

Anti-bullying Plan

UPPER LANSDOWNE PUBLIC SCHOOL 2017 - 2020





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.

Upper Lansdowne PS 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.

DEVELOPMENT	Developed and ratified by staff and parents.
IMPLEMENTATION	Implementation of a Whole School Responsibility. Embedded in Classroom Teaching and Learning Program. Policy uploaded onto school website.
EVALUATION	The ULPS. Policy will be evaluated annually for DET updates.
REVIEW	The Policy will be formally reviewed every three years.

Statement of purpose

Public schools are inclusive environments, where diversity is affirmed and individual differences are respected. Schools exist in a society where intimidation and harassment occur. Bullying must be taken seriously and is not acceptable in any form. Students have the right to expect that they will spend the school day free from the fear of bullying, harassment and intimidation.

Protection

Bullying:

- devalues, isolates and frightens
- affects an individual's ability to achieve
- has long-term effects on those engaging in bullying behaviour, those who are the subjects of bullying behaviour and the onlookers or bystanders.

Teachers, students, parents, caregivers and members of the wider community have a responsibility to work together to address bullying.

Definition of Bullying

Bullying can be defined as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure. Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment (including sex, race, disability, homosexuality or transgender), humiliation, domination and intimidation of others.

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 and phones in general.

ROLES AND RESPONSIBILITIES

Students, teachers, parents, caregivers and members of the wider school community have a responsibility to:

- promote positive relationships that respect and accept individual differences and diversity within the whole school community
- contribute to the development of the Anti-bullying Plan and support it through words and actions
- actively work together to resolve incidents of bullying behaviour when they occur
- build resilience in students to deal with difficult or challenging situations.

Students can expect to:

- know that their concerns will be responded to by school staff
- be provided with appropriate support (for both the subjects of and those responsible for the behaviour)
- take part in learning experiences that address key understandings and skills relating to positive relationships, safety, gender equity, discrimination,

bullying and harassment. These experiences will be guided by the Personal Development, Health and Physical Education syllabuses and other Key Learning Areas.

Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- follow the school Anti-bullying Plan
- respond to incidents of bullying according to the school Anti-bullying Plan.

Parents and caregivers have a responsibility to:

- support their children in all aspects of their learning
- 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
- support all students of the school to deal effectively with bullying through the strategies of the Anti-bullying Plan.
- respond to incidents of bullying according to the school Anti-bullying Plan.

Teachers have a responsibility to:

- respect and support students in all aspects of their learning
- model appropriate behaviour at times.
- Teach anti – bullying and bystander bullying lessons annually.
- respond in an appropriate and timely manner to incidents of bullying according to the school Anti-bullying Plan.

The Principal and Executives have a responsibility to:

- lead the development, implementation and evaluation of the Anti-bullying Plan
- ensure the plan is readily accessible to all members of the school community

Prevention - Identifying bullying

By students:

- Understand the definition of bullying as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure. It is not an isolated incident.
- Learn about bullying by participating in learning experiences in class, at assemblies etc.
- Be assertive in saying “Stop it, I don’t like it, go away” to anyone who demonstrates behaviours that are hurtful, offensive or insulting.
- Learn about Bystander Bullying in formal class lessons and discussion
- Feel comfortable to report bullying to school staff and feel assured that their concerns will be taken seriously.

By parent and caregivers

- Be aware of all forms of bullying by reading information in this policy and newsletters.
- Assist their children in understanding bullying behaviour.

By teachers

- Teach students key understandings and skills relating to positive relationships, safety, gender equity, discrimination, bullying and harassment. These experiences will be guided by the Personal Development, Health and Physical Education syllabuses and other Key Learning Areas.
- Formally teach ‘The Four Point Plan’ to students in their class each year.
- Be aware of all forms of bullying as per the policy definition.
- Be alert and observant for acts of bullying in class, playground etc.

By Principal

- Inform students, teachers, parents and caregivers about strategies to be assertive in preventing bullying, and to identify and report bullying. The school will review the school Anti Bullying Policy annually and make recommendations for changes to the staff and the parent community.
- The Principal will ensure that the most current Policy is uploaded to the school website and to the school server. Bullying is infrequent at Upper

Lansdowne PS because it is a very small, family orientated school. However bullying is viewed very seriously and prevention strategies are in place. These are monitored and adjusted accordingly.

Prevention Strategies:

- Up to date and well communicated Welfare and Discipline Policy.
- Social Skills programs for students nominated by staff or parents.
- PD & H component of teaching programs.
- Prompt investigation of bullying issues or complaints.

Early Intervention Strategies

The school will implement strategies for students who are identified as being at risk of developing long term difficulties with social relationships and those students who identified at or after enrolment as having previously experienced bullying or engaged in bullying behaviors.

Such strategies include:

- Parent nomination at the time of enrolment. The enrolling executive will ask for information around bullying.
- The student's previous school will be contacted prior to enrolment and requested to identify any issues around bullying.
- The Learning Support Team will assist in the identification of students either at risk of being bullied or at risk engaging in bullying type behaviours.
- Kinder Transition Programs will inform parents of school policy and procedures.
- The school counsellor service will be accessed by staff or parent nomination.
- Students will participate in anti-bullying activities across the grades.

Intervention

Students

Students who have bullied other students will be dealt with accordingly. Students with a history of bullying type behaviours will be required to attend a formal interview with their teacher, the principal and their parents. Referral to the school

counsellor will occur. Parents will be advised to also seek external professional support for their child.

Students who have been bullied will be provided with support and reminded of appropriate strategies to protect themselves from bullying. Referral to the School Counsellor will be made if deemed appropriate by the case management team and parents.

Each year students will receive formal education in the notion of Bystander Bullying and the influence that students can have on the behavior of their peers.

Parents and caregivers

Parents of students who have bullied will be informed personally by the Principal.

By teachers and other school staff

Regular discussions with teachers, at Communication Meetings will occur about student/s of concern. Plans to prevent and deal with particular instances of bullying will be discussed and agreed upon.

Students of concern are discussed at each Friday morning communication meeting.

Appropriate Student Responses

Students will know that they can control what happens.

They will not retaliate by using bullying and will try not to show fear, as the bully is no longer rewarded and the bullying may stop.

Students will be proactive and need to decide what action to take.

School Anti-bullying Plan – NSW Department of Education and Communities

- Step 1: Ignore it. Show that it does not upset you. The bully is then not rewarded and the bullying may stop. If it does not stop:
- Step 2: Talk to the person bullying you. Tell her or him to stop.
If it still does not stop:
- Step 3: Talk it over openly with trusted adults (i.e. class teacher or parent).
They can help you decide what to do.
If the bullying still does not stop:

- Step 4: Talk to the Principal. Allow him/her to take the action they see as necessary.

Students who are not being bullied but are aware of others who are, will be encouraged to report it, to protect those that are being bullied and so that the bully can be helped too.

Reporting

By students

Report acts of bullying (towards themselves or others) to the Principal.

By parents and caregivers

Notify the teacher or Principal of acts of bullying that were reported or witnessed by themselves or their children.

By teachers and Staff

Notify the Principal of acts of bullying that were reported or witnessed.

Investigation

All reported incidents of bullying will be investigated by the Principal within 24 hrs of notification. A formal record of the investigation will be taken and a copy provided to the principal for school files.

The Principal will follow school and DEC policy with regard to the consequences for bullying behaviours. The Principal is responsible for contacting parents of both parties within one day of the investigation.

For serious bullying behaviours, the DEC School Safety and Response Unit will be called and the Area SED informed. Such instances are those in which physical injury necessitating medical treatment has occurred or where student/staff safety may be compromised. In the most serious of cases, the school will call the Police Immediately.

The school will contact the Director and DEC Media Unit for any instances in which media involvement may be likely to occur. A Serious Incident Form will be

communicated to the Director for serious instances of bullying. Immediate student suspension will occur for serious bullying as outlined above.

Accessing help and support

By students/For students

- Access support of parents, teachers, Principal and/or School Counsellor.
- Speak up about concerns, as with protective behaviours.
- Be a proactive bystander and report bullying to an adult.

Interventions for a particular incident may include:

- Immediate investigation.
- Contacting parents informing of the incident in question.
- Possible student suspension.
- Recording of process, action and decisions for school records.
- Counsel students involved and observers.

By parents and caregivers/for parents and caregivers

Access support by making an appointment with the teacher, Principal and/or School Counsellor.

The school management of bullying will be communicated to parents via the Newsletter each year. The Newsletter will promote positive behaviour strategies. The policy will be published on the website. Parents will be able to participate in annual surveys and results will guide best practice in the school. The Annual School Report will contain information about survey results.

The P & C and the school staff will have annual input as to school plans around proactive bullying policies and practices.

If a student is suspended, parents are able to appeal the decision as per DEC *Suspension and Expulsion of School Students - Procedures* which is provided to parents with letter notifying of suspension.

Parents can report suggestions, complaints and allegations to the Principal. These will be dealt with according to DET Policy: *Responding To Suggestions, Complaints And Allegations* PD/2002/0051/V001

Local contact DET numbers are provided at the end of this document.

Professional learning

For teachers and other school staff:

- Staff will be made aware of current policies and procedures relating to Bullying . All Staff will receive an annual update on DEC Anti Bullying Policies and Procedures.
- Staff Meetings, Communication Meetings and Learning Support Team Meetings will be used for this purpose on a needs basis. New staff will be provided with access to school policies.
- New resources from DET will be made available to staff.
- Online DEC resources will be accessed and linked on the school Staff Server.
- All staff will have the opportunity to participate in professional training.
- Each year staff will review annual survey data around bullying and determine appropriate strategies to recommend to the parent body for the coming year.

Cyber Bullying

What is Cyber Bullying?

Cyber Bullying is bullying that is carried out through an internet service, such as email, chat room, discussion group or instant messaging. It can also include bullying through mobile phone technologies such as short messaging service (SMS) and in-phone cameras.

Examples of cyber bullying include:

- teasing, spreading rumours online, sending unwanted messages, making threats or defamation.

Students' Rights

- Students have the right to expect that they will spend the school day free from the fear of bullying, harassment and intimidation.

- All forms of bullying, whether it be physical, verbal or cyber are not tolerated at any level at Upper Lansdowne Public School.

Students' Responsibilities

It is expected that students at Upper Lansdowne Public School will -:

- Abide by the school's policies in relation to the use of the internet.
- Inform the school if the student is being cyber bullied, or if the student is aware that another student is being cyber bullied.
- Inform their parents if the cyber bullying is occurring after school hours
- Respect the rights of other students to feel safe and be free from the fear of being bullied.

Strategies to prevent and respond to cyber bullying

Apart from the overall strategies aimed at preventing bullying at Upper Lansdowne Public School the school will -:

- Apply a code of conduct in relation to the use of technology. Cyber bullying occurs in on-line environments where there are no responsible adults present therefore it is important that young people are taught to independently prevent cyber bullying and to address the underlying issues.
- Curriculum programs incorporating social skills and values education as well as direct teaching of "netiquette" will be used to reduce cyber bullying.
- Develop and maintain websites that meet current government guidelines and standards.
- Educate students as to the potential criminal and civil action that may be taken in relation to cyber bullying and cyber stalking.
- Provide professional development for staff in general awareness raising and in ways to detect, review and intervene in cyber bullying.

Reporting

Follow previously outlined procedures for all other forms of bullying.

Additional Information - Contact Information

<http://www.bullyingnoway.com.au/>

Kids Helpline <http://www.kidshelp.com.au/> 1800 55 1800

Lifeline <http://www.lifeline.org.au/> 13 11 14

[Cybersmart School Gateway](#)

[Cyberbullying Stories](#)

[Bullying. No Way!](#)

[Racism. No Way!](#)

[National Safe Schools Week](#)

[National Centre Against Bullying](#)

Parent Guide:

[Bullying Among Young Children: A guide for parents](#)

Phone:

Department of Community Services – 133627

Child Well Being Unit – 02 9269 9400

Department of Education and Communities Area Office – 02 6586 6900

School Safety and Response Unit – 1300 363 778

Taree Police Station – 6552 0399

Principal's Comment

I hereby certify that this document has been developed in consultation with the staff and parents of Upper Lansdowne Public School. The success of anti-bullying strategies will be gauged through annual surveys of staff, parents and students. The Upper Lansdowne Public School community operates until a 'zero tolerance' for bullying. This policy will be reviewed in 2020, with adjustments made when necessary.

The Anti-bullying plan is available on the school's website.

Shellie Tancred
Upper Lansdowne Public School Principal
Reviewed Term 4 2017

School contact information

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