

Anti-bullying Plan

Parramatta North 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 and Communities.

This anti-bullying plan has been developed in consultation with staff and community members of Parramatta North Public School as well as the principals from the Parramatta Learning Community of Schools. This plan is underpinned by the school's anti-bullying policy. A draft of this plan will be tabled at a meeting of the school P & C Association to inform the school community of the requirements of the plan as well as to seek input into the process of its development and implementation. This anti-bullying plan will be reviewed at least every three years in consultation with the school community.

Statement of purpose

Students attend school to participate in quality education that will help them to become self-directed, lifelong learners who can create a positive future for themselves and the wider community.

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. Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying.

Expectations

Students, teachers, parents, caregivers and members of the wider school community can expect:

- that students will be safe at school, free from fear of bullying, harassment, intimidation and victimisation
- to be involved in the collaborative development of the school Anti-bullying Plan
- to know what is expected of them and others in relation to the Anti-bullying Plan
- that all students will be provided with appropriate support when bullying occurs

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.

Students can expect to:

- know that their concerns will be responded to by school staff
- be provided with appropriate support
- participate in learning experiences that address key understandings and skills relating to positive relationships, safety, gender equity, discrimination, bullying and harassment.

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 the Anti-bullying Plan.

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 Anti-bullying Policy and Program
- 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 supporting the resolution of bullying behaviour involving their children
- follow up complaints of bullying, harassment, intimidation and victimisation

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 Plan.

Protection

The school community understands that bullying can be physical, verbal or psychological and can occur face to face, in written form or through the use of technology in the form of cyber bullying.

- **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; and
- **psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

Conflict or fights between equals or single incidents are not defined as bullying.

The school and its community do not accept or condone bullying behaviour in any form. When the school does become aware of such behaviours, action will be taken in-line with the DEC and school Anti-Bullying policies and the policy for Good Discipline and Effective Learning.

Strategies for dealing with bullying are linked to the School Discipline Policy and encompass the range of options available to deal with unacceptable behaviours, including suspension and expulsion. In dealing with bullying behaviour, we recognise the repeated and recurring nature of bullying and have mechanisms in place to identify patterns of repeated offending.

Students, their parents and caregivers are encouraged to be proactive in dealing with bullying, so that appropriate support can be provided to those students involved in any incident.

Parramatta North Public School is a Positive Behaviour for Learning (PBL) School. As a result, the school has developed a range of initiatives and strategies for ensuring students understand what is required for them to be *Respectful, Safe Learners*. Teachers maintain systems for rewarding and praising positive behaviour and teaching programs include lessons which address behaviour expectations for different locations around the school and within classrooms. Quality student behaviour and achievement are recognised through merit awards at weekly assemblies and published in the school newsletter. As well, PBL awards are drawn every Friday and prizes are awarded to students who have demonstrated that they are Respectful, Safe Learners.

Prevention

Students, teachers, parents and the community will be aware of that the school holds a position of zero tolerance towards bullying behaviour.

The school has a four-point plan to address bullying;

1. Primary Prevention
2. Early intervention
3. Intervention
4. Post intervention

PRIMARY PREVENTION

- At PNPS every teacher conducts anti-bullying lessons at the beginning of Term 1 and Term 3. The lessons can be accessed in the anti-bullying folder in the Teachers' Folder.
- Maintenance of a positive school climate that acknowledges that bullying behaviour is not tolerated within the school community.
- A focus on anti-bullying will be maintained with:
 - posters that identify what bullying is, the different types of bullying and strategies for dealing with bullying when it occurs.
 - classroom lessons that focus on bullying and how to deal with bullying behaviour
- Professional development for staff related to bullying and strategies to counteract it
- Community awareness and input related to anti bullying, its characteristics, school anti bullying programs and response (eg. Newsletters, parent forum)
- Provision of programs that promote resilience, life-skills and social skills, assertiveness, conflict resolution and effective communication skills. (eg. Positive Behaviour for Learning, Values Education, Child Protection, Drug Education)
- Consistent staff supervision of designated playground areas
- Assurance that students know and understand what behaviours are acceptable within the school (i.e consistent class/school rules displayed in the school)
- Maintenance of staff commitment to acknowledge victims of bullying and deal with bullying incidents

Early Intervention

Early identification of bullying behaviours is vital if schools are to be most effective in managing bullying. It is important that schools respond in a timely fashion when issues are identified as it is understood that those who are engaged in bullying and are bullied can experience long term effects. Parramatta North Public School's positive behaviour for learning system incorporated in the school's discipline policy outlines clear procedures and systems to prevent bullying or inappropriate behaviour.

Targeted early intervention strategies could include:

- Students to be encouraged to report bullying incidents involving themselves or others
- Teachers to regularly remind students to report incidents. Students to be reminded that reporting is not dobbing
- Parents to be encouraged to contact the school if they become aware of a problem
- Students recognized for positive behaviours
- Teachers use a class and playground management plan if an incident of bullying occurs
- Executive staff alerted to incidents of bullying
- Bullying surveys conducted on a class or stage basis as the need arises
- When appropriate, bully incidents recorded in the school's behaviour monitoring system.

Parramatta North Public School will continue to provide relevant personal development programs to target bullying and develop students' self esteem.

For example;

- Peer Support program with a focus on anti-bullying
- Positive Behaviour for Learning System
- SRC
- Child protection
- Drug Education
- Buddy Classes
- Harmony Day Celebrations
- Boys and Girls Contact Person
- Circle Time
- Learning Support Team
- Referral to School Counsellor and other consultants, eg Itinerant Support
- Anti-bullying posters displayed in all rooms

- Possible relevant performances with targeted messages to students, eg anti-bullying, developing self esteem



What should I Do If Someone Is Annoying Me?

1. Ignore them
2. Say “ Please stop. I don’t like it when you ...”
3. Say ‘Please stop or I will tell the teacher.’
4. You go and tell the teacher.



I need to report someone.

How can I help you?



BULLYING ~ NO WAY!

Bullying: *is intentional and repeated behaviour by a student or students towards another person. This causes distress, hurt and pressure. Bullying involves the use of power by one student over another.*

Some examples of bullying might include repeated examples of:

VERBAL	PHYSICAL	SOCIAL	PSYCHOLOGICAL
*name calling	*hitting	*rude gestures	*spreading rumours
*teasing	*punching	*ignoring	*malicious SMS
*threats	*tripping	*excluding	*malicious email
*insults	*kicking		*dirty looks

What to do if I am being bullied

- Tell the person you do not like what they are doing to you
- Do not retaliate - Try to stay calm
- Tell the teacher and your parents straight away

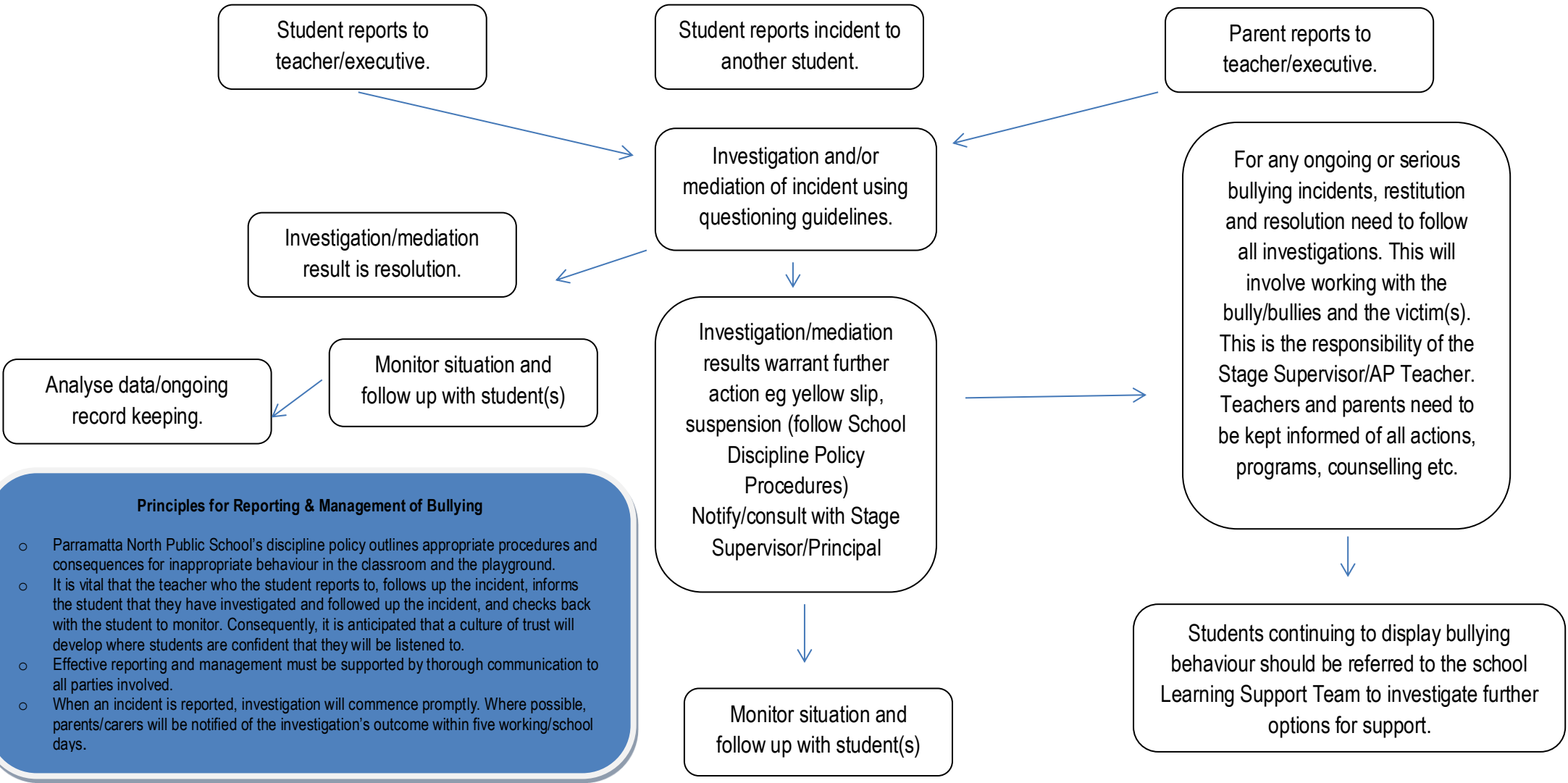
What to do if I see others being bullied

- Tell a teacher what is going on



Response

Procedures for Reporting Bullying



Principles for Reporting & Management of Bullying

- Parramatta North Public School's discipline policy outlines appropriate procedures and consequences for inappropriate behaviour in the classroom and the playground.
- It is vital that the teacher who the student reports to, follows up the incident, informs the student that they have investigated and followed up the incident, and checks back with the student to monitor. Consequently, it is anticipated that a culture of trust will develop where students are confident that they will be listened to.
- Effective reporting and management must be supported by thorough communication to all parties involved.
- When an incident is reported, investigation will commence promptly. Where possible, parents/carers will be notified of the investigation's outcome within five working/school days.

Specific Procedures for Reporting Bullying at PNPS

The student will report or discuss the incident, supported by a friend, to the Anti-bullying contact person, to determine the extent of the bullying and harassment.

See Appendix A

The Anti-Bullying contact person will then speak to the alleged bully, supported by a friend, to determine the extent of the bullying. If there is more than one alleged bully the students will be spoken to individually in the presence of a friend.

See Appendix B

The Anti-bullying contact person will then decide on the next step. If the bullying is severe, then the incident will be reported to the Principal and/or the Assistant Principals, who will decide on the further action, which may include suspension or expulsion. If the incident is minor the students involved will be spoken to separately, with their friends.

All students will be aware that further monitoring will occur. Monitoring will occur through planned and/or incidental conversations with all parties. This will continue twice weekly for a determined number of

Parents may be contacted during the process, depending on the severity of the incident.

The consequence, if required, will be determined by the severity of the incident by either the Anti-bullying contact person or the executive members of the school.

Should parents report the incident with or without the students' knowledge, the process will be the same except the Anti-bullying contact will keep the parents informed of the incidents and the resulting actions.

The incidents will be recorded onto STARS, with both the victim and bully having their details recorded, to monitor for any patterns of bullying. These records will remain confidential at all times. The incidents will also be reported to the class teacher and supervisors.

See Appendix C

Student(s) Report The Incident:

- Note any details offered in the first instance
- Let the students know that you will be speaking to the suspected bullies
- Ask what has happened to them and who was involved
- Ensure you keep a record of the student's name, class and date of the report **on the 'Bullying Incident Report'**.
- Empathise with the student, acknowledge how they are feeling and reassure them that you will be speaking to them again once the incident has been investigated.

Before you investigate:

- Wait until all parties involved are calm, allowing time for cooling off if needed
- Allow all students involved the opportunity to have a say
- Do not send students who are involved in the incident to call for other students who may be implicated

Post Intervention

Parramatta North Public School's discipline policy outlines appropriate procedures of the consequences for inappropriate behaviour in the classroom and in the playground

Possible consequences may involve:

- Warning
- Removal to the grade supervisor/assistant principal or principal
- Parental contact
- Negotiated contract
- Ongoing monitoring
- Timeout from the class/playground
- Mediation sessions with the victim to reconcile differences
- Development of an Individual Behaviour Program (IBP)
- Referral to external agencies eg Behaviour team
- Behaviour guidance program eg anger management, social skills
- Suspension

When an incident is reported, investigation will commence promptly. Where possible, parents/carers will be notified of the investigation's outcome within five working/school days.

In consultation with the school community, Parramatta North Public School will review this plan at least every three years. This will be communicated to the school community through the P & C Association, the school website and the newsletter.

The Department of Education (DoE) has developed appeals procedures to handle complaints. This is located at:

Complaints Handling Policy

https://www.det.nsw.edu.au/policies/general_man/complaints/resp_sugg/PD20020051.shtm?level=

Additional Information

Youth Liaison Police Officer (primary)

Senior Constable Chris Liplyn 9633 0756 lip1chr@police.nsw.gov.au

School Liaison Police Officer (HS)

Senior Constable Dakic 9633 0756

Kids Helpline

<http://www.kidshelp.com.au/> 1800 551800

Principal's comment

This anti-bullying plan has been developed in consultation with staff and community members as well as the principals from the Parramatta Learning Community of Schools. This plan is underpinned by the school's anti-bullying policy.

Kathryn Methven	Principal	Lee Roser	Teacher
Glenda Walter	School Counsellor	Kate Young	AP
Kym Murdoch	AP & LST Coordinator	Ian Wheatley	AP(rel)
Caroline Postlethwaite	Teacher	TBA	P & C President

School contact information

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Web: <http://www.parramattn-p.schools.nsw.edu.au>

Parramatta North Public School

BULLYING INCIDENT REPORT

BE SAFE BE RESPECTFUL BE A LEARNER

Intervention

(To be completed by initial teacher)

What has happened?

.....
.....
.....

When and where did it happen?

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.....
.....

Who was involved?

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.....
.....

Were there any witnesses?

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.....
.....

Has it happened before? (Have you had a problem with this student before?) Did you speak to anyone about it?

.....
.....
.....

(Gather all of the facts - inform the students of what you are going to do after the outcome of your investigation)

Teacher Signature _____ Date _____

Parramatta North Public School

BULLYING INCIDENT REPORT

BE SAFE BE RESPECTFUL BE A LEARNER

Student Report

(To be completed by student)

What has happened?

.....
.....
.....

When and where did it happen?

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.....
.....

Who was involved?

.....
.....
.....

Were there any witnesses?

.....
.....
.....

Has it happened before? Did you speak to anyone about it?

.....
.....
.....

Student Signature _____ Date _____

BULLYING INCIDENT REPORT

BE SAFE

BE RESPECTFUL

BE A LEARNER

Post Intervention by _____ (Anti Bullying Contact Person)

Warning ; Removal to the team leader or principal ; Parental contact ; Negotiated contract ; On-going monitoring ; Timeout from the classroom/ playground ; Mediation sessions; Referral to external agencies ; Class/group changes ; Behaviour guidance programs (e.g. anger management, social skills) ; Detention ; Suspension.

Comments after Anti Bullying Contact Person's investigation

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Action taken

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Tick, date and comment where appropriate.

Parents Notified

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Separate contact made with victim and bully after 2 days

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Separate contact made with victim and bully after 1 week

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.....

Electronic copy stored in Anti Bullying folder in Executive folder.

Anti Bullying Contact Person signature _____ Date _____

Websites that may be useful

Policy	https://www.det.nsw.edu.au/policies/student_serv/discipline/stu_discip_gov/implementation_3_PD20060316.shtml NSW Education Department Policy and procedures
	https://www.det.nsw.edu.au/policies/student_serv/discipline/stu_discip_gov/core_rules.pdf NSW Education Department Policy Core rules for students
	State and Territory anti - bullying policies Department of Education, Employment and Workplace Relations Provides links to all anti-bullying policies adopted by Australian states and territories.
Sample School Policies	http://www.saleps.vic.edu.au/antibully.pdf http://www.bullyingnoway.com.au/ideasbox/schools/
Surveys	https://detwww.det.nsw.edu.au/directorates/schoimpro/EMD/qs1.htm Educational Measurement and School Accountability Directorate (EMSAD) - Quality of School Life (QSL)
	http://www.bullying.com.au/docs/Whodunit_Exercise.pdf - Quiz for students to use.
Strategies - General	http://www.bullyingnoway.com.au/ideasbox/default.shtml - ideas for dealing with bullying and case studies http://www.lessonplanet.com/search?keywords=anti-bullying&rating=3 - Lessons plans and ideas (USA)
Strategies – Bystander Behaviour	http://www.cyh.com/HealthTopics/HealthTopicDetailsKids.aspx?p=335&id=2514&np=286 – Bystander strategies http://www.friendlyschools.com.au/ - An evidence-based bullying reduction program
Cyber Bullying	http://www.ncab.org.au/bullying/ - Bullying and Cyber Safety Let's Fight It Together - The Australian Communications and Media Authority (ACMA) , September 2009 A teaching resource about cyber bullying for schools to help young people and the adults in their lives. The program is based around a video story of young people's real life experiences and interviews with young people, parents and teachers. Resources include a video and booklet with lesson plans and activities. Available for download or free DVD.

Lesson Ideas	http://www.primaryschool.com.au/healthresults.php?strand=Interpersonal%20Relationships&unit=Peers&grade=56#Lesson - Primary school lesson ideas - PDHPE
	http://www.oxfam.org.uk/education/resources/bullying/ - This series of lessons is suitable for use with 6–8 year olds and helps your students to explore their experiences of bullying. Using themes such as fairness, hurtful statements, feelings, and resolutions, the lessons explore the relations between events, the reasons why things happen, and the nature of a plot. Ideal for English and Literacy teaching and developed to support the National Literacy Strategy. Note: Some of the activities used in these lessons are based on ideas from Our World, Our Rights by Amnesty International.
	Hector’s World - ‘Hector’s World® is a free online learning resource for children 2-9 years of age . Children can be entertained and have fun as they learn about serious and complex topics like online privacy and safety’. NZ developed resource especially for cyber bullying.
	http://www.bullyingnoway.com.au/talkout/spotlight/bystander/bystander_whatpeoplethink.shtml – ideas for the classroom – Bystander behaviour.
	http://www.bullyingnoway.com.au/ideasbox/ideas/classroom/bystander/heroes.shtml - ideas for the classroom - Bystander behaviour.
Information for parents and students	What should I do if my child is being bullied? Department of Education, Employment and Workplace Relations Information for parents on what they are able to do if their child is being bullied at school.
	Act Smart Be Safe Queensland Government . A website that contains information for students, parents and teachers. Recognises the importance of schools and communities working together to address violence.
	Bullying in schools and what to do about it Dr Ken Rigby . A comprehensive website on bullying in schools. Information for teachers and parents. Includes training information for teachers.
	Safe Schools Department of Education, Employment and Workplace Relations Links to the National Safe Schools Framework. Provides information on parents as to what they can do if their child is being bullied. Also provides an overview of all states anti - bullying policies.

Appendix A

INDIVIDUAL STRATEGIES

PROCEDURE WHEN PROVIDING SUPPORT FOR VICTIMISED STUDENTS

When talking to the victim of bullying it is important the teacher uses language that will let the student identify the problem / behaviour that is occurring and strategies that they could use to combat the behaviour and develop positive strategies to deal with it.

TALKING TO THE VICTIM OF BULLYING

- 1. Believe them**
“This is important to you”
“ Thank you for telling me”
“You have done the right thing in telling me”
- 2. Determine Feelings**
“ How did you feel?”
“ How do you feel now?”
“It sounds like you feel....”
- 3. Time Line Episodes**
“Lets take one specific, recent situation.
Let me try to understand what happened.”
- 4. Introduce Concept of ‘Vicious Cycle’**
“Let’s try to see what happens in terms of a cycle which is self perpetuating.”
“You are not to blame for the cycle but there may be something you can do to break the cycle.”
- 5. Behavioural Rehearsal**
“What can you say and do which would be different and which would break the vicious cycle?”
“Let us rehearse that now.”
- 6. Assertiveness Training**
“Practise ‘I’ statements.”
- 7. Praise, Encouragement and Goal Setting**
“This is fantastic – the new insights you have made.”
“In the next few days you could experiment with your new skills.”
“How much energy do you need to put into this?”

Appendix B

STRATEGIES FOR BULLIES

- The bully needs to be able to identify bullying behaviours. He/she needs to be aware of why his/her actions are not acceptable and take responsibility for their action. (see *Steps when Talking to Victims*)
- Bullies need to be able to establish a course of action that may resolve the problem with the victim.

Determine Feelings
“ Do you see how your words/actions have made _____ feel?”
“ Would you like this to happen to your brother/sister/good friend?”

Time Line Episodes
“This behaviour is going to stop now. I will talk to you again in two days.

Appendix C Bullying Intervention

Bystander Training

This intervention is a proactive strategy that trains bystander students to behave in a supportive way to students who are being bullied, to intervene where feasible report the incident to a teacher.

Buddy systems

These systems can help to promote friendship and support between older and younger peers through regular collaboration between their classes, which fosters a sense of whole-school community.

The method of shared concern or the Pikas Method

Empowering the students with bullying behaviour to assist in resolving the problem through the use of individual and group meetings with all the participants. The ability to demonstrate empathy is essential for participants in this method.

** The method of shared concern should only be implemented by people who are trained in the intervention and who understand the circumstances in which it may be of benefit.*

Strengthening the victim or assertiveness training

Helping and coaching students to confront a student displaying bullying behaviour assertively; to stand firm and discourage the bullying behaviour through calm and controlled language to redress the balance of perceived power. This intervention should never be the only response to bullying incidents. The behavior of the student displaying bullying must also be addressed and support should be provided to any bystanders.

Traditional disciplinary approach

Setting out clear behaviour standards and using punishment to prevent and deter the student from repeating their behaviour; punishment could include detention, loss of privileges, chores to be undertaken and even suspension. Research has shown that using punishment as the only intervention is not effective in preventing bullying.

Important messages

- Interventions need to be matched to the particular incident of bullying.
- No method of addressing bullying has been reported as 100% effective.
- More than one intervention will usually need to be implemented.
- No one intervention is appropriate in all circumstances of bullying.
- Not all hurtful behaviours are bullying, but schools address inappropriate behaviour whether or not it meets the definition of bullying.
- Bullying that appears to involve criminal behaviour such as violence, threats, intimidation, inciting violence, hacking should be reported to the police and to the School Safety and Response Unit hotline on **1300 363 778**.