Swansea High School

Reviewed June 2017

Anti-bullying Plan

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.

Swansea High School Anti-Bullying Plan

This plan outlines the processes for preventing and responding to student bullying in our school and reflects the Policy of the New South Wales Department of Education **Bullying: Preventing and Responding to Student Bullying in Schools Policy** and Communities.

Statement of purpose

At Swansea High School bullying is taken seriously and is not acceptable in any form. We believe that students and teachers have the right to expect that they spend their school day free from the fear of bullying, harassment and intimidation.

The Swansea High School Anti-Bullying Plan:

- Is consistent with legislation and reflects Government and departmental policy.
- Incorporates the principles of procedural fairness.
- Was developed within a strong student welfare context.
- Reflects the identified needs of the community.
- Grew from existing policies and practices.
- Outlines expected standards of behaviour.
- Defines the responsibilities of teachers, students and parents.
- Includes components to meet local needs.

Protection

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

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

What is Bullying Behaviour?
- 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 misuse of power in relationships.
- Bullying can involve all forms of harassment (including sexuality, race, disability, religious beliefs, gender identification), humiliation, domination and intimidation of others.
- Bullying can also involve the use of social media to exclude, threaten, harass or embarrass.

Bullying behaviour can be:
- **Verbal** – For example name calling, teasing, abuse, putdowns, sarcasm, insults, threats which cause fear for one's safety.
- **Physical** – For example hitting, punching, kicking, scratching, tripping, spitting.
- **Social** – For example ignoring, excluding, ostracising, alienating, making inappropriate gestures.
- **Psychological** – For example spreading rumours, intimidating looks, hiding or damaging possessions, malicious SMS and email messages, and inappropriate use of photographs via social media.
- **Online** – verbal, social and psychological abuse using social media.

Rights and Responsibilities
Students, teachers, parents, caregivers and members of the wider 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.

Each group within the school community has a specific role in preventing and dealing with bullying.

Students can expect to:

- Have someone who they can report their concerns to at school.
- Be provided with appropriate support (for both the subjects of and those responsible for the behaviour).
- Take part in learning experiences that address key understandings and skills relating to positive relationships, safety, gender equity, discrimination, bullying and harassment. These experiences are guided by the Personal Development, Health and Physical Education syllabuses, other Key Learning Areas and programs run by the school such as Anti-Bullying Focus Days.
- Positive Behaviour for Learning (PBL) is a whole school system applied at Swansea High School. It encourages positive behaviour from students, which has been shown to improve their self-concept motivation to learn and improved relationships and respect for others.

Students have a responsibility to:

- Behave appropriately.
- Respecting individual differences and diversity.
- Follow the school Anti-bullying Plan.
- Respond to incidents of bullying according to their 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 Peer Mediation, Rage/Scream (Anger Management) Rock and Water, Drum Beat, Inspire, positive boys and girls programs, the school chaplaincy and connections with the Youth Centre, school counsellor and teacher intervention.

Schools have a responsibility to:

- Develop an Anti-bullying Plan through consultation with parents, caregivers, students and the community, which clearly identifies both the behaviours that are unacceptable and the strategies for dealing with bullying in the classroom and playground.
- Inform students, parents, caregivers and the community about the School Discipline Code and Anti-bullying Plan.
- Provide students with strategies to respond positively to incidents of bullying behaviour, including responsibilities as bystanders or observers.
- Provide parents, caregivers and students with clear information on strategies that promote appropriate behaviour, and the consequences for inappropriate behaviour.
- Communicate to parents and caregivers that they have an important role to play in resolving incidents of bullying behaviour involving their children.
- Follow up complaints of bullying, harassment and intimidation.

Teachers have a responsibility to:

- Respect and support students in all aspects of their learning.
- Model appropriate behaviour.
- Respond in an appropriate and timely manner to incidents of bullying according to the school Anti-bullying and Cyber-Bullying Plan.

Prevention

Ready to Learn – development and implementation of programs for bullying prevention.

Programs to develop social skills and knowledge that encourage students to live harmoniously in the Swansea High School environment may be offered each year. Anti–bullying focus days, Peer Mediation opportunities, Rock and Water and Healthy Schools Healthy Futures, Make the Man, Rage, Scream and Managing the Bull are some of the programs that are offered to assist students. New programs may be included as they become available.

These programs can help:

- Empower the whole school community to recognise and respond appropriately to bullying and harassment.
- Contribute to the general health and wellbeing of all students.

Reporting Bullying

The procedures for reporting and managing bullying behaviours are to be communicated to students and staff in Roll Call, via Communication Assemblies, Staff Meetings, Year Assemblies and focus lessons or days. Reporting can be by students, parents, caregivers, members of the community and or teachers.

Strategies for Reporting

- Teachers encourage incidents of bullying to be reported.
- Classroom incidents are to be acted on by the classroom teacher.
- Incidents of bullying may also be recorded on the Anti Bullying Report Form and referred to the Year Advisor.
- The Year Advisor decides whether to support the student themselves or with the assistance of other teachers, Head Teachers, Counsellor, Chaplain, Aboriginal Support Person or the Deputy Principal.
- Accessing help and support by students, parents and caregivers.
- Communicating Departmental appeal procedures for students, parents and caregivers.
- Professional learning (teachers and other school staff).
- School focus days.

Early Intervention

The Transition Program and the enrolment process identifies students who are at risk of developing long-term difficulties with social relationships and those students who are identified at or after enrolment as having previously experienced bullying or engaged in bullying behaviour. These students may be referred to and monitored by the Year Advisor and the Learning Support Team. Students may also be included in support programs specific to their needs.

Protection

Respect
It is an expectation that students demonstrate respect for their teachers and their peers regardless of individual differences. This includes in the classroom, the playground, to and from school, and on line.

Responsibility

Bullying is everybody's business and we all share responsibility for the well being of others

Students responsibilities

All students are responsible for saying NO to bullying. Students are encouraged to show responsibility by:

- Being a positive bystander and support those who are being bullied in a non aggressive manner.
- Reporting the bullying and harassment of others
- Reporting on line harassment of others
- Follow the anti bullying procedures by speakin calmly to the bully and ask them to stop. This may need to happen more than once.
- Walk away and/or ignore the bully.
- Seek help from or help a friend by also saying no.
- If the bully does not stop report to the classroom teacher, the teacher on playground duty. or your Year Advisor.
- If the bully has been physically aggressive report it to the Deputy Principal.

Parent and Care Givers Responsibilities

Give advice in a positive way to

- Tell your child to
  - Ask the bully to stop.
  - Walk away
  - If the above continually fail report to the Year Advisor or to the classroom teacher.

If you still have concerns ring the school and ask to speak to the Year Advisor or the Deputy Principal.

Teacher Responsibilities

Promote a positive culture in the classroom free from harassment and intimidation by:

- Employ a no tolerance to bullying policy in the classroom and Immediately take action when a student is verbally disrespectful to another student.
- Assist students who are isolated to be included in the rest of the class or to attempt to set them up with a buddy.

Early Intervention

- The learning Support Team meets weekly to discuss positive behaviour for learning, whole school anti bullying and support programs and student

issues. Students are identified at risk of difficulties with social relationships which includes the bully and the victim. Programs and other support is recommended for these students.

Programs include:

- Manage the Bull, Rage and Scream.
- They may also be supported by their
  - Classroom or favourite teacher
  - Year advisor or
  - Teacher mentor
  - School counsellor
  - School Chaplain
  - Girls Advisor
  - Youth worker
  - Head Teacher Wellbeing,
  - Deputy Principal and the Principal.

Students may also be given

- time out cards to support them when they become anxious or stressed and need to leave in the classroom.
- Security note which is a message from the Deputy Principal shown to the teacher of every class reminding them of issues between students in their classroom.

Response

Anti-bullying Report Forms available from all staff. A complaint or concern can be made by anyone from the school community. Complaints can be made verbally to any teacher or by using the Anti Bullying Report Form available from all staff members. This form is forwarded to the Year Advisor or to a trusted teacher. Staff will take appropriate action and or forward the form to the appropriate staff member. All staff members have a duty to investigate complaints and mediate or if needed pass on to a member of the Learning Support Team for further investigation and assistance. Depending on the situation it is the intention of staff to attend to incidents of bullying or harassment as soon as practical. All interventions should be recorded in SENTRAL. Parents and the community can contact the school on 49711944.

The DEC Suspension and Expulsion of School Students – Procedures are applied for bullying involving aggressive behavior or continued or persistent disobedience. This includes procedures for reporting incidents involving

assaults, threats, intimidation or harassment to the police and to School Security.

All forms of bullying and harassment are unacceptable. This includes Cyberbullying. Please refer to the Cyberbullying Section at the end of this policy.

If a child is suspected of being at risk of significant harm, staff should notify the Deputy Principal or the Principal who will access the Mandatory Reporting Guide and follow the recommended advice.

Teacher, tudent and parent/community forums/surveys should be conducted a minimum of every three years to review the patterns of bullying behavior and to assess the effectiveness of the school Anti–bullying Plan. The Learning Support Team evaluates, improves and develops strategies to address these patterns.

Communicating Departmental Appeal Procedures

- Parents will be provided with copies of the NSW Department of Education and Training Suspension and Expulsion Policy outlining avenues for appeal.
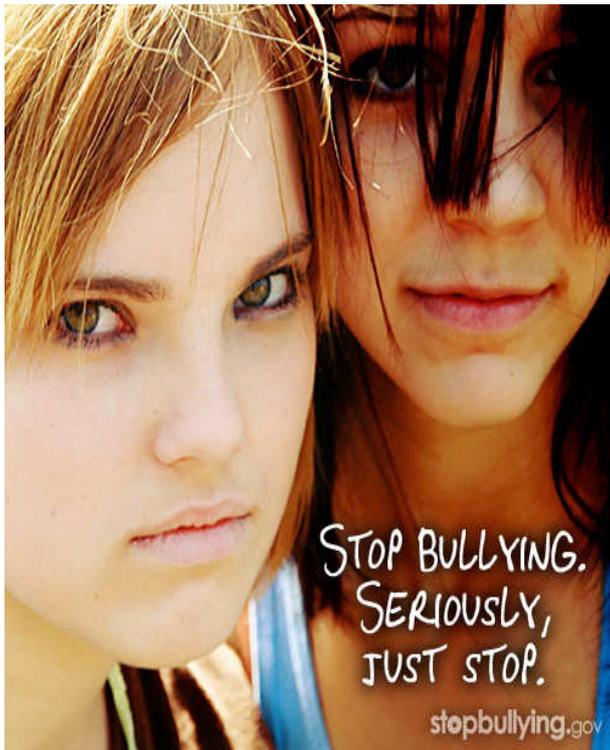
Attachments

1. Student Anti-Bullying Poster/Flow Chart
2. Anti-bullying Report Form
3. Cyber-Bullying Policy

Learning Support Team 2017

Robyn Leggatt	Principal
Guli Skamperle	Deputy Principal
Jacqui Carlton	Relieving HT Wellbeing
John Darnbrough	PBL Coordinator and HT Wellbeing
Nicole Thompson	Head Teacher Administration/Support
Lidija Nenad	Attendance Coordinator
Louise Thiessen	Counsellor
James Norman	Chaplain
Elyse Power	Girls Advisor
Mark Korsman	Year 7 Advisor
Lena Young	Year 8 Advisor
Kylie Bates	Year 9 Advisor
Luke Sedgeman	Year 10 Advisor
Mark Pasoe	Year 11 Advisor
Jaqui Charlton	Year 12 Advisor
Andrew Balxer	PBL
Olivia Thompson	PBL
Janine Goodwin	PBL
Kylie Magin	Jumpstart

Bullying and Harassment – What to do first.

STOP BULLYING. SERIOUSLY, JUST STOP.
stopbullying.gov

1. Victims Can

- Keep CALM
- Say STOP
- Explain how you feel.
- Block on social meda
- Walk Away

2. Bystanders Can

- Tell the bully to STOP
- Help the victim to WALK AWAY
- Do not retaliate
- Advise victim to block on social media
- Get help

3. Get Help

- Year Advisor Girls Advisor
- Counsellor Chaplain
- Parent Youth Worker
- Teacher
- Friend

CONFLICT IS

Having and argument

BULLYING IS

Repeated verbal, physical, social or psychological aggressive behaviour by a person or group towards a less powerful person or group that is intended to cause harm, distress or fear.

Swansea High School

Anti-Bullying Report

Date of Incident: _____   Reported Before   YES   NO

Report completed by: _____

Persons Involved: Include Year

Victim(s): _____

Offender(s): _____

Location: Tick all locations involved

☐ Classroom   ☐ Hallways   ☐ Playground   ☐ Bus Bay   ☐ Sport   ☐ Off Site   ☐Other

Description of Bullying: Highlight or Circle

Verbal	Physical	Social	Psychological
Name Calling	Pushing	Ignoring	Spreading rumours
Teasing	Punching	Excluding	Dirty or threatening looks
Put Downs	Kicking	Getting others to ignore you.	Hiding or damaging your property
Insults	Spitting	Inappropriate gestures	Social media, email, phone

Brief Description: This is not an incident report. Your full statement will be taken at interview.

Actions and Persons Notified: Teacher response to the incident.

Swansea High Cyber-Bullying Plan

INTRODUCTION

Cyber-bullying is intentional, repeated behaviour by an individual or group that causes distress or undue pressure through the use of technology to other students. It includes all types of technological communication that threatens, humiliates, intimidates, or makes another individual feel 'put down'. Cyber-bullying can take the following forms

- **Flaming** – heated exchange.
- **Harassing and threatening message**s eg 'text wars'
- **Denigration** – sending nasty SMS, pictures or prank phone calls 'Slam books'.
- **Impersonation** Using person's screen name or password eg message to hate group with personal details.
- **Outing or trickery** – sharing private personal information, messages, pictures with others.
- **Posting** 'set up' images/video eg 'happy slapping'.
- **Ostracism** – Intentionally excluding others from an online group eg knocked off buddy lists.
- **Sexting** – sharing explicit material by mobile phone.

DEPARTMENT OF EDUCATION POLICY

The *Student Discipline in Government Schools* Policy makes it clear that *"the school discipline policy may apply outside of school hours and off school premises where there is a clear and close connection between the school and the conduct of students"*.

The Suspension and Expulsion of School Students – Procedures provides that behaviour that may warrant suspension includes -

"hostile behaviour directed towards students, members of staff or other persons including verbal abuse and abuse transmitted electronically such as by email or SMS text message".

PREVENTION

- Encourage students to report cyberbullying.
- Ensure that students have a clear understanding of what constitutes cyberbullying.
- Publicise policies that address cyberbullying to the school community.
- Promote all forms of anti-bullying throughout the school community as per the school's anti-bullying plan.
- Provide support to students who are bullied or who participate in cyber bullying activities.
- Contact the Police and the School Safety and Response Unit where incidents of cyberbullying include possible criminal behaviour.

RESPONSIBILITIES OF THE SCHOOL COMMUNITY

Responsibility of Students
- Report incidents of cyberbullying.
- Be responsible by standers of cyberbullying.
- Respecting individual differences and diversity.
- Behave as responsible digital citizens.

Responsibility of Parents

- Report incidents of cyberbullying.
- Work collaboratively with the school to resolve cyberbullying issues.
- Encourage responsible on line behavior.

Responsibility of Teachers

- Report all incidents and their actions related to cyberbullying to the Year Advisor or Deputy Principal according to the Anti-Bullying plan.
- Ensure the acceptable use of technology in the classroom.
- Reinforce that cyber bullying is not acceptable practice at Swansea High School.

Responsibility of Year Advisors

- Address issues of cyberbullying at the low level end through mediation.
- Report to Deputy Principal serious repeated or serious cyberbullying.

Responsibility of the Deputy Principal

- Address all issues of serious or repeated cyber bullying as per the Anti-Bullying plan.
- Contact the Police and the School Safety and Response Unit where incidents of cyberbullying include possible criminal behavior.
- Ensure all members of the school community including casual staff are familiar with the school's anti-bullying plan.

Responsibility of the Principal

- Apply the Student Discipline in Government Schools Policy and suspend in repeated or serious cyberbullying.
- Contact the Police and the School Safety and Response Unit where incidents of cyberbullying include possible criminal behavior.
- Implementation of the Anti-Bullying Plan.

RELATED DOCUMENTS USED TO PREPARE THIS PLAN

- NSW Education and Communities Cyberbullying - Information for staff in schools.
- Bullying: Preventing and Responding to Student Bullying in Schools Policy.