



# TURVEY PARK PUBLIC SCHOOL POLICY STATEMENT

## 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 (DoE). It is to be implemented in conjunction with the *Turvey Park Public School Student Welfare and Discipline Policy*.

### STATEMENT OF PURPOSE

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 school staff, students, parents, caregivers and members of the wider school community.

Bullying behaviour is not acceptable and as a school community we work together to provide a safe and happy learning environment.

Bullying is acknowledged as a serious issue. School policies, programs and practices reflect the priority placed on addressing bullying within the school community.

Students have the right to expect that they will spend the school day free from the fear of bullying, harassment, intimidation and victimisation.

### PROTECTION

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 all forms of harassment (including sex, race, disability, homosexuality or transgender), humiliation, domination, intimidation and victimisation of others. 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 and harassment and threats on social networking sites.

All members of the school community have a responsibility in preventing and dealing with bullying.

Students can expect to:

- know that their concerns will be responded to by school staff;
- be provided with appropriate support (for both the subjects of and those responsible for the behaviour); and
- participate in learning experiences that address key understandings and skills relating to positive relationships, safety, gender equity, discrimination, bullying and harassment. These experiences will be guided by the Personal Development, Health and Physical Education syllabuses and other Key Learning Areas.

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; and
- respond to 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; and
- work collaboratively with the school to resolve incidents of bullying when they occur.

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;
- 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; and

- communicate to parents and caregivers that they have an important role to play in resolving incidents of bullying behaviour involving their children.

## **PREVENTION**

Strategies and programs that the school implements for bullying prevention.

- The school Anti-Bullying Plan is implemented that clearly outlines specific expectations and requirements of the school community in addressing bullying behaviour and harassment, including reporting, intervention and professional learning for staff.
- Positive and consistent playground strategies are taught to students to report incidents, to develop positive relationships and to access support.
- The playground supervision policy is reviewed annually with all staff to ensure that all duty of care obligations are adhered to regarding the handling of bullying-related playground incidents and playground mobility by staff.
- Specific class lessons are taught K-6 as part of Social Skills Program. Class appropriate programs are implemented that focus on learning experiences (understandings and skills) and strategies including discussions relating to 'social skills', 'how to play fairly', 'positive relationships' and 'anti-bullying'. These programs include learning experiences from specific lessons drawn from PD/Health/PE syllabus. As a result, students will be more aware of appropriate ways to deal with incidents of bullying, intimidation or harassment and how to resolve conflicts.
- Lessons incorporated in Peer Support Program that deal with bullying issues.
- Revision of class and school rules.
- Classroom management strategies that promote respectful relationships and empower students to "speak up" against bullying.
- Consistent systems of rewards and acknowledgement of positive achievement and behaviour through the use both tangible and non-tangible awards.
- Assembly talks
- Newsletter articles
- Anti-Bullying Plan is on school intranet.

## **EARLY INTERVENTION**

Students who have been identified as being at risk of developing long term difficulties with social relationships or who have previously experienced bullying or engaged in bullying behaviour will be:

- referred to the School Learning and Support Team for discussion and recommendations for support made;
- referred to the school counsellor with parental consent to develop strategies to strengthen social skills;
- engage in an intensive social skills program with peers who lack similar social competencies in an endeavour to improve their abilities to relate to other students in a pro-social way; and
- supported by classroom teachers by monitoring their behaviour and making provisions for friendship groups to be established.

## **RESPONSE**

Strategies implemented by the school to empower the school community to recognise and respond to bullying:

- Playground behaviour regarding bullying concerns are noted on playground boards by teachers on playground duty.
- Staff are to follow-up to all witnessed and reported bullying incidents.
- Anti-bullying strategies are taught in specific and incidental classroom lessons.
- Class discussions or “meetings” are conducted to address incidents of bullying to create awareness among the students of the implications of such incidents for both victims and perpetrators.
- All students are made aware at the classroom level and in assemblies that bullying incidents must be reported to teaching staff – by victims and bystanders.
- Incident Report forms and Detention notices that are issued to students for serious bullying incidents are recorded on the school student welfare database(FileMaker Pro). Parents are informed through the detention notice that day, if their child has been involved in bullying.
- These are then referred to Learning and Support Team for action(LST).
- LST develops individual and/or group programs designed to promote acceptable behaviour. Staff informed of actions taken by LST and students are monitored by staff as required.
- Parents are encouraged to report incidents of bullying to school executive and staff. All reported bullying cases are to be investigated by staff and referred to Assistant Principal Welfare or Principal if deemed serious.
- Parents are provided with verbal feedback from the investigating staff member regarding the action or decision taken regarding the reported bullying incident.
- Serious incidents of bullying are addressed by the school executive in accordance with the school’s discipline policy and DEC policy and procedures for suspension and expulsion.
- Students involved in bullying incidents, perpetrators and victims, are to be counselled by staff and where required by the school counsellor. Victims of bullying are informed of the consequences for the perpetrators of bullying incidents.
- The school executive are to contact parents of students who are perpetrators of serious bullying incidents or who have a record of repeated bullying incidents, and parental assistance in changing inappropriate behaviours will be sought.
- Parents of victims of serious bullying incidents are also to be notified by school executive to reinforce the school’s support for their children and to affirm that incidents are dealt with in accordance with school and DEC policies.
- Referral to and intervention by district behaviour support staff and other agencies, or funding support, may be sought for students exhibiting continuing bullying behaviour.
- Students who have engaged in bullying or who have been affected by bullying will be supported by school counsellor referrals as required. Students placed on detention for bullying incidents will participate in conferencing sessions that aim to address inappropriate behaviour and provide guidance for socially acceptable behaviour.

- A loss of privileges will apply to students who continue to engage in bullying behaviour as per the school discipline policy.

### **Reporting Procedure for Bullying**

1. Bullying incident is reported by student or parent.
2. Teacher receiving report is to investigate the alleged incident by interviewing students involved and witnesses.
3. If report is made to executive staff, then executive staff conduct investigation and consult other staff and students as required.
4. Conclusions are drawn from the investigations.
5. Decision is made by the staff member regarding action to be taken(if required) and in consultation with executive staff.
6. Student or parent is notified immediately or as soon as practicable(usually on the same day) regarding the outcome of the investigation.
7. Incident investigation is documented by staff member.

### **Additional Information**

- Incidents of serious assault, threats, intimidation or harassment are reported to the School Safety and Response Hotline by the school Principal based on mitigating circumstances and if deemed necessary to the Local Area Police Command.
- Issues that present as a risk of harm or risk of significant harm can be reported to the DEC Child Wellbeing Unit or the Community Services Hotline. Reporting to the appropriate service will be based on completion of the Mandatory Reporter Guide by the Principal.
- Parents have the right to appeal a suspension that has been imposed due to a bullying incident. Appeal procedures are provided at the time of suspension with the associated documentation.
- Complaints regarding the management of a bullying incident or issue are addressed through the department's Complaints Handling Policy and Procedures which can be located at:  
[https://www.det.nsw.edu.au/policies/general\\_man/complaints/resp\\_sugg/April2011\\_Complaints%20Handling%20Policy%20guidelines.pdf](https://www.det.nsw.edu.au/policies/general_man/complaints/resp_sugg/April2011_Complaints%20Handling%20Policy%20guidelines.pdf)

### **Monitoring and Evaluation**

The anti-bullying plan will be monitored regularly and evaluated in line with the school's schedule for the review of all school policies. As part of school planning cycle all aspects of student welfare and discipline are reviewed in Term 4.

Incidents of bullying will be documented by teaching staff and school executive. All data is entered on the school student welfare database so that the executive and student welfare team can identify emerging patterns of bullying and harassment. Suspension data will be analysed and may be used to inform changes to policy and procedures. Strategies used to monitor the plan's effectiveness include:

- Student surveys or focus group sessions
- Staff surveys
- Parent surveys
- Peer Support Program evaluation
- LST meeting feedback (ongoing)
- P&C meeting feedback (ongoing)

The anti-bullying plan will be modified in response to the effectiveness of its implementation and seek to consistently uphold the welfare and safety of all school students. A formal review of the plan will be conducted every three years to ensure that it reflects departmental, community and societal expectations regarding the management of bullying. This will be performed in conjunction with the school's P&C Association as being the key parent stakeholder in the school.

### **Important Contacts**

- Department of Education Student Services – Phone: 69373800
- Police Youth Liaison Officer – Phone: 69222659
- Kids Help Line – Phone: 1800551800
- Child and Family Health – Phone: 69386411
- Community Services – Phone: 69379300

### **School Contact Information:**

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