

Policy Number	Ratification Date	Reviewed	Review Date
9	Aug 2016	2017	2018



BULLYING & HARASSMENT

1. Policy Statement

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

This Bullying and Harassment Policy should be read in conjunction with the Elsternwick PS Student Engagement and Inclusion Policy/Student Code of Conduct.

2. Aims

- To explain what bullying and harassment are, and the fact that they are unacceptable and will not be tolerated.
- To ask 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.
- To ensure that all reported incidents of bullying are followed up appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer-group support and co-operation at all times.

3. Definitions

Bullying is when a person, or a group of people, repeatedly upset or hurt another person or damage their property, reputation or social acceptance. Bullying 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** – e.g. hitting, tripping, and pushing or damaging property.
2. **Direct verbal bullying** – e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
3. **Indirect bullying** – e.g. 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 or MUD rooms. It could involve setting up a defamatory personal website or deliberately excluding someone from social networking spaces. It can be verbal or written.

Harassment is any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcome and which is reasonably likely to humiliate, offend, intimidate or distress a person. For example, teasing a student because of their speech impediment.

Guidelines

Elsternwick PS 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.

Disciplinary measures will apply to students in breach of the behavior expectations established by the school and communicated through this Bullying and Harassment Policy (see Student Code of Conduct / Student Inclusion and Engagement Policy).

All complaints of bullying or harassment will be taken seriously and treated sensitively. This policy will be clearly communicated to students, parents and staff on the school's website and through school newsletters.

- Our school will organise preventative curriculum programs that promote resilience, life and social skills, assertiveness, tolerance, conflict resolution and problem solving.
- 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. 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'.
- Staff professional development programs will occur periodically to keep staff informed of current issues/strategies for dealing with bullying and/or harassment issues.
- An annual confidential bullying survey of the student body will be run and de-identified information will be used at staff and/or parent meetings

If students believe they are being bullied they may contact their class teacher or the School Leadership Team.

This policy will be reviewed periodically by Elsternwick to ensure it reflects current practices and refers to up-to-date policy.

Student Support

If any staff member feels a student is at risk from bullying and harassing behaviours they should discuss their concerns with their class teacher, Principal or Assistant Principals in order to ensure appropriate support for the student. It is important that staff document fully any actions taken in response to student bullying and/or harassment (see Appendix B).

Some strategies that might be used by the school to assist the student may education in coping strategies; assertiveness training; problem solving, mentoring and social skills; counselling, peer support and behaviour modification.

Links and Appendices

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

Appendices which are connected with this policy are:

- **Appendix A:** Anti-Bullying (including cyberbullying) and Anti-Harassment Procedures
- **Appendix B:** Reporting on Incident of Bullying / Harassment – Template

Evaluation

This policy will be reviewed annually.

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 Student Engagement 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
- shared control discussion
- parents to be notified
- incident recorded on Sentral

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 Student Welfare Coordinator who may:

- provide counselling support to the victim
- meet with the perpetrator to develop a Behaviour Support Plan / other type of behaviour modification strategy document] 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"
- parents to be notified
- incident to be recorded on Sentral

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:

