



## SP3.4 PROCEDURES FOR ANTI-BULLYING

### 1.0 Implementation

Bullying is viewed as a major breach of the School rules and behavioural expectations and therefore follow up action will align with the School Code of Conduct and Discipline policies and procedures.

### 2.0 Pastoral Care

Pastoral care (see Pastoral Care Policy) will be provided to all involved in the bullying incident, and the offending party/ies will be given the appropriate corrective action.

### 3.0 Anti-bullying Plan

The anti-bullying implementation plan will be followed through and monitored until such time when all issues involved in the bullying behaviour have been satisfactorily addressed.

#### 3.1.1 Support for the bullied student:

- Offer an immediate opportunity to discuss the experience with a staff member
- Reassure the pupil
- Where appropriate inform parents to assist in the situation
- Offer continuous support
- Restore state of personal wellbeing and security
- Provide appropriate spiritual guidance and/or ongoing counselling

#### 3.1.2 Support for the student who has bullied:

- Discuss what happened
- Discover why the pupil became involved
- Establish the wrong actions and need to change
- Inform parents or guardians to help change the attitude of the pupil
- Provide appropriate spiritual guidance and/or ongoing counselling

#### 3.1.3 Expected Outcomes

- If possible, the students will be reconciled for the glory of God. (Ephesians 4:30-32, I Corinthians 10:34).
- Students will be monitored to ensure that bullying behaviour does not occur again.
- Due apologies should be offered and forgiveness sought between students.

- A behaviour contract should be signed by the offending party if deemed appropriate to the situation. (F4.3 Behaviour Contract)

## 4.0 Preventing bullying

The School recognises that all share the responsibility to prevent bullying. At Condell Park Christian School the following strategies have been adopted to prevent bullying:

- Explicit teaching of positive behaviours embedded within the curriculum addressing positive relationships, conflict resolution, resilience, bystander action etc. Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in Personal Development, Health & Physical Education course, School chapels, assemblies and subject areas, as appropriate, in an attempt to keep the School free of such behaviour.
- Regularly recognising and acknowledging students who demonstrate appropriate behaviours that promote and restore right relationships e.g. presentation of MERIT SLIP to those students who demonstrate appropriate respectful behaviour.
- Vigilant classroom, playground and transition supervision.

Teachers are required to actively supervise children at all times. Teachers should note supervisory duties for the day and report promptly to duty. Teachers are asked to be aware of playground 'hotspots' e.g. toilets, and visit these areas regularly throughout their supervision duty.

- Children with a history of being targeted by others have a "buddy" appointed with whom they may discuss any current conflicts.
- Provision of safe and structured playground spaces and activities at break times

Staff are proactive in using strategies that encourage student activity during break times

**Students** are encouraged to:

- *take some positive action to stop the bullying if they observe an incident*
- *report the bullying incident to a teacher as soon as possible*
- *make it clear to their peers that bullying is not accepted*

**School staff** are expected to:

- *take some positive action to stop the bullying when they observe an incident*
- *pass on information about any reported or observed bullying behaviours to the Principal / Assistant Principal for further action*

**Parents** are encouraged to:

- *listen to their child and encourage their child to speak to their teacher / year coordinator at school*
- *contact the school if they have a concern (e.g. Principal, Assistant Principal)*

## 5.0 Responding to bullying behaviour

Any reports of bullying will be investigated and appropriate action will be taken promptly. The

response to bullying includes the following actions:

- Bullying behaviour or incidents will be reported to school staff. Cases of substantiated bullying will be recorded by staff (See “Incident Report Form”), and parents will be called in to assist in discussing the problem.
- A designated school staff member will investigate the reported bullying behaviour, and address it as expediently as practicable (See “Anti-bullying Implementation Plan”).
- Parents of parties involved will be notified of the bullying incident.
- Guidance and other support for the recipient of the bullying will be provided (e.g. re-skilling and re-teaching of strategies, resilience and social skills, counselling, conflict management skills, social networking etc.).
- Guidance and support will be provided for ‘bystanders’, ‘supporters’ and witnesses of the bullying (e.g. intervention strategies etc.),
- Age appropriate and consistent sanctions for both parties, the student who is bullied, and the ‘bully’ will be addressed (e.g. consistent with school Code of Conduct Policy).
- Interventions and support for the student who bullied will be included in a Behaviour Support Plan (e.g. specific interventions developed to reduce the bullying behaviour, teaching of replacement behaviours, reinforcers etc.).
- Where appropriate, parents will be informed as stated in the policy and involved in any action and follow up.
- The designated staff will sign off the Incident and file the necessary papers/documents.

## 6.0 Disciplinary/Follow-up Action

Based on the school’s Discipline Policy, bullying behaviour will be addressed using the following and other measures/actions appropriate to the offence:

- Preliminary interview(s) will be conducted to ascertain the specific nature of the bullying. These interviews should be with individuals initially (i.e. student being bullied, students witnessing bullying, student engaging in bullying behaviour, staff etc.).
- The initial interviews should focus on the safety of individuals. This should include:
  - a clear statement on the consequences if the bullying continues or if there are any reprisals as a result of the reporting of the incident.
  - immediate preventative actions that will be implemented to avoid further incidents.

Decisions will be made as to the level of severity of the incident and whether the parents of those involved need to be informed.

- Call parents to assist in addressing serious bullying behaviour
- Give demerits, or detentions, or other appropriate corrective measures
- Follow up interviews should focus on appropriate strategies to assist and support all

involved within a Behaviour Support Plan. This Plan will specifically identify the inappropriate behaviours, name the replacement behaviours, outline strategies to support the replacement behaviours and reinforcers (both negative and positive) when behaviours occur.

- A record of the separate interviews should be kept.
- Regular monitoring and follow up with the students involved is necessary (for example daily, prior to and after break times etc.)
- Review of the Behaviour Support Plan will take place to modify strategies and supports.
- Any further recurrence of bullying may result in an issue of warning re suspension and could lead to the implementation of suspension procedures and, if necessary, removal of the student from the School through:
  - Suspension or
  - Expulsion.
- Contact the School Police Liaison Officer for support when necessary

Within the curriculum the school will raise awareness of the nature of bullying through inclusion in Personal Development, Health & Physical Education course, School chapels, assemblies and subject areas, as appropriate, in an attempt to keep the School free of such behaviour.

## 7.0 Policy Review Statement

The procedures for Anti-Bullying will be reviewed every two years.

## 8.0 References and Related Documents

P1.1 Anti Bullying  
P3.3 Code of Conduct  
P4.1 Discipline  
P16.1 Pastoral Care  
F2.1.3 Critical Incident Report Form  
F4.3 Behaviour Contract