

# ANTI-BULLYING POLICY



## PURPOSE

Eltham Primary School (EPS) will provide a positive culture of inclusion where bullying is not accepted. A safe and supportive school climate can help prevent bullying. Safety starts in the classroom. Students should also feel and be safe everywhere at school, in the classrooms, the library, the toilets and the playground.

Bullying complaints will be taken seriously and responded to sensitively at our school. Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff as soon as possible.

This policy applies to all school activities, including camps and excursions.

This policy should be read in conjunction with Eltham Primary School's related school policies, including *Engagement and Wellbeing Policy*, *Duty of Care Policy*, *Work Place Bullying Policy* and *Statement of Values and School Philosophy*.

## SCOPE

Eltham Primary School is committed to providing a safe and respectful learning environment where bullying will not be tolerated.

The purpose of this policy is to:

- explain the definition of bullying
- make clear that all forms of bullying at Eltham Primary School will not be tolerated
- ask that everyone in our school community be alert to signs and evidence of bullying behaviour, and accept responsibility to report bullying behaviour to school staff
- ensure that all reported incidents of bullying are appropriately investigated and addressed
- ensure that support is provided to students who may be affected by bullying behaviour (including victims, bystanders and perpetrators)
- seek parental and peer group support in addressing and preventing bullying behaviour at Eltham Primary School

When responding to bullying behaviour, Eltham Primary School aims to:

- to create a culture of inclusion
- to reinforce within the school community what bullying is, and the fact that it is unacceptable
- to articulate the signs and evidence of bullying and to ensure bullying is reported whether a person is an observer or a victim

- to ensure that all reported incidents of bullying are responded to consistently and effectively
- to seek parental and peer-group support and co-operation at all times
- be proportionate, consistent and responsive
- find a constructive and positive solution for everyone
- stop the bullying from happening again
- restore the relationships between the students involved.

**Bullying** occurs when someone, or a group of people, deliberately and repeatedly upset, harass, intimidate, threaten or hurt another person or damage their property, reputation or social acceptance. There is an imbalance of power in incidents of bullying, where the bully or bullies have more power than the victim due to their age, size, status or other reasons.

Bullying may be direct or indirect, physical or verbal, and includes 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 and/or damaging a person's social reputation or social acceptance.

**Cyberbullying** is direct or indirect bullying behaviours using digital technology. For example via a mobile phone, tablets, computers, chat rooms, email, social media, etc. It can be verbal, written or include use of images, video and/or audio.

**Mutual conflict** involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

**Social rejection or dislike** is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

**Single-episode acts** of harassment, nastiness or physical aggression are not the same as bullying. If someone is verbally abused or pushed on one occasion, they are not being bullied. Harassment, nastiness or physical aggression that is directed towards many different people is not the same as bullying. However, single episodes of harassment, nastiness or physical aggression are not acceptable behaviours at our school.

Many distressing behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing behaviours of concern are encouraged to report their concerns to school staff.

## POLICY IMPLEMENTATION

Eltham Primary School has a number of programs and strategies in place to build a positive and inclusive school culture. We strive to foster a school culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness and respect.

Bullying prevention at Eltham Primary School is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effect way to prevent and address bullying.

#### **At our school:**

- We have a positive school environment that provides safety, security and support for students and promotes positive relationships and wellbeing.
- We strive to build strong partnerships between the school, families and the broader community that means all members work together to ensure the safety of students.
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour.
- A range of year level incursions and programs are planned for each year to raise awareness about bullying and its impacts.
- In the classroom, our social and emotional learning curriculum teaches students what constitutes bullying and how to respond to bullying behaviour assertively. This promotes resilience, assertiveness, conflict resolution and problem solving.
- The Schoolwide Positive Behaviours (SWPBS) framework encourages positive relationships between students in different year levels. We seek to empower students to be confident communicators and to resolve conflict in a non-aggressive and constructive way.
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed.

#### **Developing shared understandings:**

Students will develop a consistent understanding of what constitutes bullying behaviour through the School Wide Positive Behaviour Supports (SWPBS). The types of bullying and roles people can play in bullying will also be addressed, as will the process for students to report all incidents of bullying.

#### **Response to incidents:**

##### **Reporting**

It is the role of all students, parents and staff to report incidents of bullying. Whilst reporting can be difficult, particularly for students who fear reprisal, incidents must be reported to school staff. If parents become aware of a bullying incident, they must report it to their child's teacher and/or the principal. Teachers who become aware of bullying incidents will immediately contact the principal.

##### **Investigations**

When notified of alleged bullying behaviour, school staff are required to:

1. record the details of the allegations in the school incident register, and/or Compass
2. inform the relevant staff person, ie Student Wellbeing Team, Assistant Principal, Principal

The principal class is responsible for investigating allegations of bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying, the school may:

- speak to the students involved in the allegations, including the victim/s, the alleged perpetrator/s and any witnesses to the incidents
- speak to the parents of the students involved
- speak to the teachers of the students involved

- take detailed notes of all discussions for future reference
- obtain written statements from all or any of the above.

All communications in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.

Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).

### **Responses to bullying behaviours**

When the school has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with principal class.

When a bullying incident is reported, it is vital there is a consistent response from the school. Once an incident of bullying has been reported, the matter will be investigated and addressed by the classroom teacher, staff member and/or principal. This will involve mediation and conferencing with both the student targeted and the student engaged in bullying behaviour.

There are a number of factors that will be considered when determining the most appropriate response to the behaviour.

When making a decision about how to respond to bullying behaviour, Eltham Primary School will consider:

- the age and maturity of the students involved
- the severity and frequency of the bullying, and the impact it has had on the victim student
- whether the perpetrator student or students have displayed similar behaviour before
- whether the bullying took place in a group or one-to-one context
- whether the perpetrator demonstrates insight or remorse for their behaviour
- the alleged motive of the behaviour, including any element of provocation.

The Principal may implement all, or some of the following responses to bullying behaviours:

- Offer counselling support to the victim student or students, including referral to the Student Wellbeing Team, SSS, external provider
- Offer counselling support to the perpetrator student or students, including referral to the Student Wellbeing Team, SSS, external provider
- Offer counselling support to affected students, including witnesses and/or friends of the victim student, including referral to the Student Wellbeing Team, SSS, external provider
- Facilitate a meeting with all or some of the students involved. The objective being to repair relationships that have been damaged by bringing about a sense of remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied.
- Facilitate a mediation between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance.

- Implement disciplinary consequences for the perpetrator students, which may include removal of privileges, detention, suspension and/or expulsion consistent with our Student Wellbeing and Engagement policy, the Ministerial Order on Suspensions and Expulsions and any other relevant Department policy.
- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare a Safety Plan or Individual Management Plan restricting contact between victim and perpetrator students.
- Provide discussion and/or mentoring for different social and emotional learning competencies of the students involved, including SWPBS strategies
- Monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary.
- Implement targeted strategies to reinforce positive behaviours, for example year group strategies

Eltham Primary School staff and the principal are responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

Eltham Primary School understands the importance of monitoring the progress of students who have been involved in or affected by bullying behaviour.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students reporting concerning behaviour as soon as possible, so that the responses implemented by Eltham Primary School are timely and appropriate in the circumstances.

### **Procedures for Critical Incidents**

The Principal will contact the DET Emergency and Security Management Unit (ESMU). The ESMU provides a single reference point to assist schools in responding to and reporting emergency matters and critical incidents including criminal and unwanted activities.

Critical incidents are determined at the principal's discretion and include but are not limited to physical assault, sexual assault, criminal activity involving theft or serious damage of property, serious threats or homophobic bullying. (See also Critical Incidents Policy)

### **Proactive Bullying Prevention**

The EPS Student Engagement and Wellbeing, and Behaviour Management policies outline our School Wide Positive Behaviour Supports (SWPBS) framework that explicitly defines, teaches and reinforces positive behaviours at EPS. The SWPBS data collection system allows for the identification of patterns of bullying in the school.

Positive behaviours are reinforced through EPS SWPBS acknowledgement systems. Strategies that promote student resilience are also explicitly taught through SWPBS.

## **FURTHER INFORMATION AND RESOURCES**

### **Related School Policies**

- Managing Concerns and Complaints Policy
- Duty of Care Policy

- Work Place Bullying Policy
- Digital Technologies Acceptable use Policy
- Camps and Excursions Policy
- Code of Conduct Policy
- Critical Incident and Accident Reporting Policy

There are additional supports available to students involved in bullying incidents, such as the Kid's Helpline phone counselling service - ph.1800 55 1800

If parents are concerned or have complaints regarding the school's anti-bullying processes, they may contact the principal, then if required the Department of Education and Training

Further definitions

### **Types of bullying behaviour.**

There are some specific types of bullying behaviour:

- **verbal or written abuse** - such as targeted name-calling or jokes, or displaying offensive posters
- **violence** - including threats of violence
- **sexual harassment** - unwelcome or unreciprocated conduct of a sexual nature, which could reasonably be expected to cause offence, humiliation or intimidation
- **homophobia** and other hostile behaviour towards students relating to gender and sexuality
- **discrimination including racial discrimination** - treating people differently because of their identity
- **cyberbullying** - either online or via mobile phone.

### **What is not bullying?**

There are also some behaviours, which, although they might be unpleasant or distressing, are not bullying:

- **mutual conflict** - which involves a disagreement, but not an imbalance of power. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.
- **single-episode acts** of nastiness or physical aggression, or aggression directed towards many different people, is not bullying
- **social rejection or dislike** is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

### **Bullying roles.**

People in a bullying scenario may take on one of the following roles:

- a person who engages in bullying behaviour
- a target who is subjected to the bullying behaviour
- an assistant who assists the bullying behaviour and actively joins in
- a supporter who encourages and gives silent approval to the bullying, by smiling, laughing or making comments
- a silent bystander who sees or knows about someone being bullied but is passive and does nothing, this may be an adult bystander

- a defender who supports the student who is being bullied by intervening, getting teacher support or comforting them.

#### DET Resources

- [Bully Stoppers](#)
- [Safe Schools](#)
- [Respectful Relationships](#)
- [Bullying, No Way!](#)
- [Evidence gathering and school audits](#)
- [STEPS decision making tool](#)
- [School Wide Positive Behaviour Support](#)

#### REVIEW CYCLE

This policy will be reviewed in response to any critical incident, as part of the school's review cycle and/or if circumstances and regulations change.

This policy will be reviewed following analysis of school data on reported incidents of, and responses to bullying to ensure that this policy remains up to date, practical and effective.

Data will be collected through:

- discussion with students
- regular student bullying surveys
- regular staff surveys
- assessment of school based data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented.

Proposed amendments to this policy will be discussed and include consultation (where applicable) i.e. student representative groups, parents groups, school council

THIS VERSION FIRST ISSUED	LAST UPDATED	STATUS	DUE FOR REVIEW
2016	2019	This policy will be reviewed annually and/or immediately after a critical incident	2021