



Education &  
Communities

# Anti-bullying Plan

Keiraville 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.

This policy has been formed after consultation with all staff and has been endorsed by the parent body.

## Statement of purpose

Keiraville Public School is a safe and caring environment which fosters respect for others and does not tolerate bullying in any form.

Any inappropriate behaviour that gets in the way of teaching and learning and interferes with the well being of students and staff will not be accepted.

## Protection

### **BULLYING**

We believe bullying is an action of repeatedly hurting, intimidating, harassing, excluding, embarrassing or upsetting another person – either physically or psychologically.

It can be direct or indirect. Behaviours might include: gossip, put down comments, teasing, insults, rumour carrying, exclusion, name calling, damage to property, physical aggression or any behaviour that causes a person upset or discomfort.

Bullying can take many forms. At our school we consider the following behaviours to be actions that may constitute bullying:

### **Physical:**

- Pinching, punching, biting, kicking, tripping
- Pushing, spitting, wrestling, restraining, squeezing
- Inappropriate touching
- Invading personal space with intent
- Making rude gestures
- Using physical size
- Locking people in toilets and other places
- Throwing objects at someone
- Hiding, taking or damaging something which belongs to someone else
- Forcing others to hand over food, money or other belongings
- Making someone do something they don't want to

### **Verbal:**

- Swearing with intent at someone
- Name calling
- Inappropriate sarcasm or joke telling at someone else's expense
- Insulting others, their families, parents or reputations
- Personal put downs about appearance, work, intelligence
- Peer or group pressure
- Threatening taunts
- Racial or religious slurs
- Gender slurs
- Slurs against people with special needs
- Mimicking to deliberately humiliate



### **Indirect:**

- Deliberate exclusion of others including running away
- Spreading rumours about others
- Planned peer pressure
- Manipulating of faults or a situation to embarrass others
- Communication – intimidating or harassing notes, letters, graffiti, emails, text messages and nuisance phone calls.
- Intimidation – playing deliberate/mean tricks, defacing, hiding or taking possessions, threatening looks or gestures, sneering, facial expressions at others.

### **Cyber:**

- Any of the verbal or indirect forms carried out through any online medium or mobile technology

## **BECAUSE OF OUR BELIEFS AND VALUES WE WILL USE A VARIETY OF STRATEGIES TO MANAGE BULLYING**

### **At Keiraville Public School we will:**

- Acknowledge our responsibility to protect others from bullies.
- Openly and explicitly discuss bullying – what it is, how it affects us and what we can do about it as a school, class and as an individual.
- Explicitly teach all children anti-bullying strategies. Provide the opportunity to practise these skills through the development of mandatory classroom-based anti-bullying programs.
- Employ the procedures outlined in the Student Wellbeing Policy to address Classroom and Playground incidents when dealing with persistent bullying behaviour.

### **Responsibilities of all Staff**

- All staff are responsible for dealing with and recording bullying incidents that occur in the playground (Blue Folder) or classroom (Class Register)
- Designated Assistant Principal to co-ordinate and record incidences/ consequences.
- Read fiction social stories and engage in role-play scenarios relating to bullying as part of our School Rules and Values Education Program.
- Teach mandatory child protection lessons throughout the year.
- Discuss school rules and school values regularly.
- Listen to, reflect on, and if necessary, act upon children's and parents' concerns.
- Take ownership as individuals of incidents reported to them and follow set procedures.
- Educate children and provide them with strategies to deal with bullying.
- Educate the people exhibiting behaviour identified as bullying and teach them more socially accepted behaviour options.
- Inform parents about the school's anti-bullying policy.
- Always model appropriate behaviours.
- Be aware of the signs of bullying.
- Implement consequences for bullying in line with the Student Wellbeing Policy.

### **Responsibilities of all Students:**

- Understand and comply with the school rules.
  - Be Proud. Demonstrate Respect.
  - Be Fair. Demonstrate Tolerance.
  - Be Honest. Demonstrate Integrity.
  - Be Responsible. Demonstrate Your Best.
  - Be Safe. Demonstrate Care.
- Discuss bullying and keep it in perspective.
- Identify the people engaged in bullying behaviour and support other children being bullied.
- Use the strategies that have been taught to identify where bullying has occurred and report it.

### **Responsibilities of Parents:**

- Read and discuss anti-bullying steps with your child/children.
- Encourage children to follow the Keiraville Public School rules and values.
- Watch for signs that your child may be being bullied or be engaged in bullying behaviour and discuss it with them.
- Encourage your children to follow Keiraville Public School's anti-bullying strategies.
- Discuss bullying with your child and keep it in perspective.
- Encourage positive friendships.
- Discuss issues with school staff.
- Work with the school to address any bullying issues.

## Prevention

### **REPORT BULLYING – NO - GO - TELL**

Incidences of bullying can be reported to a staff member by children and their parents. All cases reported will be investigated. We cannot solve a

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problem if we are not aware of the problem. A teacher should be the first person a student notifies if bullying is occurring.

### **Strategies for students on how to deal with bullying behaviours:**

- If being bullied –
  1. Use taught strategies (i.e. No ... Go ... Tell – Always)
  2. Tell someone else at school e.g. teacher, older student.
  3. Inform parents/carers if it continues
- Stay in sight of peers and adults
- Try to stay calm. Practise keeping calm and walking away.
- Try to show you are not upset. Practise this.
- Look at the person. Try to speak in a strong voice. Say something like "You might think that but I don't."
- Use an "I" message. Express your feelings in an assertive way e.g. "I want you to stop" or "Please don't do that, I don't like it"
- Walk away quietly without looking back.
- Go to a safe place e.g. with other children; near a teacher
- Talk to someone who can help you. Tell them what has happened, how you feel and what they can do to help. This is not "dobbing"!
- If you witness bullying, it must be reported to a teacher.

**Most people have experienced some kind of bullying at some time, so do not be ashamed to speak up. It is OK To report it!**

### **RESPONDING TO REPORTED INCIDENCES OF BULLYING**

When a bullying incident is notified, observed and found to have occurred, we will use the following graded sanctions:

- Talk to all children involved about the incident and remind the bully/ies that such behaviour is not acceptable. Discuss how the victim is feeling.

- Comfort the victim and empathise with how they are feeling.
- Remind the victim of strategies he/she can implement to reduce the level of bullying.
- Make professional judgements about the best course of action.
- Warn the person engaging in bullying behaviour of the consequences of further incidences.
- Record in playground book (blue slips) or classroom incident time out sheets to alert staff of the incident.
- Restorative Justice Sheet to be completed if necessary during the investigation.
- Monitor the behaviour of the children involved following this discussion of events.
- If bullying persists, follow Keiraville Public School Student Wellbeing Policy. Parents/Carers will be notified and reminded of the anti bullying policy. The school will expect parent cooperation in discussing the bullying issue with their child and the impact bullying has on other children.
- Should the bullying be racist in nature, anti racism procedures will also be employed.
- If the child continues to bully (Classroom and Playground procedures will be implemented—Mentoring room time-out, Letter of Concern, Level Letters, Suspension - depending on severity and regularity of bullying incidents).

## Response

### **IMPLEMENTING THE PROGRAM**

We will regularly:

- Record all incidences on Restorative Justice Sheets, in playground books and classroom incident Thinking Time Sheets.
- Ensure teaching and learning programs regarding Child Protection and Rules/Values are taught.

### **AS A WHOLE SCHOOL WE WILL**

- Explicitly teach values lessons on a spiraling cycle of skill development.
- Revisit the policy with students and staff on a regular basis.
- Communicate with and educate the parent body of the policy and student behaviour expectations.
- Upload the school's anti-bullying policy on the school website.
- Send the policy home to parents via hard copy at the beginning of each year.
- Link this policy with the School Well-being Policy, including rules and values.
- Reinforce these values and the policy in all aspects of school life.
- Review the policy at least every 3 years.

## Principal's comment

This plan has been developed with consideration to the school and its context. Keiraville PS is serious about eliminating bullying for the safety, happiness and well-being of all students and staff at our school.

**David O'Connor**

Principal

## School contact information

Keiraville Public School

Gipps Rd

Keiraville, NSW 2500

Ph: 42294117

Fax: 42265084

Email: [Keiraville-p.school@det.nsw.edu.au](mailto:Keiraville-p.school@det.nsw.edu.au)

Web: [www.keiraville-p.schools.nsw.edu.au](http://www.keiraville-p.schools.nsw.edu.au)