



Education &  
Communities

# Ardlethan Central School

## Anti-bullying Plan





# 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.

# Our School 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.

Schools exist in a society where incidents of bullying behavior may occur. Preventing and responding to bullying behavior in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider community.

Ardlethan Central School's Anti-Bullying Plan has been worked on collaboratively with staff, students and parents. Our school's plan will be presented at staff meetings, parent meetings and P&C meetings.

Our school's Anti-Bullying Plan is promoted through the newsletter and our school website.

## Statement of purpose

Ardlethan Central School accepts that students have a right to learn in a safe and happy environment. Bullying should it occur needs to be dealt with swiftly and with due thought to procedural fairness. Bullying and anti-social behavior is not acceptable at this school under any circumstances.

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

- Promote positive relationships that respect, protect and accept individual differences and diversity within the whole school community.

- Prevent bullying through education to embed anti-bullying messages.
- Provide Early Intervention through monitoring of incidents, identifying students at risk; and
- Actively work together to resolve and respond to incidents of bullying behaviours when they occur.

## Protection

Bullying is repeated verbal, physical, social or psychological behavior 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 the 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.

Conflicts or fights between equals and single incidents are not defined as bullying.

Bullying behavior can be:

- verbal: name calling, teasing, abuse, putdowns, sarcasm, insults, threats.
- physical: hitting, punching, kicking, scratching, tripping, spitting.
- social: ignoring, excluding, ostracising, alienating, making inappropriate gestures.
- psychological: spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of phones.
- Cyber bullying - is an intentional, repeated behavior by an individual or group to cause distress or undue pressure to others using technology: email, chat room, SMS/texting, social networks, video clips, phone calls.



## Prevention

At Ardlethan Central School we minimize bullying by implementing the following strategies:

- Embedding Anti-bullying lessons in all key learning areas,
- Organise special days and events, e.g. National Day of Action against Bullying and Violence, Harmony Day, Reconciliation Day.
- Teaching Positive Bystander Behaviour lessons.
- Embedding Indigenous Education programs and Cultural Awareness Programs.
- Monitoring student behaviour in both classroom and playground settings.
- Teaching student resilience by modeling and role playing.
- Dealing with "hotspots" in the playground.
- Visiting performances e.g. Healthy Harold, Bully busters.
- Reviewing our playground procedures to make sure that they are effective.
- Regular Learning Support Team meetings.
- Professional Learning for staff around bullying and cyber bullying.
- Closely monitoring the use of technology and acting upon student or parent reports.
- Students made aware of cyber bullying and its implications during computer lessons or in class.
- Contacting the police and the school Safety and Response Unity where incidents of cyber bullying include possible criminal behavior.
- Developing an understanding of the role of bystanders. "When a bystander does act there is a good chance (around 50%) that the bullying will stop. Reconciliation is more likely

when bystanders intervene than when teachers intervene."(p 2 Cyber bullying - Information for staff and students. DEC 2011).

## Early Intervention

At Ardlethan Central School we undertake the following programs when students are experiencing difficulties with social relationships:

- Playground and classroom activities that create happiness are introduced during lunch and recess to enhance and promote positive social skills.
- Students who display at risk behaviours are identified and monitored by both classroom and playground teachers.
- Transition programs for Kindergarten and Year 6 to 7.
- Learning Support Team, the School Counsellor, Student Welfare Officer (SWO), Itinerant Support Staff, Government Agencies work collaboratively with school staff.
- Implementation of risk assessments and behaviour management plans.
- Individual conferences with victims, bullies and families as necessary.
- Friendship group sessions and social stories from Learning Support Team and School Counsellor.

## Response

At Ardlethan Central School we undertake the following strategies in response to bullying behaviour:

- Students are to tell a teacher (preferably class or playground teacher) immediately.
- Students may also tell School Counsellor, Student Learning Support Officer.
- Teachers proactively intervene to prevent/stop bullying.
- Teachers investigate bullying incident with all parties, including

bystanders.

- Teachers respond with appropriate combination of interventions.
- Students who continue to bully will be subject to systemic intervention and support, including counselling, time out, long time out, Individual Behaviour Improvement programs, Restorative Conferencing.
- Students who are bullied are coached on how to deal with bullying and provided with strategies to build resilience and self-esteem.

At Ardlethan Central School we have clear procedures on reporting incidents of bullying:

- Students and staff are informed of the policies and procedures of the school which includes anti bullying procedures.
  - Teachers are trained in anti-bullying procedures.
  - The teacher records the incident on the school's welfare system SENCER (ASAP or within 24 hours) identifying name, time, date and incident detail.
  - The Executive reviews the incident Report.
  - Serious incidents are referred to the Assistant Principal/Principal by classroom teacher, parents or students for resolution.
- Bullying exists at all levels in our society. Addressing bullying and cyber-bullying is a whole school community responsibility.

School staff have a responsibility to:

- Listen to students and be empathetic to reports of possible bullying by respecting and supporting students.
- Model and promote appropriate 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 support 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.
- Say No to bullying and teasing. Tell the person bullying that you do not like to be treated this way. If you feel unable of uncomfortable in doing this report the incident to the teacher.
- Report the incident to the teacher on duty or your classroom teacher firstly. The teacher can follow up by passing the information to the Assistant Principal or Principal if they feel it is necessary.
- Behave as responsible bystanders. Walk away from the bullying situation. If you see, or know of others being bullied, report it to a teacher.
- Be confident that reported incidents will be acted upon by those you reported it to and not to fear any repercussions.
- Report any misuse of technology either in or out of school.

Parents and caregivers have a responsibility to:

- Be aware of the school's Anti-bullying plan and assist their child in understanding bullying behaviour.
- Support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan.
- Encourage children to discuss any incident and advise them to report it to staff members.
- Advise the school of suspected incidents of bullying and work collaboratively with the school to resolve incidents of bullying when they occur.

- Support their children to become responsible citizens and to develop responsible online behaviour.

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.

At Ardlethan Central School we notify the appropriate external bodies when bullying is of a more serious nature:

- In cases involving assault, threats, intimidation or harassment the School Community Security Directorate and police are notified.
- Incidents involving Child Protection the school will contact the Child Wellbeing Unit and/or Community Services where appropriate.

The Department of Education has in place a Complaints Handling Policy. This policy details how the department assesses, resolves and follows up complaints in order to improve its delivery of education programs and services.

The department is committed to effective complaint handling by:

- Respectful treatment
- Information and accessibility
- Good communication
- Taking ownership
- Timeliness

- transparency

At Ardlethan Central School we will identify patterns of bullying behaviour by the following data analysis:

- Incident Reports will be reviewed - nature, number and location
- SENTRAL data will be reviewed at the conclusion of each term
- Parent complaints about student bullying
- Student feedback
- Staff feedback
- Monitoring of student attendance issues that are linked to bullying behaviour
- Referrals to the Learning Support Team for students who are identified as being at risk of developing long-term difficulties with social relationships or have experienced bullying or engaged in bullying behaviour.

The school will promote and publicise this Anti-bullying Plan at the annual Parent Teacher meetings and it will be available to the wider school community on the school website.

The school will monitor and evaluate the effectiveness of this Anti-bullying Plan at the end of each school semester. The data from the parent/staff and student 'Tell Them From Me' surveys will be used as a basis for evaluation. This process will be undertaken by the Assistant Principal welfare and the Learning Support Teacher.

The results of the 'Tell Them From Me' surveys and the evaluation of the effectiveness of the Anti-bullying Plan will be presented to the school community at a P&C meeting in Term 4.

## **Additional Information**

Bullying No Way!

Safe Australian Schools Together <https://bullyingnoway.gov.au/>

Office of Children's eSafety Commissioner - <https://www.esafety.gov.au/>

Bullying; Preventing and Responding to Student Bullying in Schools  
Policy, DEC: 2011

## **Principal's comment**

Ardlethan Central School staff are committed to ensuring all students feel safe and happy in our school environment. The implementation of this plan will support this commitment.

Grant Lloyd - Principal

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Katrina Lord – Head Teacher

## **School contact information**

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