

# CLEVE AREA SCHOOL

## POLICY AND PROCEDURES ON BULLYING INVOLVING STUDENTS

This policy is a component of the Supportive School Community and is consistent with:

- ❑ The National Safe Schools Framework. 2004
- ❑ State Government Anti - Discrimination Legislation.
- ❑ The Supportive School Communities Policy Framework 2003 – 2007 (Tasmanian Department of Education - Equity Standards Branch)
- ❑ The Essential Learnings Framework
- ❑ School Mission Statement – Values and Principles

### Introduction

Everyone has the right to learn and work in a safe, supportive, secure and success-oriented environment.

The school's Student Behaviour Management Policy expects students to behave responsibly, thereby respecting and protecting the rights of all students to learn and all teachers to teach.

Harassment or bullying in any form reduces the positive learning of students.

### Aim

The aim of this policy is to ensure that Cleve Area School is a safe environment, free from bullying, for all members of the School community. This policy is binding for all members of the school community, staff, students, parents and volunteers, when involved in school-related events.

### Definition

- ❑ Bullying involves one or more students exerting power or dominance over another or others.
- ❑ Bullying behaviour is deliberate, unwelcome, uninvited and usually repeated.
- ❑ Bullying involves behaviour which is physical, verbal, psychological or social/relational.
- ❑ Bullying may involve Sexual & Racial Harassment which is unlawful in terms of the Equal Opportunity Act (1984).
- ❑ Cyber bullying is another form eg: SMS, Internet Chat, Email etc.
- ❑ Bullying includes a wide range of conduct that causes another person to feel embarrassed, offended, hurt, humiliated, insulted, ridiculed, angry or afraid.
- ❑ Bullying can have a serious long-term effect on the health and well being of all people.

## **Objectives**

- ❑ To reduce the incidence of bullying.
- ❑ To counter the view that bullying is an inevitable part of school life.
- ❑ To create a supportive climate and break down the secrecy surrounding bullying.
- ❑ To provide staff, students and parents with options to respond to bullying.

## **Responsibilities**

### **Students**

If a student feels they are being bullied or has witnessed bullying behaviour they should:

- ❑ Tell the person that they are being a bully and to stop the behaviour (if possible)
- ❑ Support the person who is being bullied and request help from a teacher at the time of the incident
- ❑ Report behaviour to Home Group Teacher or a teacher of student's choice
- ❑ Refrain from bullying others
- ❑ Seek support from School Counsellor/School Chaplain/Trusted Adult

### **Teachers**

If a student reports a bullying incident or a teacher witnesses incidents of bullying, they should:

- ❑ Listen and provide support to the target of the bullying by acknowledging the nature and seriousness of bullying behaviour
- ❑ Find out the background and attempt to resolve the incident
- ❑ Fill out a report form if appropriate
- ❑ Refer the incident to the Year Level Co-ordinator and/or Counsellor and/or CYFS, if necessary

### **Year Level Co-ordinators/Student Behaviour Management Coordinator**

- ❑ Provide support to targets of bullying.
- ❑ Record and monitor incidents of bullying behaviour.
- ❑ Put in place anti-bullying procedures as appropriate
  - eg. - Ask the perpetrator to acknowledge the behaviour and agree to stop (see Bullying Reflection form )
  - Arrange a Restorative Justice/Shared Concern conference (whichever is more appropriate)
  - Contact parent /s of the student who has been bullying others
  - Inform the parents of the student/s being bullied
- ❑ Encourage target student/s to report similar behaviour if repeated  
Keep Home Group Teacher involved in the process

### **Student Counsellor**

- ❑ Provide support to targets of bullying.
- ❑ Put in place anti-bullying procedures as appropriate
  - eg. - Arrange a Restorative Justice/Shared Concern conference (whichever is more appropriate)
- ❑ Encourage target student to report similar behaviour if repeated  
Keep Home Group Teacher involved in the process

### **School**

- ❑ Dissemination of Policy and Procedures (Home Group Teacher )
- ❑ Inclusion in Curriculum
- ❑ Send letter home to parents at the beginning of every year about the signs and symptoms of bullying (See attached letter)

### **Parents and Caregivers**

- ❑ Encourage students to discuss the effects and consequences of bullying
- ❑ Encourage students to report any incidents of bullying
- ❑ Contact the school if you are aware that any child is being bullied or suspect that it is happening

\* **Restorative Conferencing** ( possible option to be introduced during 2006)

*Recognises that bullying is a violation of people and relationships and aims to identify obligations and promote restoration and healing.*

It is a way of responding to conflict which:

- supports those affected
- allows for understanding of the wrongdoing
- gives ownership of the problems created
- gives people the chance to fix things with support
- respects people and leaves their dignity intact

Teachers need to do the background research into the incident/s by reading student files as appropriate. The offender needs to accept responsibility for his/her behaviour before a successful restorative conference can be held.

A conference, if necessary, is set up by the Teacher / Year Level Coordinator/Behaviour Management Coordinator/Counsellor (whichever is appropriate) between the target and the offender.

The aim of the conference is:

1. to allow the target to express his/her feelings, so that the impact of the behaviour is felt and understood by the offender
2. to allow the person accused of bullying to acknowledge the behaviour, accept responsibility and agree to change it.

A resolution which has outcomes that satisfy all involved is the aim.

See Restorative Conferencing notes for information on how to proceed with this option.

### **Review**

This policy will be reviewed every 3 years as part of Cleve Area School's Policy Cycle.

# BULLYING REPORT FORM

## Details of Person Taking Report

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Report: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_am/pm Signature: \_\_\_\_\_

## Details of Person(s) Reporting:

Name \_\_\_\_\_ Home Group: \_\_\_\_\_

Others: Name/s \_\_\_\_\_ Home Group/s: \_\_\_\_\_

Witness(es)/ Bystanders Name(s) (if any): \_\_\_\_\_

## Brief Details:

**Person Reporting Bullying:** Statement:

**Person (People) Accused of Bullying:** Statement:

**Witness Statement:**

**Have any of these people been named in a previous report?** Yes/No (Circle)  
Provide brief details

**Action taken by teacher(s) :**

# BULLYING REFLECTION SHEET

Name: \_\_\_\_\_ Home Group: \_\_\_\_\_

**What I did**

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**How my behaviour affected another person**

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**How could I make better choices next time?**

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**I understand that my choice of behaviour is bullying.  
If I continue with this kind of action, it may lead to my parents being  
contacted and ultimately suspension.**

**I understand that my behaviour will be monitored for the next two (2)  
weeks by:**

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**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CONCLUSION

We want to make Cleve Area School a happy place for everyone who attends.

All who attend school have an equal right to make the most of their schooling.

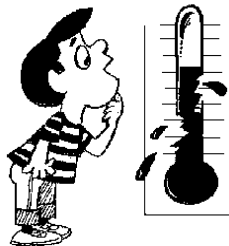
Bullying and harassment is wrong and it must stop!!!



This brochure is on display in all rooms to help the students and teachers at our school.

*Even if you are not being bullied, (or bullying others), if you become aware of other students who are, do something about it!*

**DO NOT BE A BYSTANDER!!!**



If we all work together on this problem, we will have a better and happier school. It's up to everyone!!!

Other community people who can help :

- **Doctor** 86282003
- **Hospital** 86282399
- **Police** 86282017
- **Emergency** 000



- **Counsellor** 86282104
- **Kids Helpline** 1800 551 800
- **Crisis Care** 131611
- **Child Abuse Report Line/Families SA** 131478
- **Lifeline** 131114

## CLEVE AREA SCHOOL

**HARASSMENT FREE ZONE**

*How we can work together better?*



## DEFINITION

*Harassment includes any behaviours that are uninvited, unwelcome and unwanted that cause another person to feel hurt or uncomfortable.*

## DIFFERENT KINDS OF HARASSMENT/BULLYING

- teasing, calling names, making rude gestures
- unwanted touching or comments
- commenting on your size or body shape
- hiding or destroying your property or books
- hitting, punching, kicking or pushing
- writing rude or unpleasant notes or graffiti about you
- continually leaving people out
- cyber bullying – e.g. SMS, email, mobile phones
- sexual or racial comments or behaviours

## WHAT CAN YOU DO WHEN YOU ARE HARASSED AT SCHOOL

### If a person is harassing you for the first time:

Use “Stop, Think, Do” process.

Tell the person to stop.

Tell them you don't like it.

### If you are harassed again, do something about it:

- Tell the student counsellor.
- Tell a trusted teacher.
- Tell a trusted adult.
- Tell them exactly what happened
- Write down what has happened



### What can you do if you see bullying happen?

- Tell a trusted adult
- Help the student being bullied to tell a trusted adult
- Try to explain to the person doing the bullying how they might be hurting that person's feelings

**YOU MUST DO SOMETHING  
DON'T BE A BYSTANDER!!!**

## WHAT WILL HAPPEN IF I GO TO THE TRUSTED TEACHER OR COUNSELLOR?

- They will listen to you, keep what you tell them private if you want, and ask you what you want them to do.
- Together you will work out the best way to handle the situation and what action to take.
- If you decide to go further, this is OK.
- If after a while you want nothing more to be done, this is OK too.

**YOU ARE IN CONTROL OF WHAT HAPPENS - IT'S YOUR CHOICE!!!**

## WHY THE SCHOOL WANTS TO BE HARASSMENT FREE

- Everyone has the right to be treated as a valued individual.
- Everyone has the right to come to school and expect a happy, secure school day.
- If you are being harassed or bullied, you may not learn.
- People who harass others cause unhappiness.

- Students who are bullied become frightened.  
They often skip lessons or hide at lunchtimes.