



WAHROONGA PUBLIC SCHOOL

71 Burns Road, Wahroonga NSW 2076

Phone: 9489 3086

wahroonga-p.school@det.nsw.edu.au

www.wahroonga-p.schools.nsw.edu.au



Wahroonga Public School Anti-Bullying Plan and Procedures

This plan outlines the processes for preventing and responding to student bullying in our school and reflects the *Bullying of Students – Prevention and Response Policy* of the New South Wales Department of Education.

Statement of purpose

At Wahroonga Public School we define bullying as:

Repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or a 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 and disability. Bullying of any form or for any reason can have long-term effects on those involved, including bystanders. Conflicts or fights between equals, or single incidents, are not defined as bullying.

Wahroonga Public School is committed to providing a safe and caring environment which fosters respect for others and does not tolerate bullying.

At **Wahroonga Public School** we will:

- create a culture where it is acceptable and encouraged to report incidents of bullying; and
- empower students by listening to their experiences and allowing them to feel that they can be in control of what happens to them at school.

Wahroonga Public School will provide opportunities for a safe place for students to learn and play. Our inclusive and accepting environment will enable:

- an increase in the number of students who report bullying behaviour;
- the incidence of bullying behaviours being reduced;
- better attendance at school;
- better performance in school work;

Wahroonga Public School staff will utilise the procedures as set out within this Anti-bullying plan;

Wahroonga Public School students will use strategies and procedures as set out in this plan and taught by staff in the classroom; and

Wahroonga Public School parents will recognise and support the school's Anti-bullying plan

Protection

Bullying can take many forms. At **Wahroonga Public School** we consider the following behaviour to be bullying:

1. Physical: including hitting, punching, shoving, pinching, tripping, spitting, scratching, damaging, hiding or stealing belongings or throwing objects at someone.
2. Verbal: including name-calling, making offensive remarks, taunting, teasing, put-downs
3. Indirect Social/Psychological: including spreading rumours, gossiping about or embarrassing someone, making fun of someone, using threatening looks or gestures, excluding or threatening to exclude from groups, ignoring, ostracising or alienating.
4. Cyber- Bullying: including verbal and indirect social/psychological bullying through use of technology such as emails, blogs, websites etc

Bullying behaviour typically contains seven elements:

1. An initial desire to hurt.
2. Bullying desire is acted out-some form of bullying is perpetrated.
3. This action is hurtful.
4. There is an imbalance of power-the bullying behaviour is stronger and more powerful than the victim's behaviour, either physically or psychologically.
5. There is no justification for the action-i.e. the victim has done nothing to deserve such treatment.
6. It is persistent and repeated.
7. The person bullying derives enjoyment from hurting the victim.

Strategies to prevent with Bullying at Wahroonga Public School

At **Wahroonga Public School** we will:

Talk to students, parents and the community about what bullying is, how it affects us and what we can do about it. We will also have conversations that allow a better understanding and the ability to differentiate between bullying and other unacceptable forms of behaviour.

The following information will be regularly communicated to all stakeholders:

Being Rude - Inadvertently saying or doing something that hurts someone else. For kids this could mean burping in someone's face, or jumping in front of them in line. It's thoughtless and spontaneous but is not premeditated or continuous.

Being Mean - Purposefully saying or doing something to hurt someone but not on a singled out, continuous basis. This could involve putting down the way someone else dresses or calling them names. This can be very hurtful, but is a one off.

Bullying - Intentionally aggressive behaviour, repeated over time, that involves an imbalance of power. Bullying can come in many different forms; physical violence, verbal abuse, using friendship or information to blackmail and cyber bullying.

is it
BULLYING?

When someone says or does something
unintentionally hurtful
and they do it once, that's
RUDE.

When someone says or does something
intentionally hurtful
and they do it once, that's
MEAN.

When someone says or does something
intentionally hurtful and they *keep doing it*-
even when you tell them to stop or show
them that you're upset—that's
BULLYING.

All classes at **Wahroonga Public School**:



- Share and discuss stories/ books about bullying
- Teach Social and Emotional Learning Lessons
- Display visuals to promote respectful interactions and discourage bullying.
- Encourage students who feel mistreated or bullied to speak to their teacher or a trusted adult about the problem.
- Engage in Lessons specifically about Anti-Bullying
- Participate in the National Day of Action against Bullying and in class lessons on this agenda.
- Learn the Positive Behaviour for Learning expectations of 'Be Respectful, Be Responsible and Be and Active and Engaged Learner'. Lessons are explicitly taught to students around these core rules.

At Wahroonga Public School we openly talk about bullying-what it is, how it affects us and what we can do about it.

Teach our students the skills which build their self-esteem and empower them to take the responsibility for themselves-and give them the opportunity to practice these skills.

Dealing with a Bullying Incident

Bullying cannot be reduced if incidents are not reported. When a bullying incident has occurred, the following strategies will be employed.

- (a) Students involved will be encouraged to complete the Wahroonga Public School Student Reflection Form.
- (b) Staff will complete the Wahroonga Public School Incidence of Alleged Bullying Report.
- (c) Incident will be managed/ investigated at a teacher level and/or referred to an Executive. Management level will depend upon whether report constitutes bullying, poor social skills or rule breaking.
- (d) Contact will be made with the parents of involved students
- (e) When necessary, involved students may have Individual Management Plans written that support student need. These plans will be written in consultation with parents. If it is noted that a student is repeatedly perpetrating bullying behaviours, a behaviour management plan will be developed for him/her in consultation with his/her parents to hopefully modify behaviour and reduce risk to other students.

In the case of cyber-bullying initiated through school accounts, the student may have their DoE account blocked for a period determined by the Principal and subsequent consequences for this behaviour will be determined in line with the school's discipline procedures.

- (f) Executive staff will follow up with students 2 weeks after the initial incident was reported and ensure there are no ongoing issues. If issues are still ongoing a review of implemented strategies will occur. If a child continues to bully, staff will make an appointment to speak to the parent/carer. Parents will be reminded of the school anti-bullying procedures and staff will ask for their cooperation in stopping the child from bullying other students. The school will develop a behaviour management plan if necessary. If bullying behaviour does not stop, the student may be suspended as per the school discipline procedures.

(g) All Wahroonga Public School Incidence of Alleged Bullying Reports will be kept on file by the Deputy Principal and uploaded to SENTRAL.

(h) Victims of bullying will have access to school counsellor support if the need exists or the student so requests it.

Roles and Responsibilities

All **staff** have a responsibility to:

- model appropriate behaviours at all times;
- teach students skills and strategies to deal with bullying as per the lessons distributed to staff
- deal with all reported and observed incidences of bullying as set out in this plan
- ensure that students are supervised at all times;
- report incidences of bullying to the Assistant Principals, Deputy Principal or Principal and
- create a culture where it is acceptable and encouraged to report incidents.

All staff have the absolute responsibility of a 'Duty of Care' to all students at all times.

Responsibilities of **Students**:

All students have a responsibility to-

- be assertive-Tell the 'bully' that they don't like the behavior.
- see a teacher or ask to see an Executive Staff Member if the perpetrator/s continue to bully;
- 'Tell' if they are being bullied or if they see someone else being bullied-both at school or on the way to and from school.
- report any cyber-bullying to their teacher or Executive Staff Member (do not delete any emails);
- ask to see an Executive Staff Member directly to report incidences of bullying if the teacher is busy with other playground issues, or if they would prefer to do so or to help someone who is being bullied

All **parents/caregivers** have a responsibility to:

- watch for signs their child may be being bullied;
- speak with someone on the staff at Wahroonga Public School if they suspect their child is being bullied; and
- instruct their children to "tell" if they are bullied

Prevention- Cyber-bullying

The school provides education to the community on cyber-bullying through:

- Newsletter articles
- Student Police Liaison Officer Talks
- Parent Police Liaison Officer Talks
- In class discussions/ wellbeing programs

If students are being harassed online, they are encouraged to take the following actions immediately:

1. Tell an adult you trust. This can be a teacher, parent, older sibling or grandparent – someone who can help you to do something about it. Leave the area or stop the activity.
2. Block the sender's messages. If you are being bullied through e-mail or messaging, block the sender's messages. Never reply to harassing messages.
3. Keep a record. Save any harassing messages and record the time and date that you received them.
4. Advise your Service Provider. Most service providers have appropriate use policies that restrict users from harassing others. They can respond to reports of cyber-bullying over their networks, or help you track down the appropriate service provider to respond to.
5. Report to police. If the bullying includes physical threats, tell the police. Some people think that they can get away with it because they believe it is anonymous. They are wrong. Most can be traced and it's a criminal offence to use a mobile phone or any form of communication to menace or harass or offend another person.

Protective strategies for parents

1. Talk to your child

Discuss online safety and reassure your child that you are there to help if they need it.

2. Provide safe and supervised access

Keep your family computer in a high traffic area so you can keep an eye on your child's technology use.

Install safety software on your computer. For example, anti-virus, spy ware, a firewall and filters.

3. Monitor technology use

Take an interest in what your child is doing online. Remind your child of 'stranger danger', they might think they are talking to another child but it could be an adult.

At school

If you are aware of school-related bullying issues, encourage your child to notify a trusted adult at school or notify the school yourself.

Offensive websites: If you are concerned about offensive websites, contact the Australian Communications and Media Authority will investigate the matter.

Report harassment and threats: Report incidents of online harassment to your local police and your Internet Service Provider (ISP). If your child is bullied through a mobile phone, report the problem to your phone service provider. They can help you block messages or calls from certain senders.

Early Intervention

Those students, who are at risk of being ongoing victims of bullying type behaviour, will be encouraged to report directly and immediately to a member of staff that they themselves have nominated when they feel either threatened or intimidated. Their parents will also be informed of this arrangement so that they too can reinforce this strategy with their child. These early intervention arrangements for students at risk will be communicated to all teaching staff.



Wahroonga Public School

Incidence of Alleged Bullying Report (to be completed by responding staff member)

Name of student making the report: _____

Class: _____

Date: _____

Reported to (staff member's name) _____

What has occurred?

Who was involved?

When and where did this occur?

Has this occurred before? If yes, please provide details.

Incident dealt with at teacher level:

Action Taken:

Signed _____ Date: _____

OR Referred to: _____ (Executive Staff)



Review/ Monitoring date: _____

Notes after review:

Possible actions in response to a student being bullied:	
Student Conference	Check in Check Out with nominated staff to monitor wellbeing and situation
Parent Conference	School Counsellor support
LST Referral	Provide time out/quiet areas

Possible actions in response to a student that bullies:
Parent conference
Student conference
Time Out
Time off the playground
Check in Check Out Procedures
Playground Behaviour Card
Classroom Behaviour Card
LST Referral
Suspension



When someone says or does something *unintentionally* hurtful and they do it once, that's **RUDE.**

When someone says or does something *intentionally* hurtful and they do it once, that's **MEAN.**

When someone says or does something *intentionally* hurtful and they *keep doing it* even when you tell them to stop or show them that you're upset—that's **BULLYING.**

**Please attach additional pages if necessary.*

