

# Holy Family Catholic Primary School Lindfield



## Anti-Bullying Policy

---

## Holy Family Catholic Primary School Policy Against Bullying

### Purpose

At Holy Family School, we believe that all members of the community have the right to a learning and work environment free from intimidation, humiliation and hurt. We all share a responsibility to foster, promote and restore right relationships. We believe that bullying is unacceptable and we [students, staff and parents] all share a responsibility for preventing it.

This policy builds on the school's Pastoral Care and Behaviour Management Policies to provide clear procedures and strategies to prevent, reduce and respond to bullying.

### Policy Framework

Flowing from the Christian vision expressed in the Diocesan Pastoral Care Policy, schools are called to establish relationships which are grounded in love, compassion, reconciliation and justice. In witnessing Christian values we reject ideas, beliefs and behaviours which marginalise or victimise people.

### Definition

Whilst there is no universally accepted definition of bullying, there is general consensus that bullying behaviour:

- is deliberate and often repeated
- intends to cause fear, distress, hurt or harm to another
- is action by a more powerful individual or group over a less powerful individual or group

Bullying takes many forms, all of which will cause distress. Examples of bullying include:

- *Physical* - hitting, pushing, tripping, kicking, spitting on others etc
- *Verbal* - teasing, using offensive names, ridiculing, spreading rumours etc
- *Non-Verbal* - writing offensive notes or graffiti about others, using e-mail or text messaging to hurt others, rude gestures etc
- *Exclusion* - deliberately excluding others from group, refusing to sit next to someone etc
- *Extortion* - threatening to take someone's possessions, food or money etc
- *Property* - stealing, hiding, damaging or destroying property etc
- *Cyber* - any form of bullying which is carried out through electronic means such as mobile phones, cameras & video via mobile phones, email, chat room, social networking, 'sms', web page etc (refer to mobile phone policy as well)

### How do we prevent bullying at Holy Family School?

We believe based on research that prevention strategies through education that involve the whole school community [students, staff and parents] are more likely to reduce bullying. Therefore, at Holy Family School we recognise that we all share the responsibility to prevent bullying. The Catholic Worldview which represents the antithesis of bullying will be taught explicitly, continually modelled, clearly demonstrated and generously affirmed across all facets of school life.

### At Holy Family School we adopt the following strategies to prevent bullying:

- Explicit teaching of positive behaviours embedded within the curriculum addressing positive relationships, conflict resolution, resilience, bystander action etc
    - *Specific lessons taught around school rules, see Behaviour Management and Student Discipline Policy for Scope and Sequence*
    - *See scope and sequence for Personal Development, Health and PE*
-

- *Specific programs used such as “Friendly Kids, Friendly Classrooms”, “Bullying No Way”, “Personal Power”, Cybersmart Detectives”, “Constable Hurley”*
- Regularly recognising and acknowledging students who demonstrate appropriate behaviours that promote and restore right relationships
  - *PBL awards*
  - *Principal’s awards*
  - *Class teacher rewards may include stickers, house points, etc*
- Vigilant classroom, playground and transition supervision
  - *NCAB bullying surveys are complete annually – parents, staff and students*
  - *Bullying Incident report forms*
  - *Long time out (PBL) forms are collated and data entered into system and reviewed monthly*
  - *Staff are to actively supervise children at all times. They should note supervisory duties for the day and turn up promptly to duty. Staff are asked to be aware of playground ‘hotspots’ – toilets, stairs, canteen area and visit these areas regularly throughout their supervision duty. Hand over between lunch duties should occur between staff to indicate any issues.*
- Provision of safe and structured playground spaces and activities at break times
  - *classes are rostered in areas during breaks, so a variety of play spaces are utilised*
  - *There are a variety of markings on the playground (such as four square, hopscotch and basketball half court) to assist with positive game playing*

At Holy Family School **students** are encouraged to:

- *take some positive action to stop the bullying if they observe an incident (e.g. tell the bully to stop, ask the victim to come with them and play)*
- *report the bullying incident to a teacher as soon as possible*
- *make it clear to their peers that bullying is not accepted*

At Holy Family School, **staff** are expected to:

- *take some positive action to stop the bullying when they observe an incident*
- *pass on information about any reported or observed bullying behaviours to the Principal / Assistant Principal for further action*
- *use the School’s Bullying report form to note incidents, people involved, actions taken by the school and follow up*

At Holy Family School, **parents** are encouraged to:

- *listen to their child and encourage their child to speak to their class teacher at school*
- *contact the school if they have a concern (eg Principal, Assistant Principal, class teacher)*
- *use the “Bullying Report” form on the school website to make a report*

### **How do we respond to bullying at Holy Family School?**

Bullying is viewed as a major breach of the school rules and behavioural expectations and therefore follow up action will align with our School’s Behaviour Management and Student Discipline Policy.

Any reports of bullying will be investigated and appropriate action will be taken promptly. The response to bullying will include:

1. *guidance and other support for the recipient of the bullying (eg re-skilling and re-teaching of strategies, resilience and social skills, counselling, conflict management skills, social networking etc)*

2. guidance and support for 'bystanders', 'supporters' and witnesses of the bullying (eg intervention strategies etc)
3. age appropriate and consistent sanctions for the student who bullied (consistent with School Behaviour Management Policy)
4. interventions and support for the student who bullied included in a Behaviour Support Plan (teaching of replacement behaviours, reinforcers etc)
5. where appropriate informing parents as stated in the policy and involving them in any action and follow up

### **Procedures for investigating bullying and follow up**

In discerning appropriate responses to bullying, school leaders need to balance the collective welfare of the school community with the individual needs of the student.

- Preliminary interview(s) will be conducted to ascertain the specific nature of the bullying. These interviews should be with individuals initially (i.e. student being bullied, students witnessing bullying, student engaging in bullying behaviour, staff etc)
  - The initial interviews should focus on the safety of individuals. This should include:
    - a clear statement on the consequences if the bullying continues or if there are any reprisals as a result of the reporting of the incident.
    - immediate preventative actions that will be implemented to avoid further incidents.
  - Decisions will be made as to the level of severity of the incident and whether the parents of those involved need to be informed.
  - Follow up interviews should focus on appropriate strategies to assist and support all involved within a Behaviour Support Plan. This Plan will specifically identify the inappropriate behaviours, name the replacement behaviours, outline strategies to support the replacement behaviours and reinforcers (both negative and positive) when behaviours occur.
  - A record of the separate interviews should be kept.
  - Regular monitoring and follow up with the students involved is necessary. (for example daily, prior to and after break times etc)
  - Review of the Behaviour Support Plan will take place to modify strategies and supports.
  - Any further recurrence of bullying may result in an issue of warning re suspension and could lead to the implementation of suspension procedures and, if necessary, removal of the student from the school through:
    - Suspension pending negotiated transfer,
    - Negotiated transfer or
    - Expulsion
-

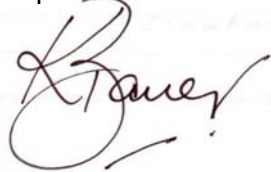
**POLICY REVIEW**

This policy will be reviewed not less frequently than once every three years.

**EVALUATION**

Policy date: April 2008  
To be reviewed on: April 2010

Signed by Principal:

A handwritten signature in black ink, appearing to read 'K. Bauer', is written over a faint horizontal line.

Date: 14/10/2010