus with the school".*

(Student Anti Bullying Policy Diocese of Wollongong 2012 - See Appendix 6)

8.0   Further Incidents:

If it is established that a further incident of bullying/harassment has occurred, the steps above will be implemented again and the behaviour support plan will be reviewed and amended to include strategies which will prevent further incidents. The student and his/her parents / carers are informed that any further incidents may lead to a suspension following the *Diocesan Suspension, Expulsion and Exclusion of Students Policy 2016* (See Appendix 1)*.* A MSPEC referral to the CEO will be made.

9.0 Record Keeping

All bullying allegations, investigation notes, correspondence to parents, meeting notes and MSPEC referrals will be filed with the Principal/Assistant Principal, on Diocesan data-base- Compass and a hard copy in the student files.

10. Educating students and parents / carers (the Community):

10.1 Prevention of bullying is an important part of school policy, curriculum and is explicitly taught each year through the PD/H program. This will involve

10.2 Annual explicit teaching of Anti-bullying lessons from the Personal Development Curriculum including:

    10.1.1 what bullying is
    10.1.2 impact of bullying
    10.1.3 the importance of bystander support
    10.1.4 Educating children on the use of the three-step approach - Use the three step plan for students (See Appendix 3)

10.3 Whole-school education in dealing with cyberbullying and safety use of the internet (See Appendix 4 and Appendix 5) through a scope and sequence of concepts and presented to all classes during library lessons

10.4 Parent Information sessions presented by school staff, CEO staff and other professionals

10.5 CatholicCare programs

10.6 Regular review of policies and procedures by staff, parents and students

11. Staff PD - Bullying:

11.1 Professional Development related to bullying and harassment is provided for all staff on annual basis through SPB4L and other external opportunities

11.2 Once a year a staff meeting will be conducted to review the Anti-Bullying Policy and to inform staff of new developments in dealing with bullying and cyberbullying. Staff is also encouraged to attend talks by expert speakers offered by other organisations.

12. Monitoring

12.1 It is very important to base school actions on an awareness of the prevalence and nature of bullying at the school. The school will

therefore conduct bullying surveys to gauge and monitor everyone's perceptions as to the effectiveness of the *Anti-bullying plans* and procedures. This will be done through:

12.1.1 the collection of information via student surveys on a half-yearly basis
12.1.2 teacher surveys
12.1.3 parent surveys
12.1.4 confidential student mailbox

13. School Liaison Police and Support Services

In extreme cases, bullying can break the law, especially in cases that involve violence, threat of harm or alleged criminal conduct. In such cases, the Police School Liaison Officer will be contacted.

13.1 Senior Constable Lori Hanley
Youth Liaison Officer
Lake Illawarra Police District
PH: 4232 5329 PH: 4232 5599 FX: 4232 5511
Email: hanl1lor@police.nsw.gov.au

14. CatholicCare Counselling

14.1 School Counsellor
Referral is made on a needs basis in consultation with the Principal

15. Communication and Dissemination of this Policy

This policy is available to the school and wider community via the school website with hyperlinked appendices. Hard copies of the policy can be obtained by request from the school office and will be put in each classroom teacher's SPB4L folder.

16. Regular evaluation of policy

This Policy will be reviewed biannually and on a needs basis by the SPB4L and Leadership Teams to ensure that the practices and procedures are current.

17. Supporting Documents

17.1 *Student Anti-Bullying Policy (2012)* – *Catholic Education Office, Wollongong*

18.   Appendices

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1. Tell the other student to stop –
"DON'T DO THAT. I DON'T LIKE IT!"
THEN WALK AWAY.

2. If behaviour continues, 'think strong, look strong, stay strong' and repeat –
"I TOLD YOU I DON'T LIKE THAT. I WILL GO AND TELL THE TEACHER."

3. If the behaviour does not stop, immediately find a supervising staff member (or trusted adult with the authority to intervene), describe the situation and say how you have responded to the situation.
GO TELL A TEACHER