



Education &  
Communities

# Anti-bullying Plan

## Bulli Public School 2018 - 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.

## Bulli Public School Anti-bullying Plan

The Bulli Public School Anti-bullying 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* (2011) of the New South Wales Department of Education and Communities.

This Anti-bullying Plan is a revision of the Bulli Public School 2015 - 2017 Anti-bullying Plan. It incorporates procedures and practices outlined in the Bulli Public School Student Welfare and Discipline Policy (2017 revision). This Policy was revised in consultation with students, executive staff members and the broader school community through forums and / or surveys. It was endorsed by the P&C in Term 4 2017 and will be implemented from the commencement of 2018.

Bulli Public School will continue to engage the school community in implementing, evaluating and reviewing the Bulli Public School Anti-bullying Plan through a variety of processes that are contained within the plan.

### Statement of purpose

Students attend Bulli Public School to participate in quality educational experiences that will help them become self directed, life long learners who can create positive futures for themselves and the wider community.

At Bulli Public School we value and show tolerance of others in a safe and supportive environment. We foster positive relationships through our strong Student Wellbeing programs. Our Anti-bullying Plan aims to prevent and deal effectively with bullying incidents within the whole school community. The policies, programs and practices within the school, when used across the school and within the community, work cohesively to achieve this aim. The responsibilities of the students, staff, parents, caregivers and members of the school community in the NSW Department of Education and Communities' *Bullying: Preventing and Responding to Student Bullying in Schools Policy* (2011) address this aim by making explicit each member's role.

Any inappropriate behaviour that hinders teaching and learning at the school and interferes with the wellbeing of students will not be accepted.

Students, teachers, parents, caregivers and members of the school community can expect:

- that students will be safe at school, free from bullying: verbal, physical, social, psychological and cyber.
- that students will be safe at school, free from humiliation, domination, intimidation, victimisation and harassment.
- to be involved in the collaborative development of the school's Anti-bullying Plan.
- to know what is expected of them and others in relation to the Anti-bullying Plan.
- that all students involved in an incident will be provided with appropriate support when bullying occurs.



Students, teachers, parents, caregivers and members of the 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.

## Protection

### Definition

Bullying is **repeated** verbal, physical social or psychological behaviour that is harmful and involves the misuse of power by an individual or groups towards one or more persons. Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Cyber bullying refers to bullying through information and communication technologies. Bullying in 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. Further, bullying is not:

- children not getting along well.
- a situation of mutual conflict.
- single episodes of nastiness or random acts of aggression or intimidation.

### Types of bullying can include:

#### *Verbal*

- Threats
- Name calling/teasing
- Swearing
- Ridiculing (making fun of) another person because of their actions, appearance, physical characteristics or cultural background
- Racial taunts
- Insults
- Sarcasm
- Abuse
- 'Put downs'

#### *Physical*

- Hitting/punching
- Pushing/shoving
- Kicking
- Scratching
- Tripping
- Throwing objects

- Taking other's belongings/stealing from others
- Damaging the property/belongings of others
- Spitting
- Intimidation - making someone do something they don't want to do

### **Social**

- Ignoring
- Excluding
- Ostracising
- Alienating
- Making inappropriate gestures
- Choosing not to tell if you see another person being bullied

### **Psychological**

- Spreading rumours
- Dirty looks
- Hiding or damaging possessions
- Writing inappropriate notes

### **Cyber-bullying**

- Sending abusive SMS (text) messages or emails
- Inappropriate use of camera phones
- Taking and sharing unflattering, private and/or personal images
- Posting unkind messages or inappropriate images on social networking sites and blogs
- Excluding individuals from online chats or other communication
- Assuming the identity of the victim online and representing them in a negative manner or manner that may damage their reputation and/or relationship with others
- Repeatedly and for no strategic reasons, attacking players in online games
- Stealing / Misusing passwords
- Inappropriate access to / misuse of websites
- Breaches of the Department's and Bulli Public School's *Internet and Online Communications Policy (2014)*

## Responsibilities

### Staff responsibilities

- To respect and support students
- To model and promote appropriate behaviours, dignity and respect at all times
- To monitor and track incidents to determine bullying patterns
- To respond in an appropriate and timely manner to bullying incidents according to the Anti-bullying Plan
- To implement school programs that promote positive relationships and that incorporate strategies to deal with bullying
- To communicate bullying incidents to parents/caregivers

### Student responsibilities

- To behave appropriately, respecting individual differences and diversity at all times
- To show consideration and respect in order to support others
- To tell a trusted adult if they are being bullied
- Be a responsible bystander and 'tell' a trusted adult if they witness someone else being bullied at school and/or on the way to and from school
- To attempt to use learnt strategies to deal with bullying incidents
- Follow the Bulli Public School's Anti-bullying Plan
- Behave as a responsible digital citizen in accordance with the Department's and Bulli Public School's *Internet and Online Communications Policy (2014)*

### Parent/Caregiver responsibilities

- To be aware of and support the Bulli Public School's Anti-bullying Plan
- To take an active role in their child's school life and watch for signs that their child may be being bullied
- To encourage their child to adopt learnt strategies to deal with bullying
- To instruct their child to tell a trusted adult if they are being bullied witness someone else being bullied at school and/or on the way to and from school
- To inform the school if any bullying is suspected

## Prevention

It is important that the school community address the underlying causes of bullying relating to school organisational issues, learning and teaching issues and relationship issues.

### Preventative strategies

The strategies and programs the school has implemented for bullying prevention and those Student Welfare programs into which anti-bullying messages are embedded include:

- Social Skills Program
- Peer Leadership (Support) Program K-6
- Student Leadership Training
- Buddy system for Kindergarten transition

- Child Protection K-6
- Drug Education K-6
- Values Education K-6
- Life Education K-6 (bi-annual)
- Cyber-safety Education K-6
- National Day of Action Against Bullying
- Harmony Day
- NAIDOC Week.

Additional preventative strategies include:

- Education and promotion of the Bulli Public School's Anti-bullying Plan and Student Welfare and Discipline Policy (revised January 2017)
- Productive and respectful relationships established between all members of the school community
- Classroom rules, routines and processes negotiated and applied consistently
- Adequate supervision of students during breaks both in the playground and classrooms
- Active intervention when bullying occurs

## Early intervention

Early intervention strategies and programs are implemented for students who are identified as being at risk of developing long-term difficulties with social relationships and those students who are identified at or after enrolment as having previously experienced bullying or engaged in bullying behaviour. Students requiring intervention may be identified through the following strategies:

- Kindergarten Transition to School Program and the buddy system
- Referrals to the Learning Support Team
- Peer Leadership (Support) Program
- Meet the teacher sessions and parent/teacher meetings at the end of Term 1 and/or as required.
- Review of playground folders and reflection sheets
- Referral made by staff at regular communication meetings or directly to an executive member of staff or Principal.

Some students are identified as being at risk of bullying or developing long-term difficulties with social relationships. Some students are also identified as using bullying behaviour. In these situations, Bulli Public School may respond by:

- Referring the student/s to the Learning Support Team that meets fortnightly
- Implementing an individualised and rigorous social skills program
- Using social stories and role play situations
- Developing a plan of action on how to cope with specific situations
- Celebrating student successes (Award System as outlined in the Bulli Public School's Student Welfare and Discipline Policy 2013)
- Promoting leadership opportunities for students (Student Leadership Policy 2017).

## Procedures for reporting bullying

- Students are to immediately report all incidents of bullying to a teacher.
- Parents/Caregivers with concerns about bullying should contact the school immediately.
- All bullying incidents are to be reported, taken seriously, investigated thoroughly and dealt with immediately or as soon as possible by teachers, executive staff or Principal (depending on the severity).
- Teachers and/or executive staff will contact the parents of the student being bullied and the student committing the bullying. Other staff members will be informed so they can monitor students in the playground.
- In the case of cyber-bullying, it may be necessary to report the incident to the police.
- Students will be supported by the Learning Support Team with Counsellor intervention, if necessary.
- The Anti-bullying Plan will be available on the school's website with information also presented in the school's newsletter.
- Significant assaults, threats, intimidation and/or harassment will be reported to the police by the Principal or executive staff. The School Safety and Response Unit will also be contacted if necessary. The Department's critical incidents procedures will be followed in this case.
- If there is a need to contact support agencies, then the Principal will contact the School Counsellor or Child Wellbeing Unit for advice.
- In regards to staff, the Department's Complaints Handling Policy (2017) will be implemented. Staff may also be directed to the Department's Employee Assistance Program.

## Signs that your child may be being bullied

- Dislike and avoidance of school
- Change in attitude towards school, thinks negatively about school
- Decline in academic performance and social interaction
- Behaves inappropriately more often
- Wants to be taken to school (change to regular routine)
- Takes the long way home or walks instead of catching the bus
- Possessions are damaged or go missing
- Becoming withdrawn
- Appearing depressed or anxious
- Experiencing extreme mood swings
- Crying for no apparent reason
- Unable to explain bruises or scratches
- Complains of feeling unwell although no specific illness is apparent
- Asks for, or steals, extra money
- Increased social exclusion and peer rejection
- Having less to do with friends (self-isolation)
- Bad dreams
- Disturbed sleep patterns
- Becomes easily angry with siblings or friends
- Uses 'put down' language when speaking about/to others



- Increased negative self-perception

### Signs that your child may be bullying others

- Aggressive behaviour - both inside and outside the home (eg teasing, threatening, harming others)
- Difficult to manage
- Oversensitive - feels that everyone is out to get him/her
- Constant unhappiness
- Loses temper often and easily
- Unusually quiet or signs of depression
- Decline in academic performance
- Disturbing stories about the child from other children, their friends or other adults in contact with your child
- Other children, their friends or other adults are avoiding your child or you, or hint at things of which you are not aware

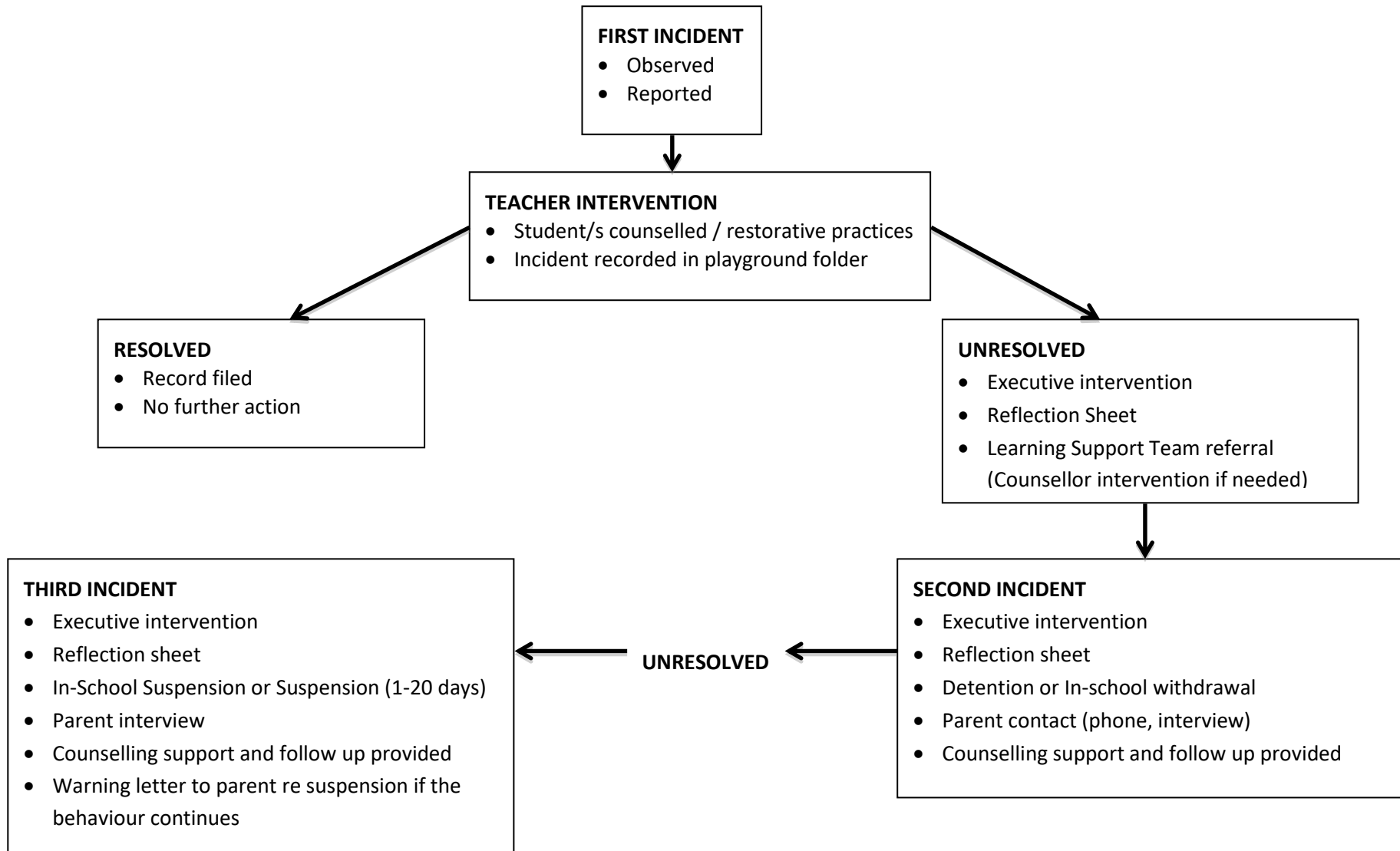
### Response

The strategies the school has implemented are designed to empower the whole school community to recognise and respond appropriately to bullying, harassment and victimisation and behave as responsible bystanders are:

- the publication of school and Department policies and procedures on the school's website
- the programs across the curriculum that explicitly teach students about what bullying is and how to respond to it as a victim or bystander
- the clear understanding of those procedures by the whole school community.

The basic procedure, timeframe, process and strategies for reporting incidents of bullying at Bulli Public School are outlined in the Anti-bullying Action Plan (overleaf). The Anti-bullying Plan is available to the school community through the school website and is publicised at P&C Meetings and in the school newsletter.

**Bulli Public School  
Anti-bullying Action Plan**



**Please note that any form of physical bullying (violence) will result in immediate suspension as per Department’s Suspension and Expulsion Policy 2011**

## **Strategies to deal with bullying**

### **Staff**

Reported cases can be dealt with in several ways. It is recognised, however, that each case is different and may require an individual, case by case approach. In all cases it is important to ensure that:

- victims are believed and made safe
- the principles of natural justice and due process are followed in regard to students reported for bullying
- restorative practices are used to restore the relationship between the parties involved
- the situation is monitored by the Learning Support Team with School Counsellor intervention if required
- incidents are recorded
- parents/caregivers and school staff work together.

### **Student behaviours**

- Stay in sight of peers and adults.
- Stay calm and walk away without looking back.
- Show the person you are not upset. Practise this:
  - Look at the person and use their name if you know it. Speak in a firm but calm voice. Say something like: 'Cut it out', 'No more' or 'Why are you doing this?'
  - If they repeat the behaviour, tell them again but more firmly.
  - Use an 'I' message. Express your feelings in an assertive way eg 'I want you to stop' or 'I don't like it.'
- Go to a safe place eg with other children or near a teacher.
- If the behaviour persists, talk to someone who can help you (a teacher or your parent/caregiver). Tell them what has happened, how you feel, how you tried to deal with it and what they can do to help. Asking an adult for support is not dobbing.
- Never keep bullying a secret.

## **Procedures for dealing with inappropriate and bullying behaviours**

### **Inappropriate behaviours**

- All students have the right to be heard and listened to.
- Class teacher deals with smaller issues in the classroom in line with the school's Student Welfare and Discipline Policy (2017) and class rules.
- Teacher on playground duty deals with smaller issues in the playground and records in the playground folder – if more serious in nature the duty teacher records the incident in the playground folder and informs the Assistant Principal responsible for the stage who then deals with the incident/inappropriate behaviour.
- Supervised discussions with the students involved – take appropriate action as per the school's Student Welfare and Discipline Policy (2017).
- Parents/Caregivers and class teacher work with student to look at underlying problems and seek solutions.

### **Bullying behaviours**

- All students have the right to be heard and listened to.
- Executive staff and/or Principal work with parents and individuals to identify bullying behaviours where necessary.
- Learning Support Team, School Counsellor and/or Department's Learning and Wellbeing Officers involved in developing and implementing individual programs, if required.

- Serious bullying incidents are recorded and consequences are in line with the School's Discipline Procedures.
- Issues are resolved in a calm manner with as much time as necessary given to hearing what each student feels and assisting all students to feel more able to cope.
- Students with identified bullying behaviour will take responsibility for their actions.
- Teachers and their stage supervisors will organise meetings with parents/caregivers if they're concerned about bullying amongst students.
- Principal and Assistant Principals deal with major bullying incidents and may need to implement the DEC Suspension and Expulsion of Student Procedures (2011).

Principal and Executive staff will enhance playground and classroom safety and wellbeing by ensuring records are maintained in playground folders, reflection sheets are utilised, an anti-bullying clause forms part of class rules and, each year, anti-bullying activities are included in the implementation of Student Wellbeing programs.

### **Procedures for dealing with cyber-bullying**

The school reserves the right to determine whether incidents of cyber bullying relate to the responsibility of the school.

If determined the school has a role to play, we will:

- Ensure each student is safe and arrange support, including the involvement of student wellbeing services.
- Reassure the student that the school is taking the incident seriously and that the reported bullying will be acted on.
- Gather basic facts about the suspected cyber bullying and, if possible, identify the students involved.
- Implement appropriate responses to address the bullying using evidence-based responses such as restorative justice approaches to conflict resolution.
- Contact the student's parents/caregivers to alert them to the issue and ongoing concerns regarding the welfare of the student, and discuss the issue and how best to deal with the issue.
- Provide the following strategies to the student and parent to assist with managing the issue in the future:
  - Don't respond to any further messages/postings from the bully and, if possible, block further correspondence from them (block their mobile number or email address).
  - Report any further correspondence from the bully to the parents/caregivers and an agreed school contact.
  - Keep evidence of any bullying to assist with tracking the bully and potentially reporting the matter to police (screen captures, bully's screen name, text and images). Do not forward messages as this is viewed as partaking in the behaviour.
  - Report any concerns to the administrator of the service used, including the mobile phone provider (if SMS is involved), website administrator (if social networking or chat services are involved) or internet service provider, as most have measures to assist with tracking and blocking the bully. Some block the bully's access to their services entirely as bullying is often a breach of Terms of Use.
- Provide support from staff on an ongoing basis with the agreement of the student and parent/caregiver to assist the student to work through the effects of the cyber bullying and to help them develop and implement effective coping strategies.

If a student is distressed by bullying, ensure he / she is provided with options for psychological support including school counselling and/or agencies referred by the Child Wellbeing Unit.

## Communication, updates and incident management

The school will endeavour to provide regular updates, within the bounds of privacy legislation, to parents/caregivers about the management of the incidents involving their child. The school's reflection sheet system and the Anti-bullying Plan have, as a key feature, communication with parents/caregivers from early in the process.

### Reporting incidents to the police

If members of staff are assaulted or believe they are being harassed, intimidated or stalked, they may report the matter to the police. They must also report the matter to the Principal.

If a student is injured in the course of an assault at school or while travelling to or from school and the incident is connected to the school, it is responsibility of the Principal to notify police. A report should be made irrespective of whether parents or students indicate they do not want police involved. While it is not the responsibility of parents/caregivers and students to report such matters to the police they have, at all times, the right to do so.

*Any incident involving an assault or threat of an assault at school or during school activities must also be reported to the School Safety and Response Hotline.*

### The Child Wellbeing Unit and Community Services

The Child Wellbeing Unit **must** be contacted when:

- there are concerns about risk of harm that do not meet the threshold of significant harm but are not trivial.
- the Mandatory Reporter Guide indicates this should be done.
- there is an observable pattern and cumulative harm that does not meet the threshold of significant harm.
- a report has been made to the Child Protection Helpline but has been screened out as not reaching the threshold of risk of significant harm.

The Child Protection Helpline **must** be contacted when:

- there are concerns about risk of significant harm.
- the Mandatory Reporter Guide indicates this should be done.

### Appeals

There are two grounds for the complainant seeking an appeal or review:

1. incorrect use of the complaint procedures to the detriment of the complainant
2. the outcome or the decision is unreasonable, inconsistent, made without obvious relationship to the facts or circumstances or is irrational.

A complainant can request an internal review as per the Department's Complaints Handling Guidelines. A more senior officer, usually a Director, will nominate an appropriate person to deal with the review. The person conducting the review will:

- review all relevant material
- make further enquiries, if necessary
- make a determination
- advise parties in writing of the decision and the reasons for the decision
- meet with the parties, if required.



### **Identifying patterns of bullying**

The school will use the classroom behaviour records, playground folders, reflection sheets and direct referrals from staff and or through regular communication or section meetings to identify patterns of bullying behaviour. The school will respond to such patterns by referring them to the executive, the Learning Support Team and/or the Principal for follow up and appropriate action.

### **Community access to the Anti-bullying Plan**

The Bulli Public School Anti-bullying Plan 2018 - 2020 will be made widely available to the school community in the School Policies section of the school's website [www.bulli-p.schools.nsw.edu.au](http://www.bulli-p.schools.nsw.edu.au). It will also be available in the School Policies folder available in the administration foyer.

### **Monitoring and evaluation**

The school will use data from the behaviour records, playground folders, reflection sheets, Learning Support Team and Student Welfare and Discipline Policy procedures to monitor and evaluate the effectiveness of the Anti-bullying Plan. Executive staff will be given a dedicated period each week to monitor records and follow-up with students and/or parents/caregivers as required.

### **Reporting process**

The school will report annually to the community on the effectiveness of the Anti-bullying Plan through the Bulli Public School Annual School Report.

### **Reviewing and updating**

The school will review this Anti-bullying Plan with the school community during Term 4 of the 2020 school year in preparation for the 2021 - 2023 cycle.

### **Additional Information**

School Liaison Police (Wollongong) 4226 7721  
School Safety and Security Unit Hotline 1300 88 00 21  
Kids Helpline 1800 55 1800  
Child Wellbeing Unit 9269 9400  
Child Protection Helpline 132 111

National Centre Against Bullying [www.ncab.org.au](http://www.ncab.org.au)

Cybersmart School Gateway [www.cybersmart.gov.au](http://www.cybersmart.gov.au)

Bullying No Way! [www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au)

Racism No Way! [www.racismnoway.com.au](http://www.racismnoway.com.au)

Reach Out! [www.reachout.com.au](http://www.reachout.com.au)

Kids Helpline [www.kidshelp.com.au](http://www.kidshelp.com.au)

NSW Department of Education [www.schools.nsw.edu.au/studentssupport/behaviourpgrms/antibullying](http://www.schools.nsw.edu.au/studentssupport/behaviourpgrms/antibullying)

Factsheets (attached)

'Anti-bullying – how to encourage your child to be an effective bystander' by Department of Education

'Cyber-bullying and the protection of students' by Department of Education

'How to help kids when you think they are being bullied' by Michael Grose (Parenting Ideas)

### **Principal's comment**

The Bulli Public School Anti-bullying Plan 2018 - 2020 is to be read in conjunction the Bulli Public School Student Welfare and Discipline Policy (2017 revision). The Bulli Public School Anti-bullying Plan is the result of rigorous evaluation of the previous plan and has been designed to reflect current practices when preventing and dealing with bullying, including cyber-bullying. The Bulli Public School Anti-bullying Plan 2018 - 2020 has been developed in consultation with the teaching staff of Bulli Public School, Stage 3 students, school community, P&C Committee and Student Leadership Team who have all provided input through written submission/reviews, interviews, surveys and/or focus group meetings.

Rhonda Morton

*Principal*

### **Anti-bullying Plan Revision Committee**

Rhonda Morton - Principal

Sacha Byrom –Learning Support Coordinator, Assistant Principal

P&C Representative – Lisa Pearson Vice-President

Stage 3 Students including the Student Leadership Team

### **School contact information**

BULLI PUBLIC SCHOOL

Haig Rd

BULLI 2516

P: (02) 4267 1723

F: (02) 4268 1503

E: [bulli-p.school@det.nsw.edu.au](mailto:bulli-p.school@det.nsw.edu.au)

W: [bulli-p.schools.nsw.edu.au](http://bulli-p.schools.nsw.edu.au)