



Education &
Communities

Anti-bullying Plan

School Name: GLOUCESTER HIGH





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

Every person has the right to experience positive and respectful relationships between all members of the school community. Bullying behaviour is not acceptable and we are proactive in preventing bullying. This policy sets out the requirements for dealing with bullying behaviours. It includes operational guidelines in a framework to implement an Anti-bullying Plan with specific strategies for identifying, reporting and dealing with bullying behaviours. The Anti-bullying Plan is a key part in planning for student wellbeing and effective learning.

Protection

Harassment, violence and bullying will NOT be tolerated at GHS. No one has the right to bully, harass, tease or intimidate another person. It can be defined as:

“Any unwelcomed action (physical, verbal or emotional) that deliberately and repeatedly sets out to humiliate, intimidate or hurt others.”

It can include:

- **Verbal** – use of words, threats or intimidation. For example name calling, using offensive language, slander, graffiti and offensive notes, putting someone down, disrespectful remarks involving gender, sexuality, race or disability.
- **Psychological** – spreading rumours, dirty looks or stares, hiding or damaging possessions
- **Social** – ignoring, excluding, socially isolating another person, rejection, games that serve to hurt others, gestures.
- **Harassment** – behaviour intended to intimidate, threaten or offend. This includes physical and verbal violence, damage to property, vandalism, theft and sexual harassment
- **Extortion** – demanding money, food, possessions or favours.
- **Bias based** – bullying related to a bias about socioeconomic status, cultural and linguistic diversity, religion, gender, sexuality, disability, ability or personal characteristics.
- **Physical** – any exertion of force, or a deliberate act which causes injury or harm by an individual or group. For example – shoving, punching, tripping, stalking, standing over, invading personal space.
- **Cyber bullying** – electronic bullying using mobile phone, SMS, email, chat room, online social networking.

Physical harassment and cyber bullying are criminal offences that may involve the police. The deliberate use of technology to bully and harass students of Gloucester High School will not be tolerated. Please refer to the NSW Department of Education’s Behaviour Code for Students.

Types of cyber-bullying include:

- **Flaming** – Online fights using electronic messages with angry offensive language
- **Harassment** – Repeatedly sending offensive, rude and insulting messages
- **Cyber stalking** – repeatedly sending messages that include threats of harm or are highly intimidating
- **Impersonation** – pretending to be someone else and sending or posting material online that damages that person's reputation or friendship
- **Outing and tricking** – sharing someone's secret or embarrassing information
- **Exclusion** – intentionally excluding someone from an online group like a buddy list
- **Sexting** – sharing explicit material
- **Denigration** – sending nasty SMS, pictures or prank calls 'slam books' (websites or negative lists)

Posting of such material is a criminal matter and the NSW Department of Education's Response Unit and Police will be informed to follow up the matter. Students doing so may be suspended and subject to criminal charges.

GHS will maintain a positive climate of respectful relationships where bullying is less likely to occur through: teachers actively promoting *Positive Behaviours for Learning* (PBL), year meetings and referring to CARER principles during lessons; students will be specifically taught CARER values in wellbeing lessons, classroom lessons and in assemblies; and teachers will be vigilant in maintaining respectful relationships in classrooms, playground and during change of lessons

The Anti-Bullying Plan – NSW Department of Education and Communities

with active supervision,
following reported incidents of bullying as outlined in this policy and providing feedback to those who report bullying incidents.

What is not Bullying:

- Fighting between two students of equal power (this is violence)
- Teasing being done in a mutual way meant in fun and jest (provided it doesn't fall under previous categories)

Why Report?

To provide a safe and tolerant school in which students are able to reach their academic and social potentials.

Who To Report To?

- The class teacher when in the classroom
- The teacher on duty in the playground
- The teacher you feel comfortable with
- Year Adviser
- Head Teachers
- Deputy Principal
- School Counsellor
- Principal
- Bus company (when incidents occur to and from school)

Prevention

To prevent bullying GHS provides the following programs and strategies:

- Provide professional learning for staff and Child Protection annual updates
- A school policy outlining firm action and appropriate consequences
- School values that model CARER – Care, achievement, respect, effort, relationships
- Actively supervise students
- Peer Support Program
- Bullying and Resilience taught in Wellbeing lessons
- Mind Matters across the curriculum
- Teach Anti-bullying in PD H PE syllabus
- Timetabled Wellbeing periods for years 7-10
- Transition to high school orientation program
- Orientation booklet for year 6 into 7
- Facilitate Love Bites Program – Respectful Relationships - year 10
- Subsidise attendance to performances of visiting theatre productions – Brainstorm Productions (covering anti-bullying, violence and cyber safety)
- Student attendance and productions of school dramatic performances that raise issues relating to bullying
- Study film and texts that explore issues on difference and diversity
- Provide leadership opportunities for students – SRC, fundraising for charities, representing the school at functions
- Raise student awareness of various cultures through exposure to guest speakers, displays, annual multicultural school visit, displays, student exchange programs, Aboriginal initiatives and celebration of culturally significant events
- School camp for year 7
- Mentoring programs – individual teacher/student mentoring
- Education for staff in relation to **Cyber Safety (Cyber Safety Lady, 2019)**
- Education for parents and students in relation to **Cyber Safety (Susan McLean, 2018)**
- **Active participation in Bullying No Way Program. Participation and lessons on National Day of Action Against Bullying Annually**

- Display posters and deliver key messages that reinforce our Anti bullying stance – school newsletters, assemblies, local newspaper, local radio
 - Offer students school counsellor support – mediation, anger management, social skills
 - Support student wellbeing with DP, Head Teacher Student Wellbeing, Year Advisers, a Boys' and Girls' Supervisor, SLSOs
 - Access external agencies – Child and Adolescent Mental Health, Neighbourhood Centre, Police School Liaison Officer, Police Youth Liaison Officer, Aboriginal support personnel
 - Whole school commitment to PBL
 - Provide relevant literature to parents, staff and students through school library, school web site, newsletter and pamphlets
 - Liaise with other schools to identify high risk new enrolments
 - Encourage parental involvement
 - Encourage students to report bullying
 - Posters – flow charts for reporting
- Any of the previous relevant strategies or programs
 - Mediation where appropriate
 - Development and explicit teaching of resilience strategies where appropriate
 - Education for parents
 - Year Adviser Support/HT Wellbeing Support

Early Intervention

The following are examples of early intervention strategies and programs for students who are identified of developing long term difficulties with social relationships and those who are identified at or after enrolment as having previously experienced bullying or engaged in bullying behaviour.

- Risk assessments
- *Student Progress Reports* – initiated through teacher/parent concerns
- Orientation meetings

Response

At GHS our expectations of students are that they:

- Become familiar with this document
- Refuse to be a bystander to any bullying situations – you need to report. If you don't, you will be seen as condoning this bullying behaviour and will be treated as a bully
- Speak up and report any bullying incident. Tell the student engaged in the bullying behaviour to **stop**. You are not protected by silence
- Know that telling is **not** 'dobbing'. Dobbing is when a person tells about the actions of others for the purpose of getting that person into trouble. Telling is a responsible action, dobbing is irresponsible.
- Know that bullying is unacceptable and will be dealt with under the school's Discipline Policy
- Will be offered appropriate counselling if they are either the target of the bullying behaviour or responsible for the behaviour.

To prevent bullying at GHS staff should:

- Model respectful behaviour based on the '*Dignity and Respect in the Workplace Charter*' (2008)

- Follow the NSW Department of Education *Code of Conduct* (last updated 21/11/16)
- Positively reinforce and reward anti-bullying behaviour – merits and verbal acknowledgements
- Listen to student concerns and **follow through** those concerns
- Be observant for signs of distress or suspected incidents of bullying e.g. change in behaviour, changes in eating and sleeping, social withdrawal, bruises / scratches, damage or loss of belongings and drop in school grades.
- Take steps to help the student/s who is/are being bullied
- Consult with immediate supervisor or Head Teacher Wellbeing to develop an appropriate action plan
- Listen to student allegations. Then ask the student to write down what has happened. If the student does not want to write it down or is unable to do so, the staff member will take down a verbal account of what has happened and read it back to the student for clarification, date and signatures
- Head teacher to follow up with recording the data
- Use the non emotive term 'target' to replace 'victim' where possible. This term avoids labeling the student negatively
- Respond in a timely manner

If staff members are bullied staff should:

- Refer to the DEC's '*Resolution of Complaints*' procedures if they are being bullied by other staff members
- Document the bullying episode and report it to their line manager
- Know of their right to have a support person if they choose

- Report any out of school incidents to the Principal and the police
- Know that the Principal will handle all cases of alleged bullying by staff

Anti-bullying strategies for parent/carer implementation – Parents/carers should:

- Watch for signs of anxiety – unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising, switching the computer screen when an adult comes into the room
- Take an interest in their child's social life, acquaintances and internet usage
- Encourage their child to discuss bullying with them. Read this policy with their child
- Encourage their child to feel confident about the rights to report about a bullying incident
- Advise their child to tell a staff member about any bullying incidents that happen at school
- Keep a written record (who, what, when, where, why, how)
- Not encourage retaliation
- Not take issues into their own hands
- Attend interviews at the school when requested. Find out the facts directly from the school

- Work in partnership with the school to resolve issues positively
- Have their child seek support from the school staff (Year Advisers, Head teachers, Student Wellbeing, Deputy Principal, School Counsellor)
- Report the matter to the police if the incident occurs or continues to occur outside school

Strategies for parent/carer implementation ONLINE/SOCIAL MEDIA – Parent/carers should:

- Be a role model for your child in relation to online behaviour
- Keep an eye on what your child is doing online both in the home and on any mobile devices
- Ensure you engage in open and honest communication with your child
- Put computers in open spaces within your home
- Use an internet filter and secure Wi-Fi
- Use parental controls on computers, net browsers, tablets and smartphones
- Don't threaten to disconnect your child – this will only cause them to keep online problems hidden from you
- Teach your child how to create a strong password
- Encourage children to keep their passwords to themselves

Anti Bullying Management Plan for Staff Implementation – Staff should:

- Observe, listen and act upon any reported or witnessed incidents of bullying – gathering written evidence from all parties and any witnesses.
- Follow up with line management procedures for reporting and discipline action
- Head Teacher to record data in Sentral after any necessary interviews. Monitor disciplinary action
- If counseling is required for either parties then this is to be referred to either the School Counsellor, Head Teacher Wellbeing or Deputy Principal
- If the student's name is to be recorded on the data base for bullying then discipline points will incur. A warning letter will be issued.
- If a student is suspended the student's parent/carer will be required to attend an interview with the Deputy Principal with a view to developing more appropriate social skills.

Strategies for staff ONLINE/SOCIAL MEDIA – Staff should:

- Be aware of the strategies used to prevent and address cyberbullying at school
- Support strategies used through education in wellbeing classes and being proactive in the classroom/playground
- Support students who report any cyberbullying issues by following school process to report bullying

- Staff are also role models for the students in relation to their own online use in accordance with NSW Department of Education Social Media Policy (March 2018)

Anti Bullying Management Plan for Student Implementation – Students should:

- Tell a staff member who will assist and support them to solve the problem
- Report immediately to the teacher on duty, Deputy Principal or Principal if the behaviour involves a physical act or an act of cyber bullying at school
- Report any continuation of bullying behaviour if the problem does not stop or if it reoccurs after a lapse of time. It often takes a number of interventions before bullying is eradicated.
- Discuss the bullying with parents/carers.

Strategies for students ONLINE/SOCIAL MEDIA – Students should:

- Understand that everything they share, like, comment and post online contributes to your digital identify
- When you are online never give away personal information
- If you don't know or trust someone, BLOCK them online. Don't be fooled by fake profiles or mutual friend suggestions
- Make positive choices online
- Report any cyber-bullying that is affecting relationships at school to Year Adviser and/or Head Teacher Wellbeing

Anticipated outcomes of an Effective Anti Bullying Policy

- A reduction in the number of students and staff being bullied
- An initial increase in the rate of reporting bullying behaviour
- A reduction in the amount of time before bullying is reported

- Development of a school culture of respect and safety for all staff and students
- A willingness to support any student/s being bullied
- Improved school attendance by students
- Feeling safe in our environment support for the school Anti Bullying Policy by parents/carers
- All teachers exposed to professional learning regarding strategies to deal with bullying behaviour

Reporting Incidents:

- Student to follow the flow chart guidelines that are posted around the school

- Parents/carers to be given a copy of this policy – hard copy, on the school internet site, displays in school foyer – to follow procedures for reporting
- The school will report serious incidents to the police and the School Safety and Response Unit (1300 363 778) as per NSW Department of Education procedures
- When necessary the school may need to contact the Child Wellbeing Unit or Family and Community Services. This will be undertaken as per NSW Department of Education procedures

Procedures for Complaints

Complaints about the way a reported incident of bullying has been managed are dealt with according to the DEC's "*Complaints Handling Policy*"(Last Updated 5/7/18)

Other School Policies that may be referred to:

- Anti-racism Policy
- Workplace Health and Safety policy
- Complaints Handling Policy
- Discipline Policy
- Wellbeing Policy
- Code of Conduct
- Dignity and Respect in the Workplace Charter

Policy Review Date:

GHS will review this Anti Bullying plan at least every three years with the community. This plan was reviewed November 2018. It is due for review again in November 2021.

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

Additional Information

Police Youth Liaison Officer (YLO) – David Russell phone: 65520345

School Liaison Police officer (SLP) – Steve Jeffrey phone: 65616199

Kids Help Line: 1800551800

Web sites:

www.digitalcitizenship.nsw.edu.au

www.youthbeyondblue.com

www.bullyingnoway.com.au

www.cybersmart.gov.au

www.cybersafetysolutions.com.au (Susan McLean)

Principal's comment

This plan is the result of a collaborative process involving staff, students and parents, and underpins our commitment to continually improving the way in which we do business with respect to all aspects of student wellbeing, but specifically with our stance on anti-bullying.

Reviewed November 2018

Committee Members:

Myree Ribbons – Coordinator – Head Teacher Wellbeing

P& C Representatives – Narelle Bignell and Robyn Hooke

Cadel Beard – Student Representative Noah Jeffery – Student Representative

Keira Edstein – Student Representative Madeline Blanch – Student Representative

The Anti-Bullying Plan – NSW Department of Education and Communities

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