

# Bowral High School

Exceptional Learning Opportunities for all



# Anti-bullying Plan



**Respect - Responsibility - Fairness**



# 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, anaphylaxis (or any health issue) 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.



# Bowral High School Anti-Bullying Plan 2017

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 and Communities.

## Statement of purpose

Every student has the right to attend school and feel physically and emotionally safe. This is important so that students at the school can make the most of their opportunities to learn as well as to mix and socialise happily with other students. Any inappropriate behaviour that gets in the way of teaching and learning at the school and interferes with the wellbeing of students cannot be accepted including the discrimination of students with disabilities both physical and mental, including but not limited to Anaphylaxis, ADHD, Bi Polar etc.

The Bowral High School, school community (students, teachers, parents, caregivers and members of the wider community) has a shared responsibility to create a safe, happy environment, free of all forms of bullying and harassment. The school community will work together to resolve all incidents of bullying allowing students to Connect, Succeed and Thrive.

At BHS we make a commitment to support diversity in our school community, including all cultural backgrounds, racial groups, religions, people with disabilities, Aboriginal students and the LGBTI community.

The purpose of this anti bullying policy is to endeavour to eliminate all forms of bullying in our school.

The whole school community must take all incidents of bullying seriously. Students, teachers, parents and caregivers should model non-bullying behaviour and support all efforts to counsel those who bully to try to change their behaviours. The school community should support the victims of bullies and offer methods they could use to avoid the situation in the future.

The school will have a consistent approach to the handling of incidents of bullying. Students, teachers and parents will be made aware of the content of the school policy.

It is recognised that the school must act quickly to deal with incidents of bullying.

**To ignore is to condone.**

Procedures for dealing with incidents of bullying are set out in the following pages. Students, parents and caregivers will be encouraged to be proactive in dealing with bullying so appropriate support can be given to students involved. Records of reported incidents will be recorded in a register to track repeat offenders and victims so appropriate action can be taken.



## Protection

### Definition of Bullying:

Bullying can be defined as intentional, repeated behaviour by an individual or group of individuals that is designed to cause distress, hurt or undue pressure. It involves an abuse of power in relationships, and can involve humiliation, domination and intimidation of others.

**Bullying is not tolerated** at Bowral High School because bullying devalues, isolates and frightens. It affects a students' ability to learn and can have long-term effects both on the individual who is bullying and their target.

### Bullying behaviour can be:

- **Verbal**  
eg. name calling, teasing, insults, putdowns, threats and sarcasm.
- **Physical**  
eg. hitting, kicking, tripping and spitting.
- **Social**  
eg. ignoring, excluding, ostracizing, making inappropriate gestures.
- **Psychological**  
eg. spreading rumour, hiding or damaging possessions, social media such as Facebook etc., malicious SMS and email messages and inappropriate use of camera phones.

### Indications of bullying can include:

- distress and loss of confidence
- headaches/nausea
- reluctance to attend school
- decline in work standards
- mood swings and problem behaviours

## Help and Support

- At all times students and their parents/caregivers will be given support by Bowral High School Learning Support Team (Student Advisers, Head Teacher, Student Welfare, School Counsellor).
- It may be suggested that outside agencies such as District Consultants, Youth Workers, Medical Practitioners or the Department of Community Services be involved.
- At all times the DEC principles of procedural fairness will be followed and students and their parents/caregivers will be made aware of their right to appeal should bullying episodes become the subject of Bowral High School disciplinary policy.



## Prevention

The school's anti-bullying strategies must be taught across key learning areas and reinforced through school practices. Bowral High School will recognise and respond appropriately to bullying and harassment and contribute to the health and wellbeing of all our students.

### Anti-Bullying Strategies within the Curriculum.

We build a safe and supportive school by creating teaching and learning experiences that promote positive peer relations, social skills and resiliency. This can be done within the existing curriculum within daily lessons. Learning experiences can build bridges between interest, experiences, abilities and aspirations of students from diverse backgrounds



### **As teachers we:**

- Are able to demonstrate and encourage students to show understanding, respect and valuing of themselves and others.
- Are able to empower students by teaching, practicing and supporting positive communication and conflict resolution skills.
- Are able to provide opportunities through curriculum for students to examine critically forms of advantage and disadvantage e.g. dominant cultures, peer relations.
- Are able to encourage students to question how disadvantage occurs.
- Are able to encourage students to challenge the abuses of power based on sex, poverty, and disability.
- Are able to equip students to recognise features in their own society and school that support bullying



## Early Intervention

Procedures for dealing with incidents of bullying are set out in the following pages. Students, parents and caregivers will be encouraged to be proactive in dealing with bullying so appropriate support can be given to students involved. Records of reported incidents will be recorded in a register to track repeat offenders and victims so appropriate action can be taken.

## Response

The school will use the school website, school app, Facebook and newsletter to communicate messages to the school community about bullying and ways to respond appropriately to bullying, harassment and victimisation.

School assemblies and year meetings will also be used to reinforce clear messages about bullying, why it is unacceptable and what to do when it occurs.

The **Positive Behaviour for Success** (PBS) program will be used to explicitly teach students correct behaviours and responses in relation to bullying.

The **Vivo** scheme will be used to reward students when positive responses to bullying and relationships are demonstrated.



**When bullying is reported by a student or parent the staff will do the following:**

1. The student (or a friend, teacher or parent) reports the incident of bullying to a member of staff. The staff member assesses the report and offers support and if possible, resolves the issues on the spot. A Student Note is entered on Edval.  
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2. If the teacher cannot resolve the issue, the student is asked to complete a blue Bullying Report form, which is given to the Year Adviser.  
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3. Within a period of 1 school day, the Year Adviser investigates the incident. If it is a validated incident of bullying, the year Adviser will counsel the student accused of bullying and provide strategies for the victim to help avoid further incidents. The blue Bullying Form will be filed. If the bullying is found to be not validated, the form will be filed by the Year Adviser for future reference.  
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4. Within no more than 2 school days of the report being made, the Year Adviser will refer the matter to the Deputy if he /she deem it a serious matter requiring deeper intervention. The Deputy will contact parents to inform them of the situation. The Deputy will investigate and resolve the matter, liaising with the School Counsellor if necessary. A letter will be sent to parents to inform them of the resolution.  
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5. The victim will be supported through a range of school programs as deemed appropriate by the DP in consultation with the student and/or parent. These programs may include referral to the counsellor, youth worker, year adviser or other support strategies.  
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6. Persistent and repeated offences will be dealt with in accordance with the Bowral High School Student Management Structure.

Any student deemed to have committed a bullying offence will be placed automatically on an Orange Level for the first offence in accordance with the school's behaviour management system.

## **Working with Students Involved in Bullying.**

### **Interviewing and Working with Targeted Students**

- Choose a time when there will be no interruptions
- Sit on a level equal with the student, not higher. Use comfortable seats.
- Use an open posture rather than a closed position with arms folded.
- Use an oblique seating arrangement. Face to face can be threatening.
- Keep voice low and speak slowly leaving time for reflection.
- Ask permission of the target (victim) before taking action.
- Set a date for a further meeting.
- Targets need to consider whether there is anything they can do about the bullying.
- Offer confidence and assertiveness training to help victim appear more confident and less of a target.

### **Working with Bullies.**

- Stop the bullying to ensure wellbeing of those being targeted.
- Make it clear that the behaviour is unacceptable to staff and students.
- Stress that it is the behaviour not the student who is unacceptable.
- Outline the sanctions that will be imposed if the bullying continues.
- Support the bully in changing the behaviour.
- Explore the possibility that the bullying is a compensatory activity  
i.e. no friend, poor academic ability, not good at sports.
- Set up a situation where the bully and target can talk freely with adult support.
- Discuss aggression with parents.
- Ensure that adults model appropriate behaviour – labeling and scapegoating can often be encouraged by careless comments made about a student by staff.



A report on bullying will be presented to the Learning Support team (LST) for follow up. The LST will identify patterns of bullying and respond using the Bullying procedures outlined previously.

Serious bullying matters will be communicated with parents of students affected via the Year Adviser, School Counsellor, Deputy and Principal.

Serious bullying that involves assaults, threats, intimidation or harassment will be reported to the School Safety and Security Directorate, the Child Well Being Unit and/or the Department of Community Services and the local police by the Principal or delegate. Mandatory reporting guidelines will be strictly followed. Following such reports, the school, in partnership with the WHS committee, will conduct a risk assessment and develop a risk management plan that is communicated to all stakeholders.

This plan will be published on the school website and updated annually. The address of the school website is: <http://www.bowral-h.schools.nsw.edu.au/>

The plan will also be advertised in the school newsletter and on the school app.

The P and C will be given the opportunity to provide feedback on the plan

The plan will be reviewed annually by the Learning Support Team. The school Self Evaluation Team will evaluate the effectiveness of the plan in late 2017. The results of this evaluation will be published in the 2017 Annual School Report.

This evaluation will use evidence gathered across all areas of the community: students, staff and parents. Every year the school will review the plan through the self-evaluation and validation process.

## Principal's comment

This plan has been developed by the Bowral High School staff to support students to learn and feel safe at school. Bullying, in all its forms, is not tolerated at Bowral High School. The school has developed an explicit set of processes, outlined in this plan, to prevent and respond to bullying. All members of the school community have a shared responsibility to ensure that students feel safe and are able to learn in an environment free from bullying, intimidation and harassment. Bowral High School is committed to stop bullying and teach students to respect individual differences and behave responsibly.

Our three core values; **Respect, Responsibility and Fairness** are reflected in this plan.

**Kim Paviour**

### Staff involved in developing this plan:

Kim Paviour: Principal

Nic Morris: Deputy Principal Linda

Langton: Deputy Principal

Amanda Sutton: Head Teacher Support

## Additional Information

- **School Police Liaison Officer:**  
Senior Constable Garry Mutton: 0438885528
- **Police Youth Liaison officer:**  
Senior Constable Barb Beard: 48240721
- **Kids Helpline:** 1800551800

School contact information:

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