

# BULLYING PREVENTION AND RESPONSE POLICY



## PURPOSE

Tarneit Rise Primary School is committed to providing a safe and respectful learning environment where bullying will not be tolerated.

The purpose of this policy is to:

- explain the definition of bullying
- make clear that any form of bullying will not be tolerated
- ask that everyone in our school community be alert to signs and evidence of bullying behaviour, and accept responsibility to report bullying behaviour to school staff
- ensure that all reported incidents of bullying are appropriately investigated and addressed
- ensure that support is provided to students who may be affected by bullying behaviour (including victims, bystanders and perpetrators)
- seek parental and peer group support in addressing and preventing bullying behaviour at the school

When responding to bullying behaviour, we aim to:

- be proportionate, consistent and responsive
- find a constructive and positive solution for everyone
- stop the bullying from happening again
- restore the relationships between the students involved.

The school acknowledges that school staff owe a duty of care to students to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying behaviour.

## SCOPE

This policy addresses how the school aims to prevent and respond to student bullying behaviour. The school recognises that there are many other types of inappropriate student behaviours that do not meet the definition of bullying which are also unacceptable at our school. These other inappropriate behaviours will be managed in accordance with our *Student Engagement Policy*.

This policy applies to all school activities, including camps and excursions.

## POLICY

### **Definitions**

The national definition of bullying for Australian schools says:

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or

psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records). Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Bullying can be:

1. *direct physical bullying* – e.g. hitting, tripping, and pushing or damaging property.
2. *direct verbal bullying* – e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
3. *indirect bullying* – e.g. spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude a person and/or damaging a person's social reputation or social acceptance.

*Harassment* can also constitute bullying if it amounts to a pattern of behaviour or course of conduct towards another person that is demeaning, offensive or intimidating to a person.

*Cyberbullying* is direct or indirect bullying behaviours using digital technology. For example, via a mobile phone, tablets, computers, chat rooms, email, social media, etc. It can be verbal, written or include use of images, video and/or audio.

### **Other distressing behaviours**

Many distressing behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing behaviours should report their concerns to school staff and our school will follow the Student Engagement Policy.

*Mutual conflict* involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

*Social rejection or dislike* is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

*Single-episode acts* of harassment, nastiness or physical aggression are not the same as bullying. If someone is verbally abused or pushed on one occasion, they are not being bullied. Harassment, nastiness or physical aggression that is directed towards many different people is not the same as bullying. However, single episodes of harassment, nastiness or physical aggression are not acceptable behaviours at our school.

### **BULLYING PREVENTION**

The school has a number of programs and strategies in place to build a positive and inclusive school culture. We strive to foster a school culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness and respect.

Bullying prevention is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effective way to prevent and address bullying. At our school:

- We have a positive school environment that provides safety, security and support for students and promotes positive relationships and wellbeing.
- We strive to build strong partnerships between the school, families and the broader community that means all members work together to ensure the safety of students.
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour.
- A range of year level incursions and programs are planned for each year to raise awareness about bullying and its impacts.
- In the classroom, our respectful relationship curriculum promotes respect, kindness, and understanding.
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed.

For further information about our engagement and wellbeing initiatives, please refer to our Student Wellbeing & Engagement Policy.

## **INCIDENT RESPONSE**

### **Reporting concerns**

Bullying complaints will be taken seriously and responded to sensitively at our school.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff as soon as possible.

In most circumstances, we encourage students to speak to their class teacher. However, students are welcome to discuss their concerns with any trusted member of staff including teachers, wellbeing staff, the school social worker etc.].

Parents or carers who may develop concerns that their child is involved in, or has witnessed bullying behaviour should contact the classroom teacher first and if further investigation is necessary to contact the Assistant Principal of your child's year level.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by the school are timely and appropriate in the circumstances.

### **Investigations**

When notified of alleged bullying behaviour, school staff are required to:

1. record the details of the allegations on Compass,
2. inform the relevant PLC leader, Leading Teacher Assistant Principal and Principal.

All staff are responsible for investigating allegations of bullying in a timely and sensitive manner, which may include:

- speak to the students involved in the allegations, including the victim/s, the alleged perpetrator/s and any witnesses to the incidents
- speak to the parents of the students involved
- speak to the teachers of the students involved
- take detailed notes of all discussions for future reference
- obtain written statements from all or any of the above.

All communications in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.

Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).

### **Responses to bullying behaviours**

When the school has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with the Student Wellbeing Team, teachers, ESS, Assistant Principal, Principal, Department of Education and Training specialist staff.

There are a number of factors that will be considered when determining the most appropriate response to the behaviour. When making a decision about how to respond to bullying behaviour we will consider:

- the age and maturity of the students involved
- the severity and frequency of the bullying, and the impact it has had on the victim student
- whether the perpetrator student or students have displayed similar behaviour before
- whether the bullying took place in a group or one-to-one context
- whether the perpetrator demonstrates insight or remorse for their behaviour
- the alleged motive of the behaviour, including any element of provocation.

The school may implement all, or some of the following responses to bullying behaviours:

- Offer counselling support to the victim student or students, including referral to the Student Wellbeing Team, ESS, an external provider.
- Offer counselling support to the perpetrator student or students, including referral to the Student Wellbeing Team, ESS, an external provider.

- Offer counselling support to affected students, including witnesses and/or friends of the victim student, including referrals as above.
- Facilitate a restorative practice meeting with all or some of the students involved. The objective of restorative practice is to repair relationships that have been damaged by bringing about a sense of remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied.
- Facilitate a mediation between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance. Mediation is only suitable if all students are involved voluntarily and demonstrate a willingness to engage in the mediation process.
- Facilitate a process using the Support Group Method, involving the victim student(s), the perpetrator students and a group of students who are likely to be supportive of the victim(s).
- Implement a Method of Shared Concern process with all students involved in the bullying.
- Implement disciplinary consequences for the perpetrator students, which may include removal of privileges, detention, suspension and/or expulsion consistent with our Student Wellbeing and Engagement policy, the Ministerial Order on Suspensions and Expulsions and any other relevant Department policy.
- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare an Individual Management Plan restricting contact between victim and perpetrator students.
- Provide discussion and/or mentoring for different social and emotional learning competencies of the students involved, including connecting affected students with an older student mentor, friendship club, counselling external mentors.
- Monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary.
- Implement year group targeted strategies to reinforce positive behaviours.

Staff are responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

We understand the importance of monitoring and following up on the progress of students who have been involved in or affected by bullying behaviour. Where appropriate, school staff will also endeavour to provide parents/carers with updates on the management of bullying incidents.

### Evaluation

- This is a mandatory policy which will be reviewed as part of the school's three year cycle or if guidelines change (latest DET update early June 2020).

Data will be collected through:

- discussion with students
- the regular student opinion survey
- the regular staff survey
- assessment of school-based data, including the number of reported incidents of bullying in each year level and the effectiveness of the responses implemented.

Proposed amendments to this policy will be discussed with staff, student representative groups, School Council and the school community.

<u>Ratification</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
Sept 2020	2023	13	2	Sept 2017

Reference:

<https://www2.education.vic.gov.au/pal/bullying-prevention-response>

#### Further information and resources

The following websites and resources provide useful information on prevention and responding to bullying, as well as supporting students who have been the target of bullying behaviours:

- [Bully Stoppers](#)
  - [Kids Helpline](#)
    - [Lifeline](#)
  - [Bullying. No way!](#)
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- Please refer also to the school's Statement of Values and School Philosophy, the *Complaints, Parents Policy*, the *Duty of Care Policy*, *Mobile Phones - Students Policy*, *Student Wellbeing & Engagement Policy*, *Gender identity Policy*, the *Inclusion & Diversity Policy* and the Child Safe Standards.

Appendix A

Reporting An Incident of Bullying / Harassment – Template

Staff member recording incident:

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Date: / /

Name of student(s) who appears to have instigated bullying

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Year/Class: \_\_\_\_\_

Name(s) of target(s)

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Name(s) of witnesses

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Did you observe the incident?

YES

No

If 'No' who reported the incident to you?

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Brief description of incident (what was allegedly said or done to the student who appears to have been bullied?)

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What form(s) of bullying took place? Verbal  Physical  Indirect

Cyber  Other  Please detail:

Was the incident of bullying: Mild  Severe

Describe how you responded (Did you use a school anti-bullying practice?)

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Describe how student responded to your intervention

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Where / when / time incident took place:

Location:

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When: before school  recess  lunch  in class  after school

Time: \_\_\_\_\_ : am/pm

Date \_\_\_\_\_ incident \_\_\_\_\_ took  
place: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Further follow-up actions:

Date	What was the action?	Who was involved?
