



Education & Communities

# Woonona East Public School



## Anti-bullying Plan 2017





# 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.



## Woonona East Public School Anti-Bullying Plan

The Woonona East Public School Anti-Bullying Plan outlines the processes for preventing and responding to student bullying in our school. It is based upon the concepts and themes of the *Wellbeing Framework for Schools {2015}* and reflects the *Bullying: Preventing and Responding to Student Bullying in Schools Policy {2011}*.

The Woonona East Public School Anti-Bullying Plan incorporates practices and procedures in response to school wide processes and community consultation through surveys and interviews. Woonona East Public School will continue to engage the school community in planning, implementing, evaluating and reviewing our Anti-Bullying Plan.

### Statement of Purpose

Woonona East Public School is committed to creating quality learning opportunities for children. This includes strengthening their cognitive, physical, social, emotional and spiritual development to help them become healthy, happy and successful and productive individuals. We value student wellbeing and understand how it affects student engagement and success in learning. At Woonona East Public School, we foster positive relationships through our Wellbeing and strong Positive Behaviour for Learning framework and programs. Our Anti-Bullying Plan aims to be cohesive, expert and responsive when dealing with bullying incidents within the whole school community.

#### ***At Woonona East Public School, our aim is to ensure:***

- A positive climate and fair discipline
- Effective learning and teaching
- Effective and active community participation

- That the cognitive, emotional, physical, social and spiritual wellbeing needs of all students are met

#### ***At Woonona East Public School, our guiding principles are:***

- Student welfare is the responsibility of all staff
- Effective learning is the product of quality teaching combined with focused and engaged students working within a positive learning environment that is based on respect, responsibility and cooperation
- Student welfare encompasses everything that the school community does to meet the personal and social needs of students and enhance their wellbeing. It involves recognising, valuing and developing each student as a total and unique person within the context of society
- The student welfare program is the sum of all policies, structures and activities, planned and implemented by the school for the promotion of student wellbeing. It involves general care of students, personal development, preventative, remedial and pastoral care.
- Effective learning and teaching is provided within a secure, well managed environment in partnership with parents and the wider community
- All disciplinary matters will be treated within the bounds of procedural fairness

***Woonona East Public School will not tolerate bullying in any form. We nurture a safe and caring environment where we value and foster respect, responsibility and resilience throughout our whole school community. Any inappropriate behaviour that interferes with teaching and learning programs or the wellbeing of students and staff is not acceptable.***

## Protection

Bullying is **repeated** verbal, physical, social or psychological behaviour that is harmful and involves misuse of power by an individual or group towards one or more persons. Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including 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.

### ***Bullying is not:***

- A situation of mutual conflict
- Single episode of nastiness
- Random acts of aggression
- Children not getting along well

### ***Types of Bullying:***

- *Verbal:* name calling, teasing, abuse, humiliation, sarcasm, threats or insults
- *Physical:* hitting, punching, kicking, scratching, tipping, spitting
- *Social:* ignoring, excluding, ostracising, alienating or making inappropriate gestures
- *Psychological:* spreading rumours, glaring, hiding or damaging possessions, malicious SMS or email messages, inappropriate use of camera phones
- *Cyber:* bullying through information and communication technologies

- *Sexual harassment:* is also a form of bullying

## Responsibilities

### ***Staff Responsibilities***

- Promote a culture of reporting bullying as an important means of preventing bullying behaviours
- Respect and support all students
- Model and foster appropriate behaviours
- Report, monitor and track incidents to determine bullying patterns: All staff are responsible for dealing with and recording bullying incidents that occur in the playground and classroom onto the SENTRAL Wellbeing module
- Respond to incidents of bullying in a timely manner according to the Anti-Bullying Plan
- Communicate to parents/caregivers incidents of bullying
- Participate in professional development in effective anti-bullying strategies
- Provide curriculum and pedagogy through our PBL framework and Wellbeing framework that support children to develop an understanding of bullying and its impact on individuals and communities
- Be aware of the signs of bullying

### ***Student Responsibilities***

- To behave appropriately, respecting individual differences and diversity at all times
- Follow WEPS Anti-Bullying Plan
- Demonstrate positive bystander behaviour
- Report incident of bullying of themselves or others to a trusted adult
- Participates in anti-bullying programs in the classroom and use learnt strategies to deal with bullying incidents

- Behave as a responsible digital citizen

### ***Parent/Caregiver Responsibilities***

- Be aware of and support the WEPS Anti-Bullying Plan
- Support their children to become responsible online users
- Encourage their children to adopt learnt strategies when dealing with bullying incidents.
- Be aware of signs or indicators that their child may be being bullied
- Inform the school if any bullying is suspected
- Work collaboratively with the school to resolve incidents of bullying when they occur

### **Prevention**

At Woonona East Public School, the Anti-Bullying policy is one that takes a holistic approach and includes educational content that allows students to develop social and emotional competencies and learn appropriate ways to respond to bullies. It should also provide support and professional development to teachers and other school staff to ensure systematic program implementation and effective evaluation.

### ***Preventative Strategies***

- Positive Behaviour for Learning framework, lessons and pedagogy
- Better Buddies Program
- Student Representative Council / Student Leadership
- Camp Adventure Leadership Program
- GRIP Leadership Program
- Explore, Discover and Act Resilience Program
- Bullying. No Way! Website and programs
- Life Education
- Drug Education K-6
- Child Protection K-6

- Cyber Safety Education
- Harmony Day
- NAIDOC

### ***Additional preventative strategies:***

- Education and promotion of the Woonona East Public School's Anti-Bullying Plan {2017} and the Wellbeing Framework {2015}
- Active intervention when bullying occurs
- Adequate and effective classroom and playground supervision
- Collaborative planning, effective delivery and ongoing monitoring of classroom rules and routines to ensure consistency of language and processes
- Respectful and productive relationships established between all members of the school community

### **Early Intervention**

At Woonona East Public School, we implement early intervention strategies and programs for students identified as being at risk of developing long-term difficulties with social relationships, as well as, students who are identified at or after enrolment as having previously experienced bullying or engaged in bullying behaviour.

### ***Early Intervention Strategies***

- Learning Support Team Referrals
- *Tell Them From Me* student survey data
- *Tell Them From Me Bullying* responses
- In school *Bullying* survey
- Positive Behaviour for Learning K-6 Framework, lessons & Data
- Bullying. No Way! Website and programs.
- Student Leadership & K-6 Resilience programs
- Kindergarten Transition to School Program

- Buddy/Peer Programs
- Parent Information Meetings
- Teacher/Parent Meetings
- Wellbeing SENTRAL Module monitoring behaviours
- Admin and Stage meetings feedback
- Kinder/Buddy Lunch Play Program
- Structured/Buddy Minor Outdoor Games
- Anti-Bullying Plan & PBL/Wellbeing Behaviour Matrix

### ***Signs that your child may be being bullied***

- Your child comes home with torn, damaged, or missing pieces of clothing, books, or other belongings
- Has unexplained cuts, bruises, and scratches
- Has few, if any friends, with whom he or she spends time
- Seems afraid of going to school, walking to and from school, riding the school bus, or taking part in organized activities with peers
- Finds or makes up excuses as to why they can't go to school
- Takes a long out of the way route when walking to or from school
- Has lost interest in school work or suddenly begins to do poorly in school
- Complains frequently of headaches, stomach aches or other physical
- Appears sad, moody, teary, or depressed when he or she comes home
- Has trouble sleeping or has frequent bad dreams
- Experiences a loss of appetite
- Appears anxious and suffers from low self-esteem

### ***Signs that your child may be bullying others***

- Positive views towards violence
- Often aggressive towards parents, teachers and other adults
- A need to control and dominate others and situations
- Boy bullies tend to be physically stronger than their peers
- Girl bullies want to win at all costs, tend to be more dramatic than their friends and have a "mean girls" streak
- Hot tempered, impulsive and easily frustrates
- Often tests limits, boundaries and breaks rules
- Good at talking their way of difficult and tense situations
- Show little sympathy towards others who are bullied

### **Response**

Woonona East Public School has implemented, and continues to develop, strategies and procedures to empower victims of bullying and the whole school community to become responsible reporters and upstanders when dealing with bullying, harassment and victimisation through:

- Publishing the school and Department policies and procedures on the school's website
- The development and implementation of explicit and specific teaching and learning programs
- Ongoing and respectful communication between all stakeholders of the Woonona East Public School community through school websites, newsletters, P&C meetings and parent information sessions
- Implementation and ongoing evaluation and review of the Woonona East Public School Anti-Bullying Plan



## **Strategies to deal with bullying**

### **Students**

1. Use taught strategies e.g. No / Stop...Go ... Tell
2. Report classroom bullying to the classroom teacher
3. Report incidents of playground bullying to the playground duty teacher
4. Inform parents/carers if it continues
  - Stay in sight of friends, peers and adults
  - Look at the person and express your feelings in a strong way e.g. “I want you to stop” or “Please don’t do that, I don’t like it”
  - Try to stay calm
  - Walk away as calmly as you can without looking back
  - Go to a safe place e.g. with other children; near a teacher
  - Talk to someone who can help you. Tell a teacher what has happened, how you feel and what they can do to help. This is not “dobbing”
  - If you witness bullying, you must report it to a teacher

### **Parents**

- Report incidents of bullying to classroom teachers or stage executives
- Are encouraged to discuss any concerns with their child using proactive and restorative practices at home
- Principal, executive or class teacher communicates with parents about actions taken after resolution of incidents of concern
- Contact the School Counsellor or Learning and Support Team at any time for advice and support

### **Staff**

- 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), in line with the Anti-Bullying plan and the Wellbeing Framework
- 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 DEC's Complaints Handling Policy will be implemented; staff may also be directed to the Department's Employee Assistance Program

### **Procedures for dealing with 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 Student Welfare 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)

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

- If students are the victim of bullying using technology including cyber bullying or stalking, students are to report the matter immediately to their parents, teacher or the principal.
- The principal can take action to block or shutdown any website containing offensive material directed to a particular staff member or student by contacting the site host and by contacting IT Help services on 1800 338 483. (see Legal bulletin No 42)
- If emails, telephones, social media or text messaging are used to make threats, menace, intimidate or harass, the Principal can contact the School Safety and Response Hotline 1300 363 778 and the Police

### ***Bullying – NO WAY!***

In managing incidents that have serious impact on individuals and for the school the use of restorative practice principles are applied to resolve issues and restore the sense of well-being for all involved. Restorative practice is a strategy that seeks to repair relationships that have been damaged, including those damaged through bullying. It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim. Restorative practice methods for addressing social problems include the method of shared concern, the no blame approach, restitution, community conferencing and the formal apology.

### ***The key principles of Restorative Practice***

- Bullying and harassment occur in the context of group behaviour
- The aim is to develop empathy and concern for others
- The dynamics that sustain bullying and harassment can be shifted by working with the perpetrators, and often their family and/or peer group
- A shift in behaviour can be achieved by developing a sense of shared concern for the bullied or harassed persons
- Punitive measures model and reinforce the abuse of power to meet individual needs, place the target at greater risk of revenge and may send the bullying underground

### ***Factors needed to be in place for Restorative Practice***

- The support of the victimised person who needs to have identified that he/she is being bullied and is confident that the approach advocated will work
- Preliminary investigation to clearly understand the issues before the process is implemented.



- Staff guidelines and professional development to build understanding, skills and confidence in using the strategies
- Support within the school community for the approach
- Agreement that the goal is to solve the problem rather than to interrogate, punish, blame or label individuals.
- Respectful facilitation of the process by trained people
- Follow up monitoring of the agreement

### ***Restorative Interview process***

- Interview student in a non-threatening manner
- Reassure the student {V}
- Avoid minimising the issue
- Listen without interrupting and let them do the talking
- Use 'victim' or student who is bullying' restorative practice questions
- Ask the student if they feel safe {V}
- Talk to bystanders
- Praise students for talking out {V}
- Record the details onto SENTRAL

### ***Restorative Questions for 'victim'***

- What happened?
- What impact has this incident had on you and others?
- What do you think needs to happen to make things right

### ***Restorative Questions for 'student who is bullying'***

- What happened?
- What were you thinking at the time?
- Who has been affected by what you've done? In what way?
- What do you think you need to do to make things right?
- What will you do differently next time?

## **Additional Information**

### ***Serious incidents involving assault, threat, intimidation or harassment***

- May have disciplinary action taken
- May be reported to the School Safety and Response Unit by the school
- May be reported to the police by the Principal or Assistant Principal where necessary

### ***Child Wellbeing***

- Where concerns about the safety, welfare or wellbeing of children or young people are evident these concerns must be reported to the Principal
- The Principal will make a decision about the level of risk to a student and what action to take. It is critical that all relevant information is considered

### ***Complaints Handling Policy***

- The Department of Education Complaints Handling Policy Guidelines will be used to manage complaints, plus staff can be directed to access the Employee Assistance Program

### ***Promoting and publicising the Anti-Bullying Plan***

- The Anti-Bullying Plan has been distributed to all staff members and the P&C Association
- The Plan is placed on the school website, <http://www.woononaest-p.schools.nsw.edu.au/home> and parents informed of its location in the school newsletter

- The school will report annually to the community on the effectiveness of the Anti-bullying Plan through the Woonona East Public School Annual School Report
- Data collected through the SENTRAL and the PBL framework will be analysed, discussed with staff and presented at P & C meetings as appropriate at regular intervals, with recommendations made to the school community on future improvements
- The Anti-Bullying Plan will be formally reviewed every three years

### **Useful Sites and Resources**

- Wellbeing and Learning <https://education.nsw.gov.au/wellbeing-and-learning/attendance-behaviour-and-engagement/anti-bullying>
- NSW DET Anti-Bullying <https://antibullying.nsw.gov.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.gov.au](http://www.racismnoway.gov.au)
- Kids Helpline [www.kidshelp.com.au](http://www.kidshelp.com.au)
- School Safety and Security Unit Hotline 1300 88 00 21
- Kids Helpline 1800 55 1800
- Child Well-being Unit 9269 9400
- Family and Community Services Helpline 132 111
- Police Liaison 4226 7899

### **Woonona East Anti-Bullying Plan Collaborators**

- Luci Zulumovich- PBL/Wellbeing Coordinator
- Julie Bartlett- Teacher
- Kristen Lindley- Teacher
- Sharyn Liddle- Principal

### **Principal's Comment**

This plan has been developed with consideration to the school and its context. Woonona East PS is serious about eliminating bullying for the safety, happiness and well-being of all students and staff at our school.

Bernadette Stephens

Relieving Principal

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# WOONONA EAST PUBLIC SCHOOL ANTI-BULLYING ACTION PLAN

