



# Bullying Prevention Policy

## Purpose

The purpose of this policy is to promote consistency of approach and to create a climate in which all members of Tangara are valued and feel safe.

The policy creates a framework to assure students and parents that they will be supported when bullying is reported.

Within Tangara all students and staff have certain rights. However, along with those rights we also must take responsibility for our own actions.

All students and staff have the right:

- To feel safe, cared for and respected at Tangara.
- To be free from threat and intimidation.
- To have a pleasant, healthy and safe environment.

All students have the responsibility:

- To consider the impact of their actions on others.
- To respect the property and rights of staff and students.
- Not to accept bullying, but to report it.
- To follow the school policies and rules.

All staff members have the responsibility to:

- Provide a safe, secure learning environment for our students.
- Strive to provide an environment free from bullying, harassment, intimidation and abuse.

- Engender a culture where bullying is discouraged and opposed.
- Consider the impact of their actions on others.
- To be positive role models in work and action at all times.

## **Scope and Definitions**

### **Scope**

This policy applies to all students and staff at all campuses of Tangara School for Girls.

### **Definitions**

“Bullying and harassment

- may be physical (hitting, kicking, pinching), verbal (name-calling, teasing), psychological (standover tactics, gestures), social (social exclusion, rumours, putdowns) or sexual (physical, verbal or nonverbal sexual conduct)
- may be done directly (e.g. face to face) or indirectly (e.g. via mobiles or the internet)
- may be motivated by jealousy, distrust, fear, misunderstanding or lack of knowledge
- have an element of threat
- can continue over time
- are often hidden from adults
- will be sustained if adults or peers do not take action.”

[www.bullyingnoway.com.au](http://www.bullyingnoway.com.au) **March 2010**

## **Policy Statement**

Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated.

As a school we take reports of bullying seriously and will actively work towards eliminating incidents of bullying in our school.

The Principal has a responsibility to ensure that:

- teaching and non-teaching staff, students and parents should have an understanding of what bullying is
- teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.

To prevent bullying at the School the following measures will be taken:

- All students and staff upon entry to the school are educated about the Bullying Prevention Policy
- There is an explanation of this policy during Motto/ REAL sessions, tutor and staff meetings, assemblies and publication to parents
- Inclusion of sessions promoting positive peer interactions in the school's Tutorial system and Motto/ REAL Programmes
- Use of the curriculum to examine aspects of bullying
- Ensuring that the message 'it is okay to report bullying' is promoted
- Visual advertising around the school
- Teacher observation of students in and out of classes
- Ongoing professional development of staff
- Input for parents
- Student Support program through the Houses
- Surveys on the incidence of bullying
- Counselling for anyone affected by bullying

## Procedures

Staff are to investigate every report of teasing and bullying, with the aim of:

- Bringing it to a prompt and effective stop
- Facilitating the eradication of negative attitudes and behaviours of the bullying student or students
- Assisting any student who has been the target of teasing or bullying to build resilience.

If parents contact a member of School staff to report a concern about bullying, it is the responsibility of that member of staff, on the same day, to pass on the information to the Head of Primary for Primary Issues or Deputy: Staff and Student Welfare for Secondary Issues. They are responsible for coordinating an effective and prompt investigation and follow up. They should ensure that parents receive a response within 24 hours.

The following process has been established to help us deal with bullying behaviour should it occur:

- Based on the severity of the bullying incident, a student may commence at any stage of the below process.
- The Interview process may involve the Principal, Deputy Principal, Class Teacher or Tutors at any of the below Stages.
- Parents will be kept informed at all stages of the process.

### Stage 1

When concerns are raised regarding a student being bullied, or responsible for bullying, Class Teachers, in collaboration with the Head of Primary for Primary Issues or Deputy: Staff and Student Welfare for Secondary Issues will manage the response and will seek information to clarify what has happened. At the Belfield and Wahroonga campuses, these matters are referred to the Co-ordinators, who in turn keep the Head of Primary at the Main Campus informed.

All students involved will be interviewed and if the reported bullying incident is substantiated, the student responsible for bullying will be issued with an Official Caution. A copy of this caution will be placed on the student's file.

Following this process, Head of Primary for Primary Issues, or Deputy: Staff and Student Welfare for Secondary Issues, will formulate an appropriate response to allow students to move forward. Counselling may also be recommended to students involved.

The Head of Primary for Primary Issues or Deputy: Staff and Student Welfare for Secondary Issues will inform tutors and the parents of students involved in the investigation process.

## **Stage 2**

When a repeated incident is substantiated the student(s) will be referred to the Head of Primary for Primary Issues or Deputy: Staff and Student Welfare for Secondary Issues who will:

Provide a verbal and written response to the parents of the students involved.

Request counsellor involvement to assist students involved in the bullying in consultation with the tutor and parents.

Consult with tutors, staff, students and parents to develop an appropriate, meaningful consequence.

A behavioural contract to be signed.

Documentation of proceedings will be kept.

## **Stage 3**

When a further bullying incident is substantiated there will be:

- An interview with the parents of the student responsible for bullying.
- A program of suspension and gradual re-integration with other students coordinated by Head of Primary for Primary Issues or Deputy: Staff and Student Welfare for Secondary Issues.

- A report placed on the student's file.
- Further Counsellor involvement.
- A behavioural contract to be signed.

## **Stage 4**

Should a student reach this stage, the Principal will interpret this to indicate that the student has chosen, through her actions, to exclude herself from the School. The policy and procedure for this action is in the Student Discipline Policy.

## **Monitoring and Evaluation**

In order to facilitate monitoring, evaluation and target setting, Tangara School for Girls will implement the following procedures

1. Conduct questionnaires and surveys to assess the level of bullying. These will be anonymous.
2. Complaints, incidents and follow up will all be recorded so that any emerging patterns can be noted and the effectiveness of procedures can be checked.
3. Records will comply with the Privacy Policy.

## **Associated Documents**

Student Development Policy