

ANTI-BULLYING

Our school is committed to providing a safe and caring environment that fosters respect for others and does not tolerate bullying. The children are made to feel that they belong to a caring, welcoming community where each child is respected, valued and welcomed.

Bullying is a clear form of harassment.

A person is bullied when one or more other people intentionally expose them regularly and over time to negative or harmful actions. Bullies are people who deliberately set out to intimidate, exclude, threaten and, or, hurt others repeatedly.

“Bullying and harassment are often thought of separately; however both involve a more powerful person or group oppressing a less powerful person or group, often on the grounds of 'difference'. These differences can be related to culture, ethnicity, gender, sexual orientation, ability or disability, religion, body size and physical appearance, personality, age, marital status, parenting status or economic status”.

From 'National Safe Schools Framework' (2004)

Our school community will-

- Openly talk about bullying -what it is, how it affects us and what we can do.
- Teach students the skills, which will build self esteem and empower them to take responsibility for themselves.
- Students will be provided with opportunities to practise these skills.
- Consistently enforce the Anti -Bullying policy, taking appropriate action when bullying behaviour occurs.
- Promote peer support through 'circle of friends' and 'buddies' for all students. Refer to Appendix 2: Responsibilities of Staff, Students and Parents

IMPLEMENTATION

Steps to be followed when an act of bullying has been reported or observed.

1. Class teacher speaks with relevant parties to ascertain whether an act of bullying has occurred.
2. Student or group sent to time out area.
3. Class teacher fills out proforma. Refer to Appendix 1: Incidents of Bullying Proforma
4. Student or group remains in time out area until relevant section on the proforma is completed.
5. Completed proforma is given to the Principal.
6. Principal signs proforma and places it in an envelope addressed to the parents.
7. Proforma is taken home to the parents to read and sign.
8. Proforma brought back to the Principal on the next school day. ,
9. Principal files proforma, which includes the offender's name, victim's name and entry date in the Office Bullying Register.

10. Principal to follow up non returned proofreads with a phone call to the parents.
11. When three entries have been filed for a particular child, a meeting is called with the Principal, parents, child and class teacher.
12. Restorative approaches and model will be implemented for the resolution of conflict. Refer to Appendix 3: Restorative Approaches and Practices/Model
13. Student may be referred to the Student Welfare Support Group. Refer to Appendix 4: Student Wellbeing Policy

For additional information refer to O.L.A School Information Folder, School Organisation:

Student Behaviour & Management and Discipline Policy.

RESOURCES

- Friendly Kids, Friendly Classroom Program
- Protective Behaviours Program
- Religious Education
- O.L.A. School Information Folder: Student Behaviour & Management and Discipline Policy
- Parish based Psychologists available
- Student Welfare Support Group

APPENDICES

Appendix 1: Incidents of Bullying Proforma

Appendix 2: Responsibilities of Staff, Students and Parents

Appendix 3: Think sheets

APPENDIX 1
INCIDENTS OF BULLYING PROFORMA

1. Class teacher speaks with all relevant parties to ascertain whether an act of bullying has occurred.
2. Student or group sent to a time out area.
3. Class teacher fills out Proforma.
4. Completed Proforma is given to the Principal.
5. Principal reads and signs Proforma.
6. Proforma is sent home addressed to parents.
7. Parents to read and sign Proforma.
8. Proforma is returned to the Principal on the next school day.
9. Principal files Proforma in the Office Bullying Register
10. The Principal will follow up Proformas not returned with a phone call to the parents.

Report of Bullying Incident

STUDENT'S NAME	GRADE	DATE
LOCATION	WITNESSES	
CLASS TEACHER		

CIRCLE TYPE OF BULLYING BEHAVIOUR	
PHYSICAL	Hitting, kicking, punching, spitting, taking or damaging belongings, forcing others to hand over food, money etc and intimidation
VERBAL	Name calling, teasing, threatening comments
INDIRECT	Exclusion from a group/activity, spreading false stories about others

RECORD IN DETAIL THE INCIDENT

Class Teacher's Signature:
 Principal's Signature:

Date:
 Date:

APPENDIX 2

RESPONSIBILITIES OF STAFF, STUDENTS AND PARENTS

RESPONSIBILITIES OF STAFF

- To model appropriate behaviour at all times.
- To watch for signs of distress ie. Pattern of headaches, mood changes, damaged clothing, bruises etc
- To deal with all reported and observed incidents of bullying.
- To ensure that students are supervised at all times.
- To report incidents of bullying according to the policy set out.
- To articulate that bullying is not acceptable.
- To communicate to other relevant staff any incidents of bullying.
- To take steps to help victims and address the problem without placing the victim at further risk.

RESPONSIBILITIES OF STUDENTS

- To talk to a teacher / parents if they are being bullied or if they see someone else being bullied
- To help someone who is being bullied.
- To not bully others and say, "Bullying is not acceptable".
- To never condone or encourage, or be a spectator to bullying.

What should I do if I need to stand up for myself?

- take a deep breath
- stand up straight
- look the person in the face
- speak firmly and politely
- possible responses. are: "Stop that I don't like it"
- "Stop it now"
- "You're being unkind/mean/a bully"
- "I'm going to tell someone who can help"
- move away

If I see or hear of any bullying, what should I do?

- refuse to be involved in bullying
- do not encourage others to be a bully
- do not be a spectator to bullying
- speak out or go and get help

Tell someone who can help

- your class teacher
- another teacher
- a school leader
- a friend
- your parents

RESPONSIBILITIES OF PARENTS

- To model appropriate behaviours at all times.
- To watch for signs of distress ie. Unwillingness to attend school, pattern of headaches, mood swings, damaged clothing, bruises etc
- To speak to someone on staff if they suspect that their child is being bullied.
- To instruct their children to talk to a teacher if they are being bullied.
- To attend meetings at the school if required.

- What will you choose to do next time?

- What needs to happen to make things right?

Student signature: _____

Teacher Comment:	Parent Comment:
Teacher signature:	Parent signature:

Leadership signature: _____

- What do I need to do to make things right or safe?

Student signature: _____

Teacher Comment:	Parent Comment:
Teacher signature:	Parent signature:

Leadership signature: _____

1/2 Think Sheet

Name: _____ Class: _____
Date: _____

Today I broke the following OLA school rule/s:

- Follow directions
- Keep hands, feet and objects to yourself
- Respect other peoples' property
- Speak nicely and use your manners
- Be a good listener

What I did:

How did it make others feel?



Scared



Embarrassed



Surprised



Sad



Angry

Next time, I will

What do you need to do to make things right or safe?

Student signature: _____

Teacher Comment:	Parent Comment:
Teacher signature:	Parent signature:

Leadership signature: _____