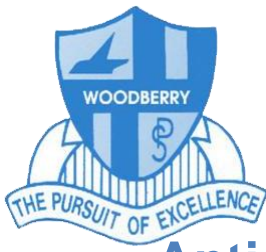


Woodberry Public School

Anti-Bullying Policy and Procedures 2020





Woodberry Public School
Lawson Ave Phone 02 4966 2044
Woodberry 2322 Fax 02 4964 1148
e-mail: woodberry-p.school@det.nsw.edu.au



Anti-Bullying Policy and Procedures

Purpose Statement

At Woodberry Public School we are dedicated to promoting a **respectful, committed, and responsible** learning environment, where maximising student learning opportunities is at the forefront. Through PBL, we focus on school-wide teaching and encouraging appropriate behaviour in all areas of the school, concentrating on the instruction of the school's expectations: Respect, Commitment and Responsibility.

Students can expect:

- To be treated with dignity and respect,
- To know that their concerns will be taken seriously and handled in a sensitive manner,
- To be provided with appropriate support (for both the victim and the bully), including counselling,
- Severe cases of bullying to result in suspension and if necessary be reported to the authorities.

Rationale

Woodberry Public School will provide a positive culture where bullying is not accepted. All members of the community will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their school environment.

This policy builds on the school's Wellbeing policy to provide clear procedures and strategies to prevent, reduce and respond to bullying.

Defining Bullying Behaviour

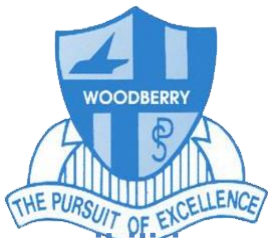
In line with the New South Wales Department of Education Communities Responding to Student Bullying in Schools Policy (2020) Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. The NSW Department of Education requires all NSW public schools to have an Anti-bullying Plan which details the strategies implemented to reduce student bullying behaviours.

Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment (including sex, race, disability, culture, religion, homosexuality or transgender), humiliation, domination, intimidation and victimisation of others. Bullying can be illegal if it involves behaviours that include physical violence, threats of violence, damaging property or stalking.

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 and other forms of cybercrime.

(NSW Department of Education and Training, Student Discipline in Government Schools (PD 2006/0316). Anti-bullying Plan for Schools, pp5-6)



Woodberry Public School
Lawson Ave Phone 02 4966 2044
Woodberry 2322 Fax 02 4964 1148
e-mail: woodberry-p.school@det.nsw.edu.au



Responsibilities

Students have a responsibility to:

- fully understand what “bullying” is,
- behave appropriately, respecting all members of the school community and their differences and backgrounds,
- be inclusive and respect other students, their teachers, school staff, and community members, and to not bully, harass, intimidate, or discriminate against anyone in our schools,
- behave responsibly when using digital and social media,
- follow the school Anti-Bullying Policy,
- behave as responsible bystanders,
- report incidents of bullying when they occur.

Parents and Caregivers have a responsibility to:

- Fully understand what “bullying” is,
- Support their children to become responsible citizens and to develop responsible online behaviour,
- Be aware of the school Anti-Bullying Policy and assist children in understanding bullying behaviour,
- Support their children in developing positive responses to incidents of bullying,
- Report incidents of bullying behaviour to the school,
- Work collaboratively with the school to resolve incidents of bullying when they occur.

Teachers have a responsibility to:

- support the school in maintaining a safe, inclusive and supportive learning environment,
- model and promote appropriate relationships and behaviours,
- promote a school culture where bullying is not acceptable,
- teach students to identify, report and respond to bullying at school and online,
- manage reports of bullying and escalate matters to the principal (or delegate) when necessary,
- encourage high levels of parental and community involvement in the school to improve student attendance, engagement, learning and behaviour.

Non-teaching staff have a responsibility to:

- refer any report of bullying to a teacher or school executive staff.

Principals (or their delegate) have the responsibility to:

- complete and implement the Anti-bullying Plan for their school,
- maintain a positive school climate that includes respectful relationships,
- identify patterns of bullying behaviour and initiate school action to respond,
- manage complaints about bullying in accordance with the Complaints Handling Policy,
- provide teachers and other school staff are provided with support and professional development to discourage, prevent, identify and respond to student bullying behaviour.

Directors, educational leadership:

- manage complaints about how a school has responded to a report of bullying in accordance with the Complaints Handling Policy
- where required, assist schools to implement the Anti-bullying Plan, to best meet the needs of the school community



Woodberry Public School
Lawson Ave Phone 02 4966 2044
Woodberry 2322 Fax 02 4964 1148
e-mail: woodberry-p.school@det.nsw.edu.au



Together the Woodberry Public School Community will:

- Model and promote positive relationships that accept, respect and celebrate individual differences within the school community,
- Support the school's anti bullying plan through words and actions,
- Work together to resolve incidents of bullying when they occur.

Woodberry Public School is a Positive Behaviour for Learning School and aims to develop a safe, positive learning environment by teaching students how to achieve this in all settings. As we aim to develop safe positive learners we will also aim to support our students to be "Bullyproof" by teaching them how to respond appropriately to bullying behaviour, how to avoid escalating conflict and what to do if they witness others being bullied. We will teach our students to be resilient to bullying in all forms.

Response

Woodberry Public School engages in Positive Behaviour for Learning program which incorporates lessons and activities based around the 'Bullying. No Way! Safe Australian Schools. Together' program and the antibullying.nsw.gov.au.

We are able to prevent or respond to student bullying behaviour through implementing teaching and learning programs across the key learning areas including the self and relationships strand of the mandatory personal development, health and physical education curriculum.

Our schools anti bullying message clearly states that at Woodberry Public School we;

Tell those being mean to stop and leave us and others alone - STOP

Ignore and walk away – WALK

Get help from the adults that support us - TALK

We aim to teach our students the skills they need to be resilient to bullying, to be 'Bully Proof'.

Reporting Bullying

Woodberry Public School encourages students, parents and staff members to report all suspected instances of bullying in a timely manner. Staff members record instances of bullying in the Sentral Welfare database which is reviewed regularly by the executive team and responded to according to school and departmental student welfare procedures.

Instances of bullying may be reported verbally during an interview or by telephone. They are often reported to teachers as part of class meetings where student outline issues or concerns they have, these are generally responded to by teachers at the time and escalated through the Sentral Welfare database if necessary.

When an incident is reported the school endeavours to manage it in a timely manner. When suspension is being considered as a consequence for bullying it is dealt with within as soon as possible.

Communication is the key to ensuring that all instances of bullying are managed effectively. The school will liaise with the parents of all parties in instances of bullying when it is appropriate to seek advice as to the best method to resolve issues with parents and decrease the likelihood of further instances occurring. This ideal underpins many of the schools activities. Parents are the primary caregivers to our students; we view the education of children as a partnership between home and school. We find that using the telephone or face to face discussions to be the best method of communicating effectively when



Woodberry Public School
Lawson Ave Phone 02 4966 2044
Woodberry 2322 Fax 02 4964 1148
e-mail: woodberry-p.school@det.nsw.edu.au



issues such as these arise.

If a student, parent or carer believes a matter is not being dealt with effectively, they are encouraged to refer the matter to the school's principal (or delegate) for resolution.

If the student, parent or carer still has concerns, after referring the matter to the school's principal (or delegate), and would like advice, they can contact the learning and wellbeing advisor or officer at the local departmental office. If the matter is then still not resolved they can contact the director, educational leadership, at the local departmental office, who must follow the Complaints Handling Policy.

For incidents of physical violence, and where required, staff should administer first aid (consistent with their training and experience) and contact emergency services whenever necessary. Staff must also report the incident to the Incident Reporting and Support Hotline on 1800 811 523.

Responding to Reported Incidents of Bullying

When a bullying incident is reported or observed the following will occur:

1. Child/parents reports bullying incident to a staff member.
2. Staff member and children to discuss the problem through mediation and attempt to come to an agreed resolution.
3. Record of the incident is kept by the class teacher on Sentral.
4. If mediation is unsuccessful, the matter is referred to the Stage Supervisor.
5. He/she will talk to the children involved to establish the facts about the incident and remind them such behaviour is not acceptable.
6. Establish and implement the consequences of repeated incidents.
7. Inform appropriate staff of the incident.
8. Stage Supervisor / Classroom teacher monitor the behaviour of the children involved following this discussion. The bully will be encouraged to do some tasks or responsibilities and be praised for doing something right.
 - If the aggression is repeated or the child continues to bully, the Stage Supervisor will make an appointment to speak to the Parents / Carer.
9. Depending on the type and frequency of the bullying, the Principal may issue a Warning of Suspension or a Suspension.



Early Intervention

Woodberry Public School has a comprehensive Learning Support Team process that supports students to achieve their best academically, socially and culturally. Issues are raised by teachers based on data gathered from Sentral, by teachers and parents through discussions and formal learning support team meetings and by students who are encouraged to report inappropriate behaviour when it occurs.

Throughout the learning support team process it may be identified that students need access to strategies such as;

- Social skills programs,
- Formal behaviour support plans,
- Mentor Teachers,
- Assistance building peer to peer relationships,



Woodberry Public School
Lawson Ave Phone 02 4966 2044
Woodberry 2322 Fax 02 4964 1148
e-mail: woodberry-p.school@det.nsw.edu.au



The decision as to which intervention or strategy is most appropriate usually rests with the Learning Support Team that may include parents and caregivers. In some instances a member of the executive or a teacher will liaise with parents and caregivers to make decisions about an appropriate course of action to support students involved in instances of bullying.

All members of our school community are encouraged to report all instances of suspected bullying immediately. We endeavour to foster a school culture that encourages open and honest interaction between the school and the wider community to facilitate this.

Further Procedures

The school will report incidents involving assaults, threats, intimidation or harassment to police as per Department of Education and Communities Policy and Guidelines for managing serious incidents.

The school will make notifications to the Child Wellbeing Unit or Community Services where appropriate after applying the Mandatory Reporters Guide as per Department of Education and Communities Policy.

If through the learning support team process it is identified that a victim of bullying requires further support it may be deemed appropriate that School Counsellor intervention and advice is sought with the permission of parents and caregivers.

If a complaint is raised in relation to an instance of bullying or how it was managed it will be dealt with in accordance to Department of Education and Communities Complaints Handling Guidelines.

Principal's Comment

Our school's Anti Bullying Plan has been developed over a long period of time in consultation with parents and caregivers, the entire teaching staff of the school and students in classrooms. It is a working document that reflects what we do each and every day to support our students to behave appropriately, to report instances of inappropriate behaviour toward their peers and most of all to be 'Bully Proof'. Underpinning this plan is a belief that bullies are aiming to exert inappropriate power over their victims, if all of our students are strong and have the tools they need to respond effectively to inappropriate behaviour bullies will not get what they want. With this in mind we do not condone violence of any kind either from victims or bullies.

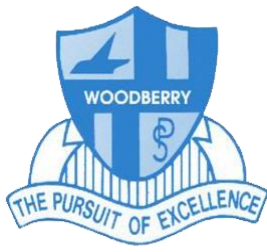
Positive Behaviour for Learning (PBL) is the primary tool that we are using to promote this anti bullying plan. Through PBL we aim to teach our students the skills they need to behave appropriately in all school settings to enable them to reach their potential. We are using visual cues around the school to remind students of their responsibilities and to provide them with the tools they need to behave appropriately.

We welcome feedback on this plan. Our aim is for it to be a working document that will change in response to data that is gathered by our schools PBL team. Bullying is not on, it is not tolerated and we will build the capacity of all of our students to be resilient and become 'Bully Proof'.

Monitoring and review

The principal and appropriate staff reviews the Anti-bullying Plan every year.

The Director, Student Engagement and Interagency Partnerships monitors the implementation of this policy and reviews its effectiveness, at least every three years.



Woodberry Public School
Lawson Ave Phone 02 4966 2044
Woodberry 2322 Fax 02 4964 1148
e-mail: woodberry-p.school@det.nsw.edu.au



School contact information

Woodberry P.S.

Lawson Avenue Woodberry

49662044

49641157

Woodberry-p.school@det.nsw.edu.au

Bullying: Preventing and Responding to Student Bullying in School

POLICY - 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.

Who?	What?	Where?	When?
PBL Team	<p>PBL Team MUST ensure they:</p> <ul style="list-style-type: none"> Discuss anti-bullying procedures and include these within the PBL lessons throughout the course of the year 	<ul style="list-style-type: none"> In the classroom and the playground 	<ul style="list-style-type: none"> PBL fortnightly meetings Weekly lesson planning
Classroom / Playground Teacher/s	<p>Classroom and playground teachers MUST ensure they:</p> <ul style="list-style-type: none"> Display school values, expectations and behaviour matrix posters clearly in their classrooms Reports any incident's regarding bullying and try to resolve them quickly and effectively 	<ul style="list-style-type: none"> ALL incidents in the classroom and on the playground to be reported and recorded 	<ul style="list-style-type: none"> ASAP. Incidents to be investigated and then followed up by specified Stage supervisor
Supervisors Principal Parents Counsellor	<p>Stage supervisors, Principal, parents and School counsellor MUST ensure they:</p> <ul style="list-style-type: none"> Provide support and education programs for instigators and victims of bullying Create behaviour management plans for continuous bullying issues for particular students 	<ul style="list-style-type: none"> Classroom and playground repeated incidents are dealt with in a calm and responsive way in AP office or Principal office. Parents of both parties may become involved Include strategies to resolve any bullying issues from parental feedback 	<ul style="list-style-type: none"> Monitor bullying offences weekly with behaviour data from Sentral

Implementation Documents:

- Bullying: Preventing and Responding to Student Bullying in Schools Guidelines
- NSW education and communities Anti bullying policy and guidelines 2020