

KINGSCLIFF HIGH SCHOOL



ACHIEVEMENT THROUGH ENDEAVOUR

ANTI-BULLYING POLICY

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Addressing Bullying Behaviour – A Whole School Approach

Kingscliff High School provides a caring environment where every student should feel safe and respected as an individual. Bullying of any kind is not acceptable at Kingscliff.

NO ONE HAS THE RIGHT TO BULLY ANOTHER PERSON

NO ONE HAS TO TOLERATE BULLYING

This policy has three major components:

1. Primary Prevention
2. Early Intervention
3. Handling Bullying Complaints

Each component will be supported with staff training and development.

Kingscliff High School would like to recognize the Victorian Department of Education, Employment and Training. Their document *Addressing Bullying Behaviour – It's Our Responsibility* has been an invaluable resource in developing this policy approach.

Definition of Bullying

Bullying is any action which makes another person feel threatened. It involves the inappropriate use of power by one or more persons over another less powerful person or group. Bullying is usually an act that is repeated over time. It is a planned and persistent attempt to cause distress.

Bullying is not simply aggressive behavior but repeatedly unfair behavior in the context of an imbalance of POWER. Rigby, K., (2010) *Report: Enhancing responses to Bullying in Queensland Schools.*

Bullying can be:

physical	punching, hitting, pushing, tripping, taking people's things, even for a joke.
verbal	name calling, demanding money or goods, using threatening words and put downs. For example: "I'm gonna get you." "You're dead". "You're a loser."
social	alienating, shutting people out of groups, ignoring others, making rude gestures, spreading rumours and gossip.
psychological	spreading rumours, stalking, dirty looks, hiding or damaging possessions, passing notes, stares and whispers etc..
cyber	use of electronic communications to bully. For example, SMS, emails, chat rooms, social networking sites.

A casual occurrence or a sudden flare up or fight is not necessarily bullying.

Effects of Bullying

Students do not enjoy the experience of being bullied and virtually all students want bullying to stop. Students who are being bullied may develop depressive symptoms or suicidal tendencies (Rigby). Research shows students' behaviour, self-esteem and attitudes can be adversely affected by bullying.

As a result of bullying:

- 51% of boys said they felt worse about themselves.
 - 63% of girls said they felt worse about themselves.
 - 6% of boys said they had stayed away from school.
 - 9% of girls said they had stayed away from school.
- Rigby, K. (1996) *Bullying Among Australian School Children*, *Journal of Social Psychology*.

Other research suggests that students who bully are more likely to resort to violence to resolve conflicts. Many students feel that they and teachers are powerless to stop bullying.

Students who are bullied may exhibit a number of symptoms:

Emotional	personality changes, mood swings, sleep disturbance, insomnia, nightmares, depression, frequent tears, eating disorders – over/under eating
Physical	signs of torn clothing, unexplained injury, psychosomatic symptoms (headaches, stomach aches, nausea), negative body language, nervous habits
Social	loss of confidence, withdrawal from friends, increased sibling rivalry
Behavioural	outbursts of temper, mood swings, problematic behaviour
School	unwillingness to go to school, withdrawal from peer group, truancy, misbehaviour, requesting changes to transport, decline in work standards or output
Home	unwillingness to leave the house, withdrawal from family members, bullying behaviour towards parents and/or siblings, demand for extra money for school
Community	unwillingness to be out in community or to participate in social events

Victorian Department of Education, Employment and Training, (2002), *Addressing Bullying Behaviour – It's Our Responsibility*

Bullies are more likely to drop out of school, abuse drugs and alcohol and engage in other misconduct or criminal activity.

Farrington, D.P. (1993), *Understanding and Preventing Bullying*, *Crime & Justice: A Review of Research*.

Bullying has a destructive and pervasive affect on the lives of both the bullied and the bully. Kingscliff High School recognizes that the development of a safe and happy school requires a whole school approach to addressing bullying. Truancy, violence, classroom learning, and respect for staff and peers will all be enhanced as a result of reducing and effectively addressing bullying.

Primary Prevention Strategies

Student Strategies

No Bullies day (student training)

Expect Respect day (student training)

‘Take A Stand’ program.

Kingscliff Way (student training)

Education about Bullying and its effects.

Boys group

Girls group

Vertical Roll groups (7-12)

Parent Strategies

Early notification.

Cyber Safety workshops.

Curriculum Strategies

Cross KLA teaching and learning units that address bullying behaviour

Valuing and promoting classroom discussions on student-related issues

Staff Training and Support Strategies

Recognizing Bullying.

Effective Support Strategies.

Conflict Resolution Training.

Non-Violent Crisis Intervention Training.

Early Intervention Programs

Student Strategies

Student Training: Kingscliff Way, ‘Take A Stand’, No Bullies Day, Expect Respect Day

Student leaders and mentors

Clear statement of responsibilities of students who witness bullying

Clear procedures for students to report bullying

Confidentiality of reports and online reporting.

Vertical Roll groups and peer mentoring

Staff Strategies: Staff must act on every bullying complaint.

Staff Training: Procedures for Handling Bullying Complaints.

Clear procedures for dealing with bullying claims.

Early identification of students experiencing difficulty.

Supporting students, training in conflict resolution and assertiveness training.

Welfare meetings – alerts regarding students with bullying issues

Parent Strategies

Early notification to parents of all students involved in bullying behavior. (Students being bullied and those who are bullying.)

Early identification of students experiencing difficulty.

Supporting children, provision of resources.

Procedures for Handling Bullying Complaints

Kingscliff High School's procedures for handling bullying complaints are based on the *Restorative Justice Approach* described by the Australian Institute of Criminology. That is, the handling of bullying complaints makes it clear to the offender that bullying behaviour is not tolerated within the school community whilst providing respectful support for the individuals involved. There are five principles that underpin this approach:

1. Students who bully can change their behaviour.
2. Bullying behaviour is the problem, not the person.
3. Harm caused must be acknowledged.
4. Reparation is essential.
5. Bullies and the bullied require support and care.

Morrison, B. (2002), *Bullying In Schools: A Restorative Justice Approach*, Australian Institute of Criminology.

All students are encouraged to report any incident of bullying.

WHAT TO DO IF YOU ARE BULLIED:

In The Classroom

1. If you are bullied in class report it to your class teachers. Your teacher will separate you from the student engaged in the bullying behaviour. You will be asked to fill in a *Bullying Incident Report*.
2. The student and Teacher will discuss the *Bullying Incident Report*.
3. If the Teacher substantiates that bullying has probably happened they will refer the student and the *Bullying Incident Report* to the Faculty Head Teacher and/or Head Teacher Welfare.
4. The Head Teacher Welfare will interview the student alleged to be engaging in bullying behavior using the *Interview Sheet Bullying Behaviour*.
5. If bullying is substantiated the student engaging in bullying behavior will be asked to complete and sign a *Student Agreement to Cease Bullying Behaviour*.
6. If bullying is not substantiated the issue will be dealt with according to Kingscliff High School's *Student Discipline and Welfare* policy.
7. The student engaged in bullying behaviour will be informed of the following:

Bullying is unacceptable and must stop immediately.

A record will be made on their personal file (by the Teacher using Academy).

A letter will be sent home to inform their parents, by the Head Teacher Welfare. (*Bullying Warning Letter*)

Further incidents of bullying behaviour will be handled by the Deputy Principal and may result in placement in Deputy Principal isolation or **suspension from school**.

8. A letter will be sent home (bullied student) – *Bullying Incident Notification Letter*.
9. All documentation is to be handed to the Head Teacher Welfare and Deputy Principal.
10. The Head Teacher Welfare/Deputy Principal will follow up the student who has engaged in bullying behaviour and their plan in one week. (Student will report to HT Welfare/Deputy on the day agreed in the *Student Agreement to Cease Bullying Behaviour*).

In The Playground

1. If you are bullied in the playground report it to the teacher on duty or your Student Adviser. The playground teacher or Student Adviser will ask you to fill in a *Bullying Incident Report*.
2. The student and Teacher will discuss the *Bullying Incident Report*.
3. If the Teacher substantiates that bullying has probably happened they will refer the student and the *Bullying Incident Report* to the Head Teacher Welfare.
4. The Head Teacher Welfare will interview the student alleged to be engaging in bullying behavior using the *Interview Sheet Bullying Behaviour*.

5. If bullying is substantiated the student engaging in bullying behavior will be asked to complete and sign a *Student Agreement to Cease Bullying Behaviour*.
6. If bullying is not substantiated the issue will be dealt with according to Kingscliff High School's *Student Discipline and Welfare* policy.
7. The student engaged in bullying behaviour will be informed of the following:

Bullying is unacceptable and must stop immediately.

A record will be made on their personal file (by the Teacher using RISC).

A letter will be sent home to inform their parents, by the Head Teacher Welfare. (*Bullying Warning Letter*)

Further incidents of bullying behaviour will be handled by the Deputy Principal and may result in placement in Deputy Principal isolation or **suspension from school**.

A letter will be sent home (bullied student) – *Bullying Incident Notification Letter*.
8. All documentation is to be handed to the Head Teacher Welfare and Deputy Principal.
9. The Head Teacher Welfare/Deputy Principal will follow up the student who has engaged in bullying behaviour and their plan in one week. (Student will report to HT Welfare/Deputy on the day agreed in the *Student Agreement to Cease Bullying Behaviour*).

Cyber Bullying

1. If you are bullied by text or online report it to the Head Teacher Welfare or your Student Adviser. They will ask you to fill in a *Bullying Incident Report*.
2. The student and Teacher will discuss the *Bullying Incident Report*. You will be asked to provide copies of messages sent and received.
3. If the Teacher substantiates that bullying has probably happened they will refer the student and the *Bullying Incident Report* to the Head Teacher Welfare.
4. The Head Teacher Welfare will interview the student alleged to be engaging in bullying behavior using the *Interview Sheet Bullying Behaviour*.
5. If bullying is substantiated the student engaging in bullying behavior will be asked to complete and sign a *Student Agreement to Cease Bullying Behaviour*.
6. If bullying is not substantiated the issue will be dealt with according to Kingscliff High School's *Student Discipline and Welfare* policy.
7. The student engaged in bullying behaviour will be informed of the following:
 - a. Bullying is unacceptable and must stop immediately.

- b. Where DET devices have been used for cyber bullying students may lose internet and computer network access privileges or have DET laptops confiscated for a period of time.
 - c. A record will be made on their personal file (by the Teacher using RISC).
 - d. A letter will be sent home to inform their parents, by the Head Teacher Welfare. (*Bullying Warning Letter*)
 - e. Further incidents of bullying behaviour will be handled by the Deputy Principal and may result in placement in Deputy Principal isolation or **suspension from school** and may also include long term suspension of internet access and/or removal of DET laptop.
 - f. A letter will be sent home (bullied student) – *Bullying Incident Notification Letter*.
8. All documentation is to be handed to the Head Teacher Welfare and Deputy Principal.
 9. The Head Teacher Welfare/Deputy Principal will follow up the student who has engaged in bullying behaviour and their plan in one week. (Student will report to HT Welfare/Deputy on the day agreed in the *Student Agreement to Cease Bullying Behaviour*).

What will happen if the bullying does not stop?

1. Report the repeated bullying to the Deputy Principal.
2. The Deputy Principal will ask you to fill in a *Bullying Incident Report*.
3. The Deputy Principal will interview the alleged bully and the student making the bullying complaint.
4. The Deputy Principal will interview the student alleged to be engaging in bullying behavior using the *Interview Sheet Bullying Behaviour*.
5. If bullying is substantiated the student engaging in bullying behavior will be asked to complete and sign a *Student Agreement to Cease Bullying Behaviour*.
6. If bullying is not substantiated the issue will be dealt with according to Kingscliff High School's *Student Discipline and Welfare* policy.
7. If continued bullying is substantiated the bully may be placed in Recess and Lunch isolation for a minimum of two days.
8. The student engaged in bullying behaviour will complete the *Addressing Bullying Behaviour Booklet* and make a Plan to change their behaviour. Parents or carers are to sign the *Addressing Bullying Behaviour Booklet* and the booklet is to be returned to the Deputy Principal.
9. A copy of all documentation will go to the Student Adviser of the student engaged in bullying behaviour and to your Student Adviser.

10. A note will be made on the personal file of the student engaged in bullying behaviour by the Deputy Principal (RISC notification).
11. Students (bully and bullied student) will participate in conflict resolution mediation with the support of the Deputy Principal and/or school counselor.
12. A letter will be sent home to the parents of the student engaging in bullying behaviour – a *Bullying Behaviour Isolation Placement Letter*.
13. A letter will be sent home to the parents of the student who has been bullied– *Bullying Incident Notification Letter*.
14. The student engaged in bullying behaviour will meet with the Deputy Principal to discuss their Plan. (The student may also be required to see the school counsellor).
15. The Plan will be sent to the Student Adviser and Welfare Head Teacher.
11. The Deputy Principal will follow up the student engaged in bullying behaviour and check progress on their plan in one week. (Student will report to Deputy on the day agreed in the *Student Agreement to Cease Bullying Behaviour*).
16. The *Bullying Incident Report, Interview Sheet: B/B* and *Mediation notes* are to be placed in the file of the student engaged in bullying behaviour. Mediation notes will also go to the bullied student's file.
17. A third substantiated bullying report will result in suspension from school

What should I do if I witness bullying?

1. Support your friend with an “I” statement. (e.g. “I do not like the way you are treating Mary.”)
2. Be firm but do not yell or argue.
3. Report it to a teacher. Make an online report or you may obtain a bullying incident report form from the library and hand it in at the front office. Remember Bullying Incident Reports are CONFIDENTIAL and the identity of the person making the report will be protected.
4. Fill out a *Bullying Witness Statement*.