



Education &
Communities

Anti-bullying Plan

Kahibah 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.

Kahibah PS 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.

This plan was initially developed in 2015 in collaboration with staff and a P&C representative of the Kahibah Public School community. In 2018, parents and staff members were invited to review the current plan where they could provide written feedback over a two week period on its content either by dropping it off at the front office or by email to the school. The Student Leaders were also consulted on key elements of the plan before it was updated. At the end of the two week consultation period, the plan was presented by the Principal, to the P&C. Implementation of the plan will continue with the plan evaluated on an ongoing basis and formally reviewed at least once every three years.

Statement of purpose

At Kahibah Public School our vision is for a 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 enroll their 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; and
- parents 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 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.

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** 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.

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's discipline policy;
- 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 the Sentral Wellbeing database; and
- create a culture where it is acceptable and encouraged to report incidents.

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 either face to face or by using the "bully box";
- report any cyber-bullying to their teacher or Principal (make note of any websites and / or keep copies of emails);
- 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; and
- not bully others.

Responsibilities of Parents / Carers

All parents/caregivers 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 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 we will:

- revise and clarify the school Anti-bullying plan with staff and students at the start of each school year;
- explicitly teach the school 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 lunch time to promote cooperation, turn-taking and respect;
- educate students and 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, 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 skill 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 unit, child protection, games and sport – cooperation, turn-taking and sportsmanship
- *Values Education in all KLA's*

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 will also be informed of this arrangement so that 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 the 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.

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 sought where possible.

3. Be part of the immediate and ongoing resolution and prevention strategies.

Staff:

If a student reports bullying, or you witness a 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's Student Wellbeing & Discipline policy.
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 informing them of the incident. The student is warned of the consequences of any further incidences, as per the school Student Wellbeing & Discipline policy.
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 this behaviour determined in line with the school's Student Wellbeing & Discipline policy.
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 to support behaviour modification and reduce risk to other students.

11. If bullying behaviour does not stop, the student may be suspended as per the school Student Wellbeing & Discipline policy and all relevant NSW Department of Education (DoE) policies and procedures.

12. Victims of bullying will have access to school counsellor support if the need exists or if the student or parents 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 the 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 (DoE) 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 need to 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 able to 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 like to make a formal complaint against an employee of the NSW Department of Education (DoE), 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 DoE Complaints Handling Policy and Guidelines.

5. You are encouraged to become familiar with the school's Student Wellbeing & Discipline policy 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 Student Wellbeing & Discipline policy 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 re-enforce 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 school 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 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 if 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 a reduction in the occurrence of bullying incidents;
- asking parents / carers who had reported incidents if the problem was satisfactorily resolved; and
- informing the wider school community, annually, of the effectiveness of the school's Anti-bullying plan through the Annual School Report.

Additional Information

Police Youth Liaison Officer (YLO)

Charlestown Police Station

Vanessa Ell (02) 4942 9999

Lisa Thompson (02) 4942 9999

Community Safety Officer (CSO)

Charlestown Police Station

Shamala Whitehead (02) 4942 9999

Kids Helpline 1800 55 1800

www.kidshelpline.com.au

Bullying. No Way! www.bullyingnoway.com.au

Mindmatters <http://www.mindmatters.edu.au>

Kidsmatter <http://www.kidsmatter.edu.au/>

National Coalition Against Bullying www.ncab.org.au

Principal's comment

The Anti-bullying plan is a significant component of the overall School Wellbeing & Discipline Policy. 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

Bianca Audet – Assistant Principal

Evan Finlay – Assistant Principal

Nadine Tagaroulis – Assistant Principal

Kendy Nicholas – Teacher

Carol Callen – Learning & Support Teacher

Joe Kelly – P&C President

School contact information

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