



ANTI-BULLYING AND ANTI-HARASSMENT POLICY

This policy has been developed by members of School Council.

Date written:	Sept 2015	Date reviewed:	2015
School Council Ratified:	Nov 2015	Next review:	2018

PURPOSE

Rosanna Primary is committed to providing a safe and respectful teaching and learning environment where bullying and harassment is not tolerated. Rosanna Primary believes that all students have the right to learn in a school environment in which they feel safe and secure.

This Anti-Bullying and Anti-Harassment Policy should be read in conjunction with the Rosanna Primary Student Engagement and Inclusion Policy.

POLICY STATEMENT

This policy is designed to:

- Explain what bullying and harassment are, and the fact that they are unacceptable and will not be tolerated.
- Expect that everyone in the school community be alert to signs and evidence of bullying and have a responsibility to report it to staff whether as observer or victim.
- Ensure that all reported incidents of bullying are followed up appropriately and that support is given to both victims and perpetrators.
- Seek parental and peer-group support and co-operation at all times.

DEFINITIONS

'**Bullying** is when an individual or group uses real or perceived power to repeatedly cause physical or psychological harm to another person.' (RPS Staff 2014) It may be direct physical, direct verbal, indirect or cyberbullying. Bullying is not a one-off disagreement between two or more people or a situation of mutual dislike. Bullying can be:

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

Cyber-bullying is direct or indirect bullying behaviours using digital technology. For example via a mobile phone, chat rooms, social media, Xangas (online person profiles where some adolescents create lists of people they do not like) or MUD (multiuser domains where

individuals take on different characters) rooms. It could involve setting up a defamatory personal website or deliberately excluding someone from social networking spaces. It can be visual (use of images), verbal (over the telephone) or written (flaming, threats racial, sexual or homophobic harassment) using the various mediums available.

Harassment is any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcome or offensive to a person which could reasonably be expected to cause offence, humiliation or intimidation to a person.

IMPLEMENTATION

Our school will not tolerate bullying (including cyberbullying) or harassment.

- A school-wide approach will be taken to deal with bullying and harassment in a consistent and systematic way, with a focus on student safety and wellbeing.
- All new students and staff will be informed of the anti-harassment policy and practices at the commencement of their time at the school.
- All complaints of bullying or harassment will be taken seriously and treated sensitively and confidentially. This policy will be clearly communicated to students, parents and staff on the school's website and through newsletters from time to time.

SPECIFIC PROGRAMS

- Our school will organise preventative curriculum programs that promote resilience, life and social skills, assertiveness, tolerance, conflict resolution and problem solving. The curriculum will include anti-bullying messages and strategies in line with DET materials e.g. Bully Stoppers: Make a Stand, Lend a Hand and 'No Blame Approach to Bullying'.
- The school Leadership Team and teachers will work together to ensure the safety of all school members in situations of bullying (including cyberbullying) and harassment, by thoroughly investigating complaints while respecting the need for confidentiality, notifying parents/carers and planning interventions.
- If students believe they are being bullied they may contact their classroom teacher in the first instance, or a staff member that they would prefer to discuss the matter with.
- If a teacher feels a student is at serious and imminent risk from bullying (including cyber bullying) and harassment then it is their professional duty to pass on the information to an appropriate person in order to ensure appropriate support for the student. It is important for teachers document fully their interaction with the student and any interventions taken.
- Student programs will be organised to raise student awareness about bullying and harassment, to provide a forum for discussion and to aid development of attitudes. Some matters will be dealt with formally in the curriculum and in peer support programs, leadership programs, extra-curricular programs, classroom discussions and occasional activities run by outside experts.
- Staff professional development programs will occur periodically to keep staff informed of current issues/strategies for dealing with bullying and/or harassment issues.

Disciplinary consequences for bullying (including cyberbullying) and harassment will comply with the school's Engagement and Inclusion Policy. The Principal or their nominee will provide disciplinary consequences including suspension in accordance with the DET Guidelines.

EVALUATION AND REVIEW

The Rosanna Primary School Anti-Bullying and Anti-Harassment Policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.

REFERENCES

Links which are connected with this policy are:

- DET's [Student Engagement Guidance](#)
- The school's Acceptable ICT Use Agreement (re: cyber-bullying)
- DET's [Bully Stoppers: Make a Stand, Lend a Hand](#)
- DET's [Vulnerable Students](#)

Supporting links:

- [Bully Free World: Special Needs Anti-bullying Toolkit](#)
- Australian Human Rights Commission - [Human rights in the school classroom](#)
- [Safe Schools Coalition Victoria](#)
- [Racism. No way!](#) anti-racism education for Australian schools

RELATED DOCUMENTS

Policy

Student Engagement and Inclusion Policy

APPENDICES

A: Anti-Bullying and Anti-Harassment Procedures

B: Bullying or Harassment Reporting Template

This document can be found at:
USER:/Policies/Ratified Policies

APPENDIX A

Anti-Bullying & Anti-Harassment Procedures

How will a student's bullying complaint be dealt with?

Bullying complaints will be taken seriously and treated sensitively. School procedures for responding to a student who bullies or harasses others are set out below.

Note: If at any time bullying or harassment persists or is sufficiently serious, the principal may contact parents/carers and commence formal disciplinary action in accordance with the School's Engagement and Inclusion Policy/Student Code of Conduct and DET's Student Engagement and Inclusion Guidance.

Level 1

If the bullying or harassment incident is minor or a first time occurrence, teachers may elect to use one or more of the following:

- stopping the bullying/re-statement of rules and consequences/reminder of Bullying and Harassment Policy
- restorative questioning
- think time detention
- private conference

If the student does not take control over his/her behaviour, the Student Welfare Coordinator /Year Level Coordinator/Assistant Principal/Principal should be notified.

Level 2

If the bullying or harassment continues, or in instances of severe bullying or harassment, a referral should be made to the Assistant principal/Principal who may:

- provide counselling support to the victim
- meet with the perpetrator to develop a Behaviour Support Plan and meet with parents of the student to discuss strategies
- provide discussion/mentoring of different social and emotional learning competencies including structured learning activities
- conduct a restorative conference separately with the perpetrator and "target"

Appendix B

Reporting on Incident of Bullying / Harassment

Staff member recording incident: _____

Date: /__ /

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

Year/Class: _____

Name(s) of target(s) _____

Name(s) of witnesses

Did you observe the incident? YES No

If 'No' who reported the incident to you? _____

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

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

Other Please detail: _____

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

Describe how student responded to your intervention

Where / when / time incident took place:

Location: _____

When: before school recess lunch in class after school

Time: ____ : ____ am/pm

Date incident took place: /__ / _____

Additional comments:
