



Education &  
Communities

# Anti-bullying Plan

Coorabell Public School – February 2018





# 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.

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Engagement with the whole school community, including students, parents and staff, has occurred during the planning process through discussion and feedback. Common goals and procedures have been agreed upon. Evaluation will take place every 12 months through feedback from parents, students and school staff and communicated to the school community via the school newsletter. A full review of the anti-bullying plan will occur every three years with the new school plan.

## Statement of purpose

Coorabell Public School and the NSW Department of Education 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.

Coorabell Public School is a safe and harmonious place to learn in, work in and engage with.

Teachers have a scope and sequence of lesson plans to teach to build confidence in students. Lessons will address; What is bullying?, and how to deal with bullying. In addition, school values and positive

## School Anti-bullying Plan – NSW Department of Education and Communities

behaviour learning (PBL) strategies are explicitly taught on a weekly basis.

Teachers will have a framework and step by step action plan on how to respond to bullying.

Our school will continue to collaborate and consult with the wider parent community to develop and maintain the anti-bullying plan.

## Protection

Coorabell Public School and the school community understands that 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. Cyberbullying 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.





Coorabell Public school and the school community rejects all form of bullying and will maintaining a positive climate of respectful relationships where bullying is less likely to occur.

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.

All members of the school community contribute to the prevention of bullying by modelling and promoting appropriate behaviour and respectful relationships.

[The Complaints Handling Policy](#) establishes the standard approach to resolving complaints, including complaints about the way a reported incident of bullying has been managed and it is required that it be used in all learning and working environments of the Department of Education and Community.

*Reasonable disciplinary action conducted in a reasonable manner does not constitute bullying.*

For matters involving bullying which affect departmental employees, refer to the department's [Prevention of Bullying in the Workplace Policy](#) (intranet only).

### Responsibilities and delegations

**Principals will** take reasonable steps to see that the school implements an Anti-bullying Plan that:

- Includes procedures consistent with DN 10/00225 – Reporting incidents involving assaults, threats, intimidation or harassment and the Incident Reporting Policy
- Includes procedures for contacting the child wellbeing unit where appropriate
- Includes contact information for the police youth liaison officer (YLO) and school liaison police officer (SLP) where appropriate
- Includes contact information for appropriate support services such as Kids Helpline
- Includes information on departmental appeal procedures and the [Complaints Handling Policy](#) is promoted and widely available within the school community and published on any school website
- Is reviewed with the school community at least every three years

## School Staff

School staff have a responsibility to:

- Respect and support students
- Model and promote appropriate behaviour
- Have a reasonable 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

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

Parents and caregivers have a responsibility to:

- Support their children to become responsible citizens and to develop responsible on-line 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.

## School Anti-bullying Plan – NSW Department of Education and Communities

## Implementation Strategies

Parents, teachers, students and the community will be aware of the school's position on anti-bullying. In order for the anti-bullying message to permeate at Coorabell Public School's culture, information is provided for students, parents, caregivers and teachers to identify bullying behavior.

The school will adopt a four-phase approach to bullying.

### Phase 1

Professional Development for staff relating to bullying, harassment and proven counter measures.

Develop community awareness and input relating to bullying, its characteristics and the school's programs and response.

Embed the Coorabell Public School values into the teaching curriculum and to explicitly teach Positive Behaviour for Learning (PBL) strategies daily.

Promote resilience and develop an understanding of an anti-bullying culture through a sequence of anti-bullying lessons provided by teachers. (see attached scope and sequence)

Clarify at the start of each year the school's policy on anti-bullying.

### Phase 2

Promote the reporting of bullying incidents by children and/or staff, involving themselves or others.

Classroom teachers and principal regularly remind students and staff to report incidents of bullying.

Encourage parents to contact the school if they become aware of a problem.

Recognise and reward students for positive behaviour and resolution of problems.

### Phase 3

Once identified, within a reasonable timeframe each bully, victim and witness will ordinarily be spoken with, and incidents or allegations of serious bullying will be fully investigated and documented.

Students and staff, identified by others, will be informed of allegations within a reasonable time frame..

Where practicable, both bullies and victims will be offered counselling and support.

If student bullying persists, parents will be contacted and consequences implemented, consistent with the school's Student Code of Conduct.

If staff bullying persists, the principal will commence formal disciplinary action.

### Phase 4

Consequences for students will be individually based and may involve:

- exclusion from class
- exclusion from playground
- withdrawal of privileges
- ongoing counselling from appropriate agency for both victim and bully.
- school suspension

Incidents related to bullying will be recorded in the classroom book or playground book.

Actions taken to address the incidents will be noted.

A review of bullying incidents will occur during staff meetings and also at the end of each semester in order to identify if additional resources or support is needed.

This will encourage students to reflect and think about other strategies they can use.

### Prevention

Strategies to reinforce positive behavior could include:

Regular positive reinforcement in classrooms, playground and assemblies. These are encouraging words, actions or emotions that follow a particular behavior of a child. This will therefore cause the child to want to repeat the behavior being reinforced. Always acknowledge positive behavior rather than negative.

Creative positive environments.

Classroom based positive development programs

Drug education program

Active learning support team

Whole school anti-bullying program- a class unit in Term 1

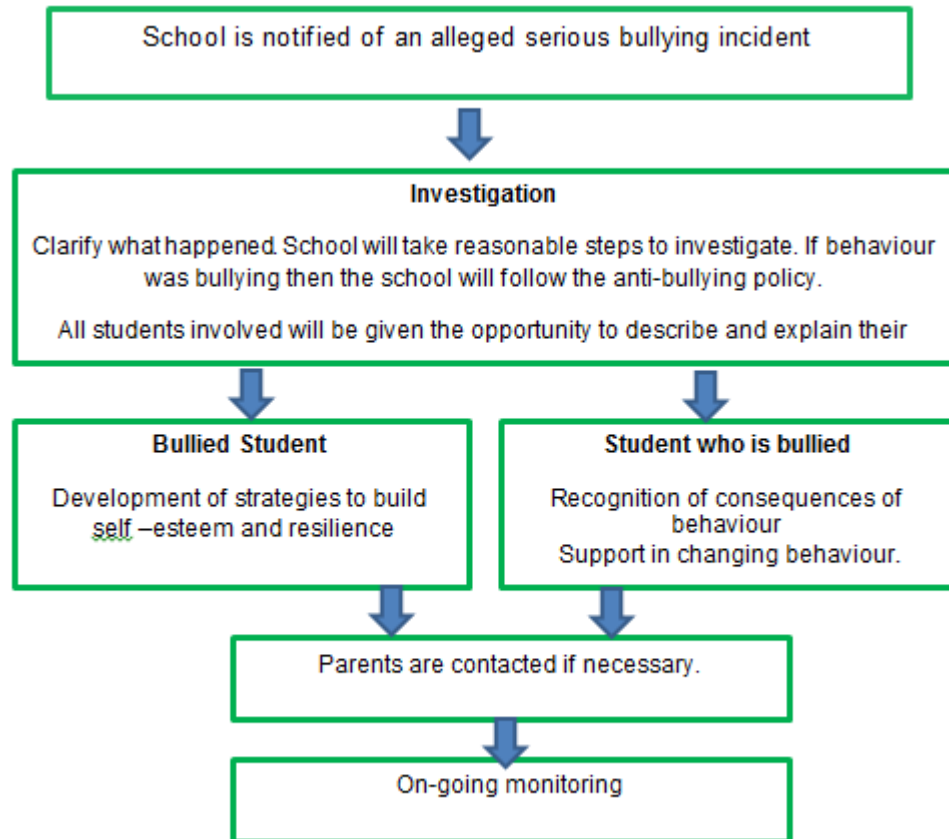
Life Education program

Child protection program

Buddy/peer support program

Developing positive student leadership roles

## Response



- PD/Health program
- Outside agency support
- School counselor
- PBL strategies

## Monitoring, evaluation and reporting requirements

Principals are responsible for:

- Implementing the policy within the school through staff and P & C meetings
- The school's Anti-bullying Plan being published on the schools website.
- Reporting bi-annually to their school community on the effectiveness of the school's Anti-bullying Plan.

Processes for dealing with Bullying will include:-

- Discuss with staff
- Monitor procedures
- School counselor as appropriate
- Parents notified
- Positive behaviour will be role modelled/reinforced

Strategies and programs to support any student who has been affected by, engaged in bullying behavior could include

## Strategies for explicit teaching of dealing with bullying behaviour

The following table outlines a schedule of teaching programs to be implemented throughout the school year. Each unit of work outlines strategies to prevent bullying at Coorabell Public School. A consistent anti bullying theme is presented in each unit of work. A minimum of 3 anti-bullying lessons will be taught and further lessons will be implemented at teachers discretion based on student needs.

Anti-bullying teaching and learning scope and sequence	
Term 1 & 4 Weeks 1, 2 & 3	
ES1 S1	The Allen Adventure <a href="https://bullyingnoway.gov.au/NationalDay/ForSchools/LessonPlans/Pages/The-Allen-Adventure.aspx">https://bullyingnoway.gov.au/NationalDay/ForSchools/LessonPlans/Pages/The-Allen-Adventure.aspx</a> <a href="https://antibullying.nsw.gov.au/educators/resources/catalogue-blue/getting-to-know-each-other-activities">https://antibullying.nsw.gov.au/educators/resources/catalogue-blue/getting-to-know-each-other-activities</a>
S2 S3	<a href="https://bullyingnoway.gov.au/NationalDay/ForSchools/LessonPlans/Pages/The-Allen-Adventure.aspx">https://bullyingnoway.gov.au/NationalDay/ForSchools/LessonPlans/Pages/The-Allen-Adventure.aspx</a> <a href="https://antibullying.nsw.gov.au/educators/resources/catalogue-blue/getting-to-know-each-other-activities">https://antibullying.nsw.gov.au/educators/resources/catalogue-blue/getting-to-know-each-other-activities</a>

In addition, all students will participate in 'Safe on Social' workshop in term 1 of each year. Safe on Social workshops present age appropriate lessons on using social media with awareness.

This is funded by the P & C.

The following timetable is an example of the schedule in place for the teaching of values and Positive Behaviour Learning (PBL) strategies.

Term 1 2018 – Values, PBL & Assembly timetable		
Week	Values	PBL
1	Fairness	Full School Uniform
2	Fairness	Toilets
3	Excellence	Eating Area
4	Excellence	Assembly
5	Respect	Class Lines
6	Respect	Playground
7	Care	Sandpit
8	Care	Play gym
9	Integrity	Bus lines
10	Integrity	Office



### Victims

- Try to stand up for yourself in a positive way. Say “Stop, I don’t like it!”
- Try to talk with the person I am having a problem with.
- Try making a deal or agreement with the other person.
- Ignore the situation and keep playing or working.
- Talk to a friend to get some ideas to make a decision.
- Get help from someone in my support group: family, teacher, school support team, school counsellor.
- Walk away and ignore the bully and places where the bullying occurs.

### Bystanders

Students should be made aware that witnesses to bullying have a very powerful role to play. Early intervention can defuse conflict situations before bullying sets in or gets out of hand. Therefore the following suggestions have been made:

- Let the person doing the bullying know that what they are doing is bullying
- Refuse to join in with their bullying and walk away
- Support the student who is being bullied
- Ask a teacher or support person for help
- Support his/her friends and protect them from bullying by being there for them

### Parents and Caregivers

**Parents and caregivers have an important role when dealing with bullying.**

There are things you can do if you think your child is bullying others or being bullied?

- Talk to your child & encourage them to be open
- Talk to your child’s class teacher
- Talk to your child’s school Principal
- Talk to your child’s school’s counselor
- Call the Parenting line
- Call the Family Help line
- Accessing DEC resources on the public website about dealing with bullying issues

**The school will review the anti-bullying plan with the school community every three years due in end 2020 beginning 2021.**

Kids Helpline is a free 24-hour counselling service for Australian kids and young people aged 5-25 years old. Their contact number is **1800 551 800** and school staff can give this number to students who wish to access counselling support via the phone, email or online.

This anti bullying plan has been developed with the help from a number of interested persons within the school community. These include:

### **Staff**

Geoffrey Coghlan – Principal

Lisa van Kempen – Assistant Principal

Lee Rowthorne – teacher & PBL leader

Kay Edwards – teacher

Lee Keylock – teacher

Steve Eason – teacher

Sandra Cottrill – teacher

Louise Brown – teacher

### **P & C members**

Sybil Andersons – parent

School contact information:

Coorabell Public School

Mango Lane, Coorabell

02 66847281

## Websites

**Bullying: Preventing and Responding to Student Bullying in Schools Policy**

<https://education.nsw.gov.au/policy-library/policies/bullying-preventing-and-responding-to-student-bullying-in-schools-policy?refid=285835>

**Complaints handling policy**

<https://education.nsw.gov.au/policy-library/policies/complaints-handling-policy?refid=285776>

**Flowchart for reporting/handling bullying**

<https://bullyingnoway.gov.au/RespondingToBullying/HowAustralianSchoolsRespond/Pages/School-response-process.aspx>