



Education &  
Communities

# Anti-bullying Plan

Holmwood 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.

## Statement of purpose

This plan aims to address all forms of bullying that may occur in the school environment and to provide positive strategies for preventing, reporting and managing all forms of interactions that are not acceptable in the school environment.

## Protection

Holmwood Public School is committed to creating a safe and caring environment in which all students can achieve success, both socially and academically. As a school community we do not tolerate bullying or harassment. Any bullying incident which comes to the attention of students and staff, will be dealt with according to the policy and procedures outlined below. Managing the incident swiftly and consistently enforces our zero tolerance of such behaviours within the school and promotes a safe learning environment for students, staff and community members.

## Prevention

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 and intimidation
- 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.

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 this Anti-bullying Plan and support it through words and actions
- actively work together to resolve incidents of bullying behaviour when they occur.

## What Holmwood Public School does to prevent bullying;

- Staff are trained in identification and are aware of the signs of bullying and the school procedures for dealing with it. Programs are developed and modified regularly to ensure that the school maintains a positive climate of respectful relationships where bullying is less likely to occur. Anti-bullying messages are embedded into curriculum in each stage of learning. Early intervention support is a focus.
- Students are taught strategies for dealing with bullies and bullying through social skills, personal development lessons, values education and participation in performances that address bullying, e.g. Angels Goals, Access to DEC programs -Bullying No Way! Digital Citizenship, Cybersmart, NED program.
- Parents are informed of the school's Anti-bullying plan and procedures. Clear procedures are in place for reporting to the school, child well-being unit or community services where appropriate.

- All members of the Holmwood Public School community contribute to preventing bullying by modelling and promoting appropriate behaviour and respectful relationships.

## Early Intervention

- Students will all have a clear understanding of what “bullying” behaviour is.
- Students will be encouraged to report bullying incidents involving themselves or others to teachers and be reminded that bullying is not ‘dobbing’
- Teachers will regularly remind students to report incidents.
- Parents will be encouraged to contact the school if they become aware of any bullying issues with their child
- Students will be recognised for positive behaviours through verbal means as well as through awards and more formal recognition
- Teachers use a class and playground management plan if an incident of bullying occurs
- Principal alerted to any incident of bullying
- All bullying incidents recorded in Student Record files

## Response

### **Students will:**

Students are aware that if they bully someone, one or more of the following will occur:

- they will talk to teachers or the principal about their behaviour
- their parents will be informed
- they may be removed from the classroom/playground
- they may lose privileges, such as participating in special activities, representing the school etc.
- they will need to offer apologies

- they may be suspended.
- they will need to show that they are able to treat others with respect before their privileges are restored.

Students will know that they can control what happens. They will not retaliate by using bullying and will try not to show fear, as the bully is no longer rewarded and the bullying may stop.

Students will be proactive and need to decide what action to take.

Teachers will reinforce the following actions that students will take if they feel they are being harassed, intimidated or bullied;

- **Step 1:** Ignore it. Show that it does not upset you. The bully is then not rewarded and the bullying may stop. ***If it does not stop:***
- **Step 2:** Talk to the person bullying you. Tell her or him to stop. ***If it still does not stop:***
- **Step 3:** Talk it over openly with trusted adults (i.e. class teacher or parent). They can help you decide what to do. ***If the bullying still does not stop:***
- **Step 4:** Talk to the Principal. Allow him/her to take the action they see as necessary.

Students who are not being bullied but are aware of others who are, will be encouraged to report it, to protect those that are being bullied and so that the bully can be helped too.

### **Teachers will:**

- Once an incident of bullying has been identified the bully, victim and witnesses will be spoken with. All incidents or allegations of bullying to be fully investigated and documented within 24 hours of the incident occurring
- Consideration as to why the bullying occurred to be

investigated

- Both bully and victim to be offered basic assistance and support and/or counselling.
- A meeting of relevant persons to be convened following identification of on-going bullying behaviour. This meeting may involve some or all of the following - principal, class teacher, Learning and Support teacher, school counsellor, parents and students. All issues relevant to the behaviour of the student(s) to be considered.

#### **Parents/Caregivers will:**

- Listen and talk to your child and find out what the child has done to deal with the bully
- Talk to the classroom teacher and/or Principal but don't deal with the bullies yourself
- Calmly discuss the information your child has given you
- Work with the school to address the problem
- Arrange a follow up meeting

The Anti-bullying plan is available on the school's website and will be reviewed every three years by the Staff, Parent and Community representatives and students. The effectiveness of the plan will be reviewed annually through the Annual School report using school surveys, feedback, record of incidents and observations.

### **Additional Information**

The following support personnel are available to help the school community resolve bullying incidents:

\* School Counsellor – Dianne Watt – 6342 2531

- \* Learning Support Teacher – Joy Webster - 63422172
- \* Kids Help Line – (Free Call 1800 55 1800)
- \* Dept. of Community Services – 133 627
- \* Capable Kids – 6361 1370
- \* Head Space – 6342 6186
- \* Cowra Police – 6341 5099

### **Principal's comment**

This policy has been developed and revised through consultation with a number of key stakeholders in our school community. Policy review is regularly attended to and all comments are welcome. We aim to make the policy easily understood and also to provide websites that teachers, parents and children can access to give further clarification. Please do not hesitate to ask for help if you are unsure of how to report or support a child you believe is being bullied. Early intervention is often the key to a successful resolution.

Jenny Lewis - Principal

Heidi Edgerton – Class Teacher

Fiona Skene – Class Teacher

Deirdre Kiely – RFF/Library Teacher

Joy Webster – Learning Support Teacher

Karen Beaumont – P&C President

### **School contact information**

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