



Kahibah Public School

Anti-bullying Plan

Updated July 2022

KAHIBAH PUBLIC SCHOOL ANTI-BULLYING PLAN

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.

Our school rejects all forms of bullying behaviours, including online (or cyber) bullying by maintaining a commitment to providing safe, inclusive and respectful learning community that promotes student wellbeing. Executive staff are committed to establishing evidence-based approaches and strategies that promote a positive climate where bullying is less likely to occur.

This plan outlines the processes for preventing and responding to student bullying in our school and reflects the *Bullying of Students: Prevention and Response in the Policy Library* of the New South Wales Department of Education. The policy sets out the department's position on student bullying and the requirements for preventing and responding to student bullying, including online bullying, in NSW public schools and preschools.

This plan was reviewed in 2022 in collaboration with staff and a P&C representative of the Kahibah Public School Community. Parents/carers and staff members were invited to review the current plan where they could provide feedback over a two-week period. The Student Leaders were also consulted on key elements of the plan before it was updated. At the end of the two-week period, the plan was presented by the Principal, to the P&C. Implementation of the plan will continue with the plan being evaluated on an ongoing basis and reviewed annually.

STATEMENT OF PURPOSE

At Kahibah Public School our vision is for safe, values focused learning environment where bullying is not acceptable.

School is a place where the whole school community works collaboratively to provide explicit teaching and modeling of the school's Core Values; Respect, Responsibility and Excellence.

When parents/carers enrol their child or children at Kahibah Public School they enter into a partnership with the school that is based on mutual respect, shared responsibility and striving for excellence. This enables all members of our school community to interact in ways which teach and model the values of Kahibah Public School.

Outcomes

As a result of implementing an Anti-bullying Plan, we expect:

- An increase in the number of students who report bullying behaviour.
- The incidence of bullying behaviours to be reduced.
- Better attendance at school.
- Better performance in school work.
- Kahibah Public School staff to utilise the plan and procedures as set out in the Anti-bullying Plan.
- Kahibah Public School students to use strategies and procedures as set out in the plan and as taught by staff in the classroom.
- Parents/carers to support the school's Anti-bullying Plan and work collaboratively with the school to resolve bullying incidents when they occur.

PROTECTION

Bullying is **repeated** verbal, physical, social, or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards 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.

Bullying can happen anywhere: at school, travelling to and from school, in sporting teams, online, between neighbours or in the workplace.

Bullying behaviour can be:

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

Bullying behaviour is not:

- Conflict or fights between equals and single incidents.
- Children not getting along well.
- A situation of mutual conflict.
- Single episodes of nastiness or random acts of aggression or intimidation.

RESPONSIBILITIES OF STAFF

All staff have a responsibility to:

- Model appropriate behaviours at all times.
- Teach students skills and strategies to deal with bullying.
- Deal with all reported and observed incidences of bullying as set out in this plan and the School Behaviour Support and Management Plan.
- Ensure that students are supervised at all times.
- Report incidences of bullying to the Assistant Principals or Principal consistent with school wellbeing reporting procedures; and
- Record incidences of bullying on Sentral Wellbeing database; and
- Create a culture where it is acceptable and encouraged to report incidents.

RESPONSIBILITIES OF NON-TEACHING STAFF

All non-teaching staff have a responsibility to:

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

RESPONSIBILITIES OF STUDENTS

All students have a responsibility to:

- Be assertive by telling the 'bully' that they don't like the behaviour and how it makes them feel by using 'I' statements.
- See a teacher or ask to see the Principal if the perpetrator/s continue.
- 'Tell' if they are being bullied or if they see someone else being bullied – both at school or on the way to and from school, this can be done face to face.
- Report any cyber-bullying to their teacher or Principal (make note of any websites and/or keep copies of emails or texts).
- Ask to see the Principal directly to report incidences of bullying if the teacher is busy with other playground issues, or if they would prefer to do so.
- Help someone who is being bullied.
- Not bully others.

RESPONSIBILITIES OF PARENTS & CARERS

All parents/carers have a responsibility to:

- Watch for signs their child may be being bullied.
- Speak with someone on the staff at Kahibah Public School if they suspect their child is being bullied; and
- Instruct their children to 'tell' if they are being bullied.

To maintain a positive climate of respectful positive relationships where bullying is less likely to occur, our Core Values will be taught explicitly to ensure the following messages underpin all aspects of school life;

- **Show respect** – for yourself, others, property and the environment.
- **Accept responsibility** – for all you say and do.
- **Strive for excellence**

PREVENTION

In an effort to prevent bullying at Kahibah Public School way will:

- Revise and clarify the school Anti-bullying Plan with staff and students at the start of each school year.
- Explicitly teach the Core Values: Respect, Responsibility and Excellence.
- Promote community awareness of the school Anti-bullying Plan.
- Educate students on ways they can protect themselves and others from bullying behaviours.
- Professional development for staff relating to bullying, harassment and proven counter measures.
- Implement programs that promote Choice Theory and Restorative Practices, including; restitution, resilience, social skills, assertiveness, conflict resolution and problem solving.
- Make activities and equipment available to students at lunchtime to promote cooperation, turn-taking and respect.
- Educate students in the wider school community through newsletter articles and information sessions about cyber-bullying and protective strategies.
- Encourage intrinsic rewards and motivation and also recognise positive student behaviour through commendations including; verbal or written praise and formal awards which can occur in newsletters, at school assemblies and on Presentation Day.
- Provide a *Buddy Bench* to reduce loneliness and foster friendships on the playground.

Anti-bullying messages are also embedded across the curriculum;

- *English* – novel studies/literature
- *Mathematics* Groups – social skills development, turn-taking and sharing
- *History & Geography* – social systems
- *Science & Technology* – team investigations
- *Creative Arts* – drama, visual arts used as a tool for exploring emotions
- *PDHPE* – positive relationships – interpersonal relationships units of work, Anti-bullying units of work, child protection, games and sport – cooperation, turn-taking and sportsmanship
- *Values Education* in all Key Learning Areas.

EARLY INTERVENTION

Those students who are identified as being at risk of developing long-term difficulties with social relationships and those students who are identified at or after enrolment as having previously experienced bullying will be encouraged to report directly and immediately to a member of staff that they themselves have nominated if they feel either threatened or intimidated. Their parents/carers will also be informed of this arrangement so they too can reinforce this strategy with their child.

Those students who are identified at or after enrolment as having previously engaged in bullying behaviour will be referred to Learning Support Team where a risk assessment will be developed to ensure the safety of students and staff at Kahibah Public School.

These early intervention arrangements for students at risk will be communicated to all teaching staff.

SCHOOL CULTURE & INCLUSION

All members of the school community are active participants in building a welcoming school culture that values diversity and fosters positive relationships. A key component of a supportive school culture is building respectful relationships and an ethos that bullying is not accepted, in both online and offline environments. School staff will actively respond to student bullying behaviour.

Our school engages in the following practices to promote a positive school culture.

Student Assemblies

- Student bullying and expectations about student behaviour will be discussed and information presented to promote a positive culture where bullying is not accepted.

Staff Communication & Professional Learning

- Staff will be supported with professional learning that provides evidence-based ways to encourage and teach positive social and emotional wellbeing and discourage, prevent, identify, and respond effectively to student bullying behaviour.

New & Casual Staff

- New staff and casual staff will be informed about our school's approaches and strategies to prevent and respond to student bullying behaviour. This will occur in the following ways:
 - ~ During the induction process led by the Principal, casual and new staff will be informed about the school's approaches to strategies to prevent and respond to student bullying behaviour, when it does occur.
 - ~ An executive staff member speaks to new and casual staff when they enter duty at the school.
 - ~ The Principal speaks to new executive staff when they enter on duty, at the school, as part of the induction process.

PARTNERSHIPS WITH FAMILIES & COMMUNITY

Effective schools have high levels of parental and community involvement. The involvement is strongly related to improved student learning, attendance and behaviour. Our school proactively builds collaborative relationships with families and communities to create shared understanding of how to support student learning, safety and wellbeing.

Website

- Our school website has information to support families help their children to regulate their emotions and behaviour and develop socially. Information is provided to assist if children have been involved in bullying behaviour (as the person engaging in bullying behaviour, as the person being bullied or as the person witnessing the bullying behaviour).

Communication With Parents/Carers

- Our school will provide information to parents/carers to help promote a positive school culture where bullying is not acceptable and to increase parent's/carer's understanding of how our school addresses all forms of bullying behaviour.

SUPPORT WELLBEING & POSITIVE BEHAVIOURS

Our school's practices support student wellbeing and positive behaviour approaches that align with our school community's needs.

Social and emotional skills related to personal safety, resilience, help-seeking and protective behaviours are explicitly taught across the curriculum.

RESPONSE

If bullying occurs:

Students:

1. Tell a teacher immediately. This may be the class teacher, the teacher on playground duty, the Assistant Principals or the Principal. Your concern will always be taken seriously.
2. Allow the teacher time to investigate the complaint by interviewing the student/s accused of the bullying behaviour and by interviewing the alleged victim/s. Witnesses will be sort where possible.
3. Be part of the immediate and ongoing resolution and prevention strategies.

Staff:

If a student reports bullying, or you witness bullying incident yourself, it is suggested that:

1. You listen and acknowledge the seriousness of the report, no matter how trivial it may appear at first.
2. You investigate the incident by interviewing the alleged victim/s; the accused bully/bullies; and any available witnesses.
3. If clearly substantiated, you will impose consequences as outlined in the School Behaviour Support and Management Plan.
4. You will record the incident on the Sentral Wellbeing database.
5. Depending on the nature of the incident, the student/s responsible for bullying will participate in self-reflection with a letter going home to parents/carers informing them of the incident. The student is warned of the consequences of any further incidences, as per the School Behaviour Support and Management Plan.
6. In the case of cyber-bullying initiated through school accounts, the student may have their DoE account blocked for a period determined by the Principal and subsequent consequences for the behaviour determined in line with the School Behaviour Support and Management Plan.
7. Inform the classroom teacher and the Stage Assistant Principal who will, in conjunction with the Principal, provide ongoing support to the victim.
8. Inform all staff of the bullying at a whole staff communication meeting so that staff can monitor the interactions of students involved in the playground or in class.
9. If the child continues to bully, the Principal will make an appointment to speak to the parent/carer. Remind them of the policy and ask for their cooperation in stopping the child from bullying other students.
10. If it is noted that a student is repeatedly bullying, a referral to the Learning Support Team will be made and a behaviour management plan will be developed for the student in consultation with the parents/carers to support behaviour modification and reduce the risk to other students.

11. If bullying behaviour does not stop, the student may be suspended as per the school's School Behaviour Support and Management Plan and all relevant NSW Department of Education policies and procedures.
12. Victims of bullying will have access to school counsellor support if the need exists or of the student or parent/carer request it.

In the event of a very serious incident, the Principal may determine that a student should be suspended IMMEDIATELY. This will occur if the student: is in possession of a suspected illegal drug or the substance is being represented by the student as an illegal drug, is violent OR threatens serious physical violence against another student or teacher, is in possession of a prohibited weapon, or using, or threatening to use, any item or instrument as a weapon.

Teachers are required to inform the Principal of serious incidents where there are reasonable grounds to suspect that a student under 18 years of age is, or has been, subject to sexual assault, physical abuse, emotional abuse and neglect. The Principal is required by law to notify the appropriate authorities, including the Child Wellbeing Unit or the Department of Family and Community Services, in the case of such incidents.

Bullying is not tolerated at Kahibah Public School on any level. This includes between students, staff, parents/carers or in any combination of the above. The school must follow NSW Department of Education procedures for reporting incidents involving assaults, threats, intimidation or harassment to the police.

Parents/Carers:

1. It is suggested that you discuss with your child what bullying is and what bullying is not. A thorough reading of this plan with your child is highly recommended.
2. If your child reports that they are being bullied at school, encourage them to follow the procedures above.
3. If you feel the nature report bullying on behalf of your child, please contact the front office so that you can make an appointment to speak to the classroom teacher. If not satisfied with their response, please address your concern with the Assistant Principal that supervises your child's grade. If still not satisfied with the response, please notify the Principal.
4. While most complaints should be resolved informally at the school level, if after all this you feel that you are still dissatisfied with the handling of your complaint and would to make a formal complaint against an employee of the NSW Department of Education, it would need to be in writing. It is important that you include specific details of the situation and include what you would like to happen as a result of your complaint. This process is outlined in the Department of Education Complaints Handling policy.
5. You are encouraged to become familiar with the School Behaviour Support and Management Plan and this Anti-bullying Plan so that you can work in partnership with the school in a manner based on mutual respect, shared responsibility and striving for excellence, to best support your child should bullying ever occur that involves them.

Whole School:

1. The Anti-bullying plan and the School Behaviour Support and Management Plan are discussed at least annually in each class by students and teachers.
2. School assemblies are used to discuss the school's policies and to reinforce good and acceptable behaviours.
3. Resources and programs relevant to happy and safe schools are integrated into teaching and wellbeing programs in the school.

4. Data is collected to inform the school on the success of the policy.
5. Time and resources are allocated to strategies that assist the identification, the remediation and elimination of issues of bullying.

The school will use Sentral Wellbeing software to monitor bullying within the school. This data will be used to evaluate and adapt school procedures. The school executive will use the information to identify patterns of bullying behaviour and strategies to respond to such patterns.

Feedback within the bounds of privacy legislation, regarding bullying, data will be given to staff through whole staff communication meetings, executive meetings and the Learning Support Team meetings.

Feedback within the bounds of privacy legislation, regarding bullying, data will be reported to the wider community through Principal reports in the school newsletter and at P&C meetings.

The Kahibah Public School Anti-bullying Plan will be made available to the school community via the school website; alternatively a copy will be made available upon request from the front office.

Evaluation

The Anti-bullying Plan and strategies put in place will be evaluated on an ongoing basis and will be formally reviewed at least once every three years by:

- Noting that there is initially an increase in students reporting bullying.
- Noting if there has been an increase in staff recording bullying incidents in the Sentral Wellbeing database.
- Monitoring over time reduction the occurrence of bullying incidents.
- Asking parents/carers who had reported incidents if the problem was satisfactorily resolved.
- Informing the wider community, annually, of the effectiveness of the school's Anti-bullying Plan through the Annual Report.

ADDITIONAL INFORMATION

Police Youth Liaison Officer (YLO)

NSW Police Force Lake Macquarie District

Lisa Thompson (02) 49 429 999

Community Safety Officer (CSO)

NSW Police Force Lake Macquarie District

Shamala Whitehead (02) 49 429 999

Websites

Kids Helpline	1800 55 1800	http://www.kidshelpline.com.au
Bullying. No Way!		http://www.bullyingnoway.gov.au
Beyond Blue		http://www.beyou.edu.au
National Centre Against Bullying		http://www.ncab.org.au
Office of the eSafety Commissioner		http://www.esafety.gov.au
Department of Education - Anti-bullying		http://www.education.nsw.gov.au

PRINCIPAL COMMENT

The Anti-bullying Plan is a significant component of the overall School Behaviour Support and Management Plan. The staff at Kahibah Public School will continue to work in partnership with students and their families to interact in ways which; teach and model the values of Kahibah Public School; ensure that all stakeholders feel safe and happy whilst they are at school; and promote our school motto of *Positive Relationships for Positive Learning*.

Honi Faasisila – Principal

Nadine Tagaroulis – Assistant Principal

Lauren Brash – Teacher

Carol Callen – Learning & Support Teacher

Hannah Smith – P&C Representative

SCHOOL CONTACT INFORMATION

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