



## Bullying - Procedure

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### Definition:

A person is bullied when he/she is regularly and deliberately exposed to negative or harmful actions by another person or persons. Bullying is a clear form of harassment that can be verbal (including teasing), physical, social (including excluding) or psychological.

### Rationale:

The school will provide a positive culture where bullying is not accepted, and in so doing, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their school environment.

### Aims:

- To reinforce within the school community what bullying is, and the fact that it is unacceptable.
- Everyone within the school community to be alert to signs and evidence of bullying and to have a responsibility to report it to staff whether as observer or victim.
- To ensure that all reported incidents of bullying are followed up appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer-group support and co-operation at all times.

### Implementation:

- Parents, teachers, students and the community will be aware of the school's position on bullying.
- The school will adopt a four-phase approach to bullying.

#### A. Primary Prevention:

- Professional development for staff relating to bullying, harassment and proven counter measures.
- Community awareness and input relating to bullying, its characteristics and the school's programs and response.
- To provide programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving.
- A bullying survey and playground survey will be administered and acted upon annually.
- Social Skills program (Values Ed, Circle Time) implemented across the school.
- Each classroom teacher to clarify at the start of each year the school policy on bullying.
- The curriculum to include anti-bullying messages and strategies eg: 'The Friendly Schools' and 'No Blame Approach to Bullying' programs.
- Student Representative Council, peer support delegates, staff and students to promote the philosophy of 'No Put Downs'.
- Structured activities available to students at recess and lunch breaks such as Active Aussies sport.

#### B. Early Intervention:

- Promote children and staff reporting bullying incidents involving themselves or others via the bullying report form.



# Theodore Primary School

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- Classroom teachers and principal on a regular basis reminding students and staff to report incidents of bullying.
- Parents encouraged to contact school if they become aware of a problem.
- Structured Play – a designated safe and quiet place for children to access at recess and lunch times.
- Public recognition and reward for positive behaviour and resolution of problems through the T@T awards for safe and respectful behaviour.

## **C. Intervention:**

- Once identified all participants will be spoken with, and all incidents or allegations of bullying will be fully investigated and documented via orange forms and recording on spread sheet.
- Both offenders and victims will be offered counselling and support.
- If student bullying persists parents will be contacted and consequences implemented consistent with the school's Student Management Policy.
- If staff bullying persists the principal will commence formal disciplinary action.

## **D. Post Violation:**

- Consequences for students will be individually based and may involve:-
  - exclusion from class
  - exclusion from playground
  - school suspension
  - withdrawal of privileges
  - ongoing counselling from appropriate agency for both victim and bully
- Reinforcement of positive behaviours
- Classroom Meetings
- Support Structures
- Ongoing monitoring of identified offenders
- Consequences for staff will be individually based and may involve:-
  - counselling
  - a period of monitoring
  - a formal support group
  - disciplinary actions

## **Evaluation:**

This policy will be reviewed with whole staff, student, parent and community input as part of the school's four-year review cycle.

**This procedure was last ratified by School Board in June 2010**