



Education &  
Communities

# Anti-bullying Plan

Wiripaang 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.



# Our School 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 (DoE).

This plan was initially presented to staff and parents in draft form so that all views can be taken into account before issuing the final plan. An ongoing process of evaluation will continue to involve all parties. The Student Council representatives, from Years 5 and 6 were also consulted on key elements of the plan before it was finalised. The plan will be evaluated on an ongoing basis and formally reviewed at least once every three years.

<b>Development</b>	<ul style="list-style-type: none"><li>• Staff to develop draft plan.</li><li>• School Council and P&amp;C to review draft plan. Parents informed via Bulletin and invited to comment.</li><li>• Developed plan to be ratified by staff, School Council and/or P&amp;C.</li></ul>
<b>Implementation</b>	<ul style="list-style-type: none"><li>• Implementation will be a whole school responsibility. Embedded in classroom teaching and learning programs.</li><li>• Plan acknowledged in School Information Book and Casual Teacher folders</li><li>• Plan uploaded onto school website</li></ul>

<b>Evaluation</b>	<ul style="list-style-type: none"><li>• The WPS Anti-Bullying Plan will be evaluated and reviewed annually for DoE updates.</li><li>• An annual survey associated with bullying will be distributed to staff, students and parents.</li><li>• The results of this survey will be used to determine best practice for the coming year.</li><li>• Results and strategies will be communicated to the School Council, P&amp;C, included in a school bulletin and published in various online mediums.</li></ul>
<b>Review</b>	<ul style="list-style-type: none"><li>• The plan will be formally reviewed every three years as part of the annual evaluation process and used to direct procedure review and plan changes.</li></ul>

## Statement of purpose

Wiripaang Public School has an inclusive environment, where diversity is affirmed, and individual differences are respected. Quality education is provided for students to meet their needs in a secure, reverential and supportive school environment. The welfare of our students is at the core of our Positive Behaviour for Learning (PBL) framework and is deeply embedded into our school policies, programs and practices.

Unfortunately, schools exist in a society where intimidation and harassment occur. At Wiripaang Public School bullying is taken seriously and is not acceptable in any form. Our students have the right to expect that they will spend the day in a safe, happy environment free from the fear of bullying, harassment and intimidation. As a school community we have a shared responsibility to uphold such an environment.

## Protection

### Bullying:

- Devalues, isolates and frightens
- Affects an individual's ability to achieve
- Has long-term effects on those engaging in bullying behavior, those who are the subjects of bullying behavior and the onlookers or bystanders.

Teachers, students, parents and members of the Wiripaang school community have a responsibility to work together to address bullying.

## Definition of Bullying

Bullying can be defined as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure. Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment (including sex, race, disability, homosexuality or transgender), humiliation, domination and intimidation of others.

### Bullying behaviour can be:

- **verbal** e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats;
- **physical** e.g. hitting, punching, kicking, scratching, tripping, spitting;
- **social** e.g. ignoring, excluding, ostracizing, alienating, making inappropriate gestures or
- **psychological** e.g. spreading rumours, dirty looks, hiding or damaging possessions, malicious sms, social media, email messages, inappropriate use of camera phones and phones in general.

## Roles and Responsibilities

Students, teachers, parents, caregivers and members of the wider Wiripaang school community have a responsibility to;

- promote positive relationships that respect and accept individual differences and diversity within the whole school community;
- contribute to the development of the Anti-bullying Plan and support it through words and actions;
- actively work together to resolve incidents of bullying behaviour when they occur and
- build resilience in students to deal with difficult or challenging situations.

### Students can expect to:

- **know that their concerns will be responded to by school staff;**
- **be provided with appropriate support (for both the victims of and those responsible for the behaviour) and**
- **take part in learning experiences that address key understandings and skills relating to positive relationships, safety, gender, equity, discrimination, bullying and harassment. These experiences will be guided by the Personal Development, Health and Physical Education syllabus and Positive Behaviour for Learning lessons.**

### Students have a responsibility to:

- **behave appropriately, respecting individual differences and diversity;**
- **follow the school Anti-bullying Plan and**
- **respond to incidents of bullying according to the school Anti-bullying Plan.**

Parents and caregivers have a responsibility to:

- support their children in all aspects of their learning;
- 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;
- support all students of the school to deal effectively with bullying through the strategies of the school Anti-bullying Plan and
- respond to incidents of bullying according to the school Anti-bullying Plan.

Teachers have a responsibility to:

- respect and support students in all aspects of their learning;
- model appropriate behaviour at all times;
- teach anti-bullying and bystander lessons annually and
- respond in an appropriate and timely manner to incidents of bullying according to the school Anti-bullying Plan.

The Principal and Executives have a responsibility to:

- lead the development, implementation and evaluation of the school Anti-bullying Plan and
- ensure the plan is readily accessible to all members of the school community.

### Four Point Plan

Wiripaang Public School has developed a four point plan to combat bullying, which includes;

- Prevention
- Early Intervention

- Intervention/Response
- Post Intervention

### Prevention

Prevention begins with the maintenance of a positive school climate that acknowledges and promotes the fact that bullying is and will not be tolerated within our school community.

This will be achieved by:

- an understanding by students, parents and staff that bullying is intentional, repeated behaviour by an individual or a group of individuals that causes distress, hurt or undue pressure, it is not an isolated incident;
- an assurance that students know and understand what behaviour is acceptable within our school (Student Wellbeing and Discipline Policy);
- highly visible posters that identify what bullying is, the different types of bullying and strategies for dealing with bullying when it occurs;
- K-6 lessons that focus on the forms of bullying and how to deal with issues when they arise;
- teaching students the key understandings and skills relating to positive relationships, safety, gender, equity, discrimination, bullying and harassment;
- a continued focus on promoting positive behaviour and values through Positive Behaviour for Learning (PBL) lessons. Encouraging resilience, life skills, social skills, assertiveness, conflict resolution and communication skills;
- introduction and training of staff for the Peer Support program;
- learning about Bystander Bullying behaviour and discussing implications of such behaviour;

- students feeling comfortable to report incidents of bullying to staff and also feel assured that their concerns will be taken seriously;
- community awareness and input relating to anti-bullying, its characteristics and the school's programs and response (e.g. bulletins, parent information sessions on cyberbullying);
- professional development for all staff in relation to bullying and the strategies to counteract it.
- staff commitment to being alert and observant for acts of bullying in the classroom or playground and dealing with incidents as they occur.
- Programs such as Rock and Water, ShineGirls, WiriHearts, MACHIL and Fun Friends to target vulnerable students (either at risk of being bullied or exhibiting bullying behaviour) to develop social skills, tolerance, resilience, assertiveness and self-esteem.
- Structured play activities to promote turn taking, inclusiveness, cooperation and respect.
- Provide quiet places such as Chill Out, Sensory Room, Sensory Garden and the Library for students who need a quiet space.
- Provide a buddy bench to foster friendships

### Early Intervention

The school will implement strategies for students who are identified as being at risk of developing long term difficulties with social relationships and those students who identified at or after enrolment as having previously experienced bullying or engaged in bullying behaviours.

Such strategies include:

- parent nomination at the time of enrolment. The Principal will enquire for information about prior accounts of bullying;

- the student's previous school will be contacted prior to enrolment and requested to identify any issues around bullying;
- the Learning Support Team will assist in the identification of students either at risk of being bullied or ask risk of engaging in bullying type behaviours;
- social skills programs and programs may be accessed;
- Kinder Orientation Programs will inform parents of school policy and procedures and
- The School Counsellor service may be accessed for advice by staff or parent nomination.

Any student(s) of concern will be discussed at Executive meetings and staff made aware of situations at weekly whole staff communication meetings. Subsequent plans to prevent and/or deal with particular instances of bullying are identified. Minutes of meetings are stored in Wiriscloud.

### Intervention/ Response

All stakeholders expect that complaints of bullying, harassment and intimidation are followed up quickly and efficiently.

### Reporting

#### By students

Reported acts of bullying (toward themselves or others) to class teacher, duty teacher, Executive or Principal. All students must be assured that they are safe and that only by speaking up can the behaviours be stopped.

#### By parents and caregivers

Notify a teacher, Executive or Principal of acts of bullying that were reported or witnessed by themselves or their children.

## By teachers

Notify the Executive or Principal of acts of bullying that were reported or witnessed.

## Investigating

All reported incidents of bullying will be investigated by a member of the School Executive within 24 hours of notification. A formal record of the investigation will be taken and a copy provided to the Principal to be kept on file.

*Once bullying is identified the school will:*

1. **Interview all parties involved (the bully, the victim and any witnesses) and fully document details.**
2. **Notify parents of incident within one day of the investigation. This may be in the form of an 'Initial/Second/Third Notification of Bullying Behaviour' letter or direct phone call (depending on severity).**
3. **Consideration as to why the bullying occurred (e.g. 'the bigger picture' or contributing factors).**
4. **Both bully and victim to be offered assistance and support.**
5. **The Executive will follow the school's Student Welfare and Discipline Procedures and DoE policy with regard to the consequences for bullying behaviours.**
6. **Possible suspension may occur.**
7. **If required develop behaviour modification programs, seeking the advice of the School Counsellor or other agency support.**
8. **A meeting of the relevant persons to be convened following identification of on-going bullying behaviour. This meeting may involve some or all of the following: Principal, Assistant Principal, Grade Supervisor, Classroom Teacher, Learning Support Team members, School Counsellor parents and students. All issues relevant to the behaviour of the student(s) will be considered.**

For serious bullying behaviours, the DEC School Safety and Response Unit will be called and the area School Education director informed. Such instances are those in which serious physical injury necessitating medical treatment has been necessary or where student/staff safety may be compromised. In the most serious cases the school will call the police immediately.

Where a student's wellbeing is a concern staff/parents/community member should raise their concerns with the Principal. The Principal will then apply the Mandatory Reporter Guide to the situation before calling the Child Wellbeing Unit.

The school will contact the SED and DEC Media Unit for any instances in which media involvement may be likely to occur. A Serious Incident Form will be communicated to the SED for serious instances of bullying. Immediate student suspension

## Post Intervention

If a situation remains unresolved there are avenues for feedback or complaint. Complaints, suggestions and other feedback help staff to meet expectations, remedy problems and improve situations. The concerns of the school are also important.

Procedures to enable concerns to be dealt with quickly and fairly are part of sound management practice. They help to improve communication, trust, motivation and productivity.

If a student is suspended, parents are able to appeal the decision as per *DEC Suspension and Expulsion of School students- Procedures* which is provided to parents with letter notifying of suspension.

Attempts will be made to resolve matters at the school level in the first instance. If agreement cannot be reached, parents would be made aware of procedures outlined in the policy 'Responding to Suggestions, Complaints and Allegations' PD/2002/0051/V001 or on the DEC website:

[www.det.new.edu.au/complaints/](http://www.det.new.edu.au/complaints/).

Wiripaang Public School endeavours to promote behaviours and understandings that lead to a climate where students feel safe from the threat of bullying. To identify patterns of behaviour that may be of concern and need to be addressed, the school uses data recorded and collected on Sentral (a student welfare data base). Data is analysed by the Executive and where necessary, system changes are made or small groups are targeted for support.

## **Advice to be given to students who are being bullied**

**The student should be encouraged to:**

### **STAND**

Stay calm

Try to ignore

Ask them to stop

Never fight

Detail to a teacher

## **Advice to be given to students who know someone else is being bullied**

Students are made aware that witnesses to bullying have a very powerful role to play. Early intervention can defuse conflict situations before bullying sets in or becomes out of hand.

**The student should be encouraged to:**

- if possible intervene as the bullying occurs by telling the bully to stop;
- refuse to join in with the bully
- support the student who is being bullied and
- tell an adult if you are concerned about the bullying- it is your right and responsibility to report.

## **Professional Learning**

**For teachers and other school staff:**

- staff will be made aware of current policies and procedures relating to Bullying. All Staff will receive an annual update on DoE Anti-bullying Policies and Procedures. A mandatory training register will be kept by the Principal.
- staff meetings, Communication Meetings and Learning Support Meetings will be used for this purpose on a needs basis. New staff will be provided with access to school policies.
- new resources from DoE will be made available to staff.
- online DoE resources will be accessed and linked on the school Staff server.
- Peer Support training will be offered to teaching staff.
- All staff will have the opportunity to participate in professional training each year.
- Each year staff will review annual survey data around bullying and determine appropriate strategies to recommend to the parent body for the coming year.



## Additional Information

Police Youth Officer Department

of Community Services 133627

Child Wellbeing Unit 132 111

DEC Area Office 0249723000

DEC Regional Office 02 4904 3900

School Safety and

Response Unit 1300 363 778

Local Police Station- (02) 4942 9999

Kids Helpline 1800 55 1800

[www.kidshelpline.com.au](http://www.kidshelpline.com.au)

Bullying, No Way! [www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)

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

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

National Coalition [www.ncab.org.au](http://www.ncab.org.au)

Against Bullying

## Principal's Comment

I hereby certify that this draft document has been developed in consultation with the staff and has been presented to the parents and carers of Wiripaang Public School via the school P&C. The success of Anti-bullying strategies will be gauged through annual surveys of staff, parents and students. The content will be reviewed every three years as part of the school strategic planning.

Mrs Emma Stothard

Principal

12<sup>th</sup> November, 2018

Penny McGee- Instructional Leader

Clare Fleming- Assistant Principal Support Unit

Amanda Lavercombe- Assistant Principal 3-6

Donna Summers- Assistant Principal K-2

Debra Cook- Assistant Principal Wellbeing

P&C Body

## School Contact Information

Wiripaang Public School

2A Pacific Highway, Gateshead 2290

Ph: 49 434357

Email: [Wiripaang-p.school@det.nsw.edu.au](mailto:Wiripaang-p.school@det.nsw.edu.au)

Web: <https://wiripaang-p.schools.nsw.gov.au/>