



Education &
Communities

Anti-bullying Plan

Kapooka Public School





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

Our school anti-bullying 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.

Kapooka Public School has developed this plan in consultation with the staff and parents in our community. They will also participate in evaluating and reviewing this plan. A copy of this plan is available at:

<http://www.kapooka-p.schools.nsw.edu.au/>

Statement of purpose

At Kapooka Public School all students have a right to learn in an environment where they feel safe, secure and supported in all areas of school life.

All students attending Kapooka Public School should be free from any form of harassment or intimidation. Any inappropriate behaviour that interferes with the wellbeing of any student cannot and will not be accepted. Bullying behaviour can be verbal, physical, social or psychological. It is ongoing and affects the intended victim in a negative manner.

The aim of Kapooka Public School's anti-bullying plan is to ensure that all students receive an education which caters to their individual learning needs in a highly supportive, happy and safe environment. The views, values and beliefs of staff, students, parents and caregivers are reflected in this plan and as a result, contribute to its success.

Protection

Bullying is repeated and ongoing verbal, physical, social or psychological behaviour that is a harmful abuse of power by an individual or group,

towards one or more people. Cyber bullying refers to bullying through information and communication technologies (ICT). Bullying can involve any or all forms of harassment, humiliation, domination, intimidation and victimisation which refer to an individual student's sex, race, disability or sexual preference.

Examples of bullying behaviour can be manifested, but are not limited to, the following four general areas:

- Verbal name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- Physical hitting, punching, kicking, scratching, tripping, spitting
- Social ignoring, excluding, ostracising, alienating, inappropriate gestures
- Psychological spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

The Kapooka School community considers bullying behaviour to be a behaviour that is not accepted at our school. Bullying can be frightening and physically and emotionally damaging for children to experience.

The staff at Kapooka Public School promote positive relationships that respect and accept individual differences and diversity amongst the whole school community. All staff members are committed to actively collaborating together to eliminate and resolve incidents of bullying behaviour when and if they occur. All public schools exist in a society where incidents of bullying behaviour may occur.

School Staff have a responsibility to:

- Recognise, intervene and take action when incidents occur
- Educate students about bullying and give clear messages about what behaviours are accepted
- Inform parents
- Provide support, discipline, mediation and responsive action
- Be proactive and model non aggressive approaches to behaviour management
- Talk about bullying, definitions, myths and strategies.

Parents and caregivers have a responsibility to:

- Report incidents of school related bullying behaviour to the school

- Monitor their children and support them to become sensible and responsible digital citizens
- Maintain open dialogue with the school in order to work collaboratively to resolve incidents of bullying when they occur
- Communicate with their children in order to assist in their understanding of bullying behaviour
- Participate in all reviews of the school's student welfare policy
- Accept a shared responsibility for the development of appropriate social behaviour in their children.

Students have a responsibility to:

- Recognise and report bullying behaviour
- Support others and behave responsibly as bystanders
- Behave appropriately and follow our school rules and values in order to respect individual differences
- Behave as responsible digital citizens.

Prevention

The key to anti-bullying interventions is to address all parties involved, that is the bully, victim and bystander. Proactive staff strategies might include, but are not limited to, the following:

- Model non aggressive approaches to behaviour management
- Remove opportunities for bullying to occur – staff to arrive on time, oversee student group formations, use positive reinforcement and inclusive strategies
- Talk about bullying – definitions and myths
- Explicitly teach and model expected positive behaviours
- Give clear messages about what behaviours are accepted
- Encourage reporting and empathy
- Welcome new students, engage all students in conversation
- Provide anti-bullying resilience peer support through class/assembly role plays and class/playground buddies
- Discuss behaviour support at Learning Support Team (LST) meetings (bullying incidents)
- Teach social skills through class and playground programs involving targeted students
- Identify future focus for explicit teaching and interventions through analysis of behaviour data.

Strategies to support bullied students:

- Teach assertiveness skills through class/playground social skills programs
- Teach conflict resolution skills
- Develop a shared concern. Listen
- Empower students in situations where they experience success
- Share stories about bullying
- Provide safe havens
- Consistently provide an environment that contributes to building self esteem
- Make referrals to the School Counsellor and Department of Education (DoE) personnel where appropriate.

Strategies to support students who bully:

- Build self esteem
- Look for warning signs
- Implement consequences for bullying behaviour
- Provide students with counselling
- Teach problem solving skills
- Teach Cooperative Learning strategies
- A teacher will support students involved in the anti-bullying process
- Support students in positive behavioural change
- Empower students in the classroom. At Kapooka Public School anti-bullying messages are embedded into each curriculum area and at every year level. Rules, values and expected behaviours as documented in our Welfare expectations are explicitly taught weekly in term 1. Analysis of behaviour data will indicate the focus for future explicit teaching.

Early Intervention

Interventions require the ongoing education of students to develop skills and strategies to allow them to identify, cope with and prevent bullying occurring. The key to anti-bullying interventions is to address all parties involved, that is the bully, victim and bystander.

Strategies and programs Kapooka Public School will implement for students identified as being at risk of developing long term difficulties with social relationships are:

- Social skill lessons
- Ongoing discussions/class talks
- Role play/workshops
- Explicit teaching and reinforcement of positive school expectations through value
- Develop conflict resolution skills
- Provide safe havens
- Referral to support agencies
- Access to School Counsellor
- Access to out of school agencies, such as Mighty Minds.

Strategies and programs Kapooka Public School will implement for students who are identified at or after enrolment as having previously experienced bullying or engaged in bullying behaviour are:

- Build self-esteem and empower children
- Access DoE support personnel such as the Itinerant Support Teacher for Behaviour and School Counsellor
- Provide students with consulting options
- Implement consequences for bullying behaviour.

At Kapooka Public School the strategies listed below will be implemented to maintain a positive climate of respectful behaviour where bullying is less likely to occur:

- Promote skills and strategies for the whole school and individual students
- Continue positive student welfare programs eg. Friendship Groups, Level system, Class Dojo
- Maintain buddy programs across the school eg. Buddy Bench, classroom and playground buddies as needed
- Celebrate the diversity of all students through multicultural and celebration days, such as NAIDOC week and Harmony Day
- Continue to provide social skill programs that build the self-esteem of all students
- Empower students in the classroom through teaching assertiveness, conflict resolution and anger management skills

- Develop a shared concern and listen to students, provide safe havens and counselling
- Look for warning signs and implement consequences for bullying behaviour

Response

The Kapooka School community considers bullying behaviour to be a behaviour that is not accepted at our school. Bullying can be frightening, and physically and emotionally damaging for children to experience.

The staff at Kapooka Public School promotes positive relationships that respect and accept individual difference and diversity amongst the whole school community. All staff members are committed to actively collaborating together to eliminate and resolve incidents of bullying behaviour when and if they occur.

The Department of Education (DoE) provides a policy and guidelines for handling complaints, the Complaints Handling Policy. While most complaints should be resolved informally with the relevant employee, student or community member, there are provisions for the use of formal procedures depending on the nature and seriousness of the complaint. The DoE seeks to resolve difficulties, grievances and complaints in a prompt, impartial and just manner. Staff at Kapooka Public School will follow the procedures and guidelines recommended by the DoE, where necessary, when dealing with bullying complaints

Strategies our school will use to identify patterns of bullying behaviour:

- Encourage children, parents and teachers to report any incidents of bullying behaviour
- Teacher/executive intervention occurs where student/s are counselled and parents are contacted
- Incident recorded in Kapooka Public School

Any unresolved or ongoing issues may require –

- Principal intervention
- Parent interview

- Counsellor intervention
- Itinerant Support Teacher Behaviour intervention
- Playground removal to focus on specific social skill development
- Suspension. Any form of physical bullying will result in a suspension warning or immediate suspension as per DoE Suspension Policy - Return from suspension support strategies for the student.

Our school will promote and publicise this plan by:

- Collaborating on the policy at the Parents and Citizens Annual General Meeting each year
- Presenting it to new families through the Kinder Orientation program
- Providing a link on the school website
- Through the school newsletter – providing a message to parents that the policy is completed and a copy is available for them to read, through the school office.

Monitoring and evaluating the effectiveness of our school Anti-bullying plan is important. Formal evaluations will be conducted every three years, as part of developing and reviewing our new school plans. The relevance and effectiveness of the school's practices, policies and teaching and learning programs will be reviewed. Parents and caregivers will be invited to attend all policy reviews.

In terms of this policy the following questions are examples of how the evaluation process will be structured;

- Is the policy clearly understood by all members of the school community?
- Is the policy meeting the needs of students and effectively eliminating bullying behaviour?
- Does the policy reflect and align with current Departmental Education and Community policies?
- How positive and effective are the relationships between staff, parents and students?

- Has staff development been sufficient to meet the needs and requirements of this policy?
- Is there adequate parental support and input for this policy?

Additional Information

Police Youth Liaison Officers (YLO) are responsible for delivering safety talks at schools, delivering cautions and referring children and young people to youth justice conferences. There is a Police YLO at each of the Local Area Commands across NSW. The closest Police YLO for Kapooka Public School is based at Wagga Wagga Police located at 217-219 Tarcutta St, Wagga Wagga NSW 2650.

Phone:(02) 6922 2599

Kids Helpline is available 24 hours, 7 days a week. It provides online www.kidshelp.com.au/kids or phone counselling for children.

Principal's comment

When developing this policy the NSW DoE Anti-Bullying Plan was consulted. Therefore, the Kapooka's Public School's policy strongly reflects the DoE Anti-Bullying Plan.

School contact information

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