



## **Kurri Kurri Public School Anti-Bullying Policy and Procedures 2021**

Policy updated in 2021 in conjunction with the Department of Education Student Welfare Policy – PD 2002 0052 V01, the NSW Department of Education Student Discipline Policy – PD 2006 0316 V03 and the Bullying of Students – Prevention and Response Policy – PD 2010/0451/V01

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## Rationale

At Kurri Kurri Public School we believe in building a culture of safety, trust, inclusiveness and connectedness within our school and school community. If bullying occurs, we will address the behaviour, and put a process in place to repair the harm and restore relationships.

The school has a responsibility to implement anti-bullying strategies that are both preventative and responsive for the whole school community in addressing bullying. This will be achieved through modelling and promoting appropriate behaviour and respectful behaviour. This will form a basis for a clear vision for action, to create a safer and more supportive school environment.

## Definition of Bullying

**Bullying** is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

**Cyberbullying** is an alternative label for **online bullying**, and describes bullying carried out through the internet and mobile devices.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious or hidden. Bullying behaviour is repeated, or has the potential to be repeated, over time.

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Bullying is usually described by the types of behaviours involved. There are three types of bullying behaviour:

- **Verbal bullying** which includes name calling or insulting someone about physical characteristics such as their weight or height, or other attributes including race, sexuality, culture, or religion
- **Physical bullying** which includes hitting or otherwise hurting someone, shoving or intimidating another person, or damaging or stealing their belongings
- **Social bullying** which includes consistently excluding another person or sharing information or images that will have a harmful effect on the other person.

## What bullying is not

There are a number of negative behaviours which, although being distressing to those involved, are not classified as bullying. These instances may require teacher intervention and management.

The following situations are often confused with bullying:

- **Mutual conflict:** In mutual conflict situations, there is an argument or disagreement between students, but not an imbalance of power. Mutual conflict may evolve into a bullying situation at some point if it is not resolved: for example, when one person becomes targeted repeatedly for 'retaliation' in a one-sided way.
- **Social rejection or dislike:** Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.
- **Single-episode acts of nastiness or meanness, or random acts of aggression or intimidation:** Single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion, this does not constitute being bullied. This does not, however, lessen the seriousness of the incident or the subsequent consequences.

# 1. Policy Statement

- 1.1 The department rejects all forms of bullying behaviour including online (or cyber) bullying.
- 1.2 NSW public schools work to provide safe, inclusive, and respectful learning communities that promote student wellbeing.
- 1.3 The department's Behaviour Code for Students (Appendix 1) requires students to be inclusive and respect other students, their teachers, school staff, and community members, and to not bully, harass, intimidate, or discriminate against anyone in our schools.
- 1.4 Schools are required to establish strategies and practices to encourage positive student behaviour, recognise and reinforce student achievement and wellbeing, and manage disruptive student behaviour, as outlined in the Student Discipline in Government Schools Policy (Appendix 2)
- 1.5 School staff need to encourage high levels of parental and community involvement in the school to improve student attendance, engagement, learning and behaviour.
- 1.6 Each school must complete and implement the Anti-Bullying Plan (Appendix 3)
- 1.7 Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm.
- 1.8 Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability or sexual orientation, both online and offline.
- 1.9 Bullying can be illegal if it involves behaviours that include physical violence, threats of violence, damaging property or stalking.
- 1.10 The NSW Anti-Bullying website (Appendix 4) supports school staff, parents and carers, volunteers and contracted staff, and students to discourage, prevent, identify and respond effectively to student bullying behaviour, where it does occur.
- 1.11 Preventing and responding to bullying is the shared responsibility of all school staff, volunteers, and contracted staff employed by schools, and students, parents and carers.
- 1.12 Teachers and other school staff are provided with support and professional development to discourage, prevent, identify and respond to student bullying behaviour.
- 1.13 Reports of student bullying can be made to any staff member at a school. A teacher or school executive staff (such as the principal, deputy principal or assistant principal, head teacher) at the school will address the reported bullying in a timely manner.
- 1.14 If a student, parent or carer believes a matter is not being dealt with effectively, they can refer the matter to the school's principal (or delegate) for resolution.
- 1.15 If the student, parent or carer still has concerns, after referring the matter to the school's principal (or delegate), and would like advice, they can contact the Learning and Wellbeing Advisor or Officer at the local departmental office. If the matter is then still not resolved they can contact the Director, Educational Leadership, at the local departmental office, who must follow the Complaints Handling Policy (Appendix 5).
- 1.16 For incidents of physical violence, and where required, staff should administer first aid (consistent with their training and experience) and contact emergency services whenever necessary. Staff must also report the incident to the Incident Reporting and Support Hotline on 1800 811 523.

## 2. Audience and applicability

This policy applies to all Kurri Kurri PS student bullying behaviour; including online (cyber) bullying and applies outside of school hours and off school premises where students have been involved and there is a clear and close connection to the school.

## 3. Context

Kurri Kurri Public School provides a safe, inclusive and supportive environment for students.

Ways to prevent or respond to student bullying behaviour are addressed through teaching and learning programs across the key learning areas including the self and relationships strand of the mandatory Personal Development, Health and Physical Education curriculum.

This policy relates to student bullying in public schools. The Work, Health and Safety Policy applies to staff bullying in public schools. When bullying involves a student and staff member, both policies apply.

## 4. Responsibilities

### Staff Responsibilities

- ✓ Model and promote appropriate relationships and behaviours
- ✓ Promote a school culture where bullying is not acceptable
- ✓ Teach students to identify, report and respond to bullying at school and online (Appendix 7)
- ✓ Implement school programs which promote positive relationships that incorporate strategies to deal with bullying (Appendix 8).
- ✓ Monitor and track incidences of bullying and take appropriate action (Appendix 9).
- ✓ Communicate bullying incidences to parents as necessary.

### Student Responsibilities

- ✓ Support others and show consideration and respect.
- ✓ Tell a staff member or parent if they are being bullied or see someone being bullied at school and on the way to and from school.
- ✓ Attempt to use learnt strategies to deal with incidents of bullying (Appendix 10).

### Principal Responsibilities:

- ✓ complete and implement the Anti-Bullying Plan for their school.
- ✓ maintain a positive school climate that includes respectful relationships.
- ✓ identify patterns of bullying behaviour and initiate school action to respond.
- ✓ manage complaints about bullying in accordance with the Complaints Handling Policy.

## **Parent Responsibilities:**

- ✓ Support the school's Anti-Bullying policy.
- ✓ Know what bullying is/is not
- ✓ Take an active role in their child's school life and watch for signs that their child may be bullied.
- ✓ Listen to and reassure their child if they report incidents of bullying (Appendix 12)
- ✓ Encourage their child to adopt learnt strategies to deal with bullying.
- ✓ Inform the school if any bullying is suspected.

## **Consequences for bullying**

Incidents of bullying will be looked at on an individual basis to determine appropriate action/response.

When a bullying incident is reported, the school may:

- Have discussions with the students involved,
- Take appropriate action e.g. restorative practice, reflection room, structured play
- Report to parents of major bullying incidences, and/or
- Possible suspension

## **Monitoring, evaluation and reporting requirements**

- Ongoing monitoring of data entries
- Discussions at PBL, Executive and Learning and Support meetings.
- Annual review of Anti-Bullying Plan by Principal
- Monitoring and effectiveness review of the Anti-Bullying policy by the Director at least every three years.

# Behaviour code for students

## NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

### In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

### Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

### Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

### Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

### Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

## Appendix 2 – Student Discipline in Government Schools policy

<https://policies.education.nsw.gov.au/policy-library/policies/student-discipline-in-government-schools-policy>

## Appendix 3 – Anti-Bullying Plan

### NSW Department of Education

# Kurri Kurri Public School Anti-bullying Plan 2020

**Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. The NSW Department of Education requires all NSW public schools to have an Anti-bullying Plan which details the strategies implemented to reduce student bullying behaviours.**

## Appendix 4 - NSW DoE Anti-Bullying website

NSW DEPARTMENT OF EDUCATION

### Anti-bullying

Enter your search...



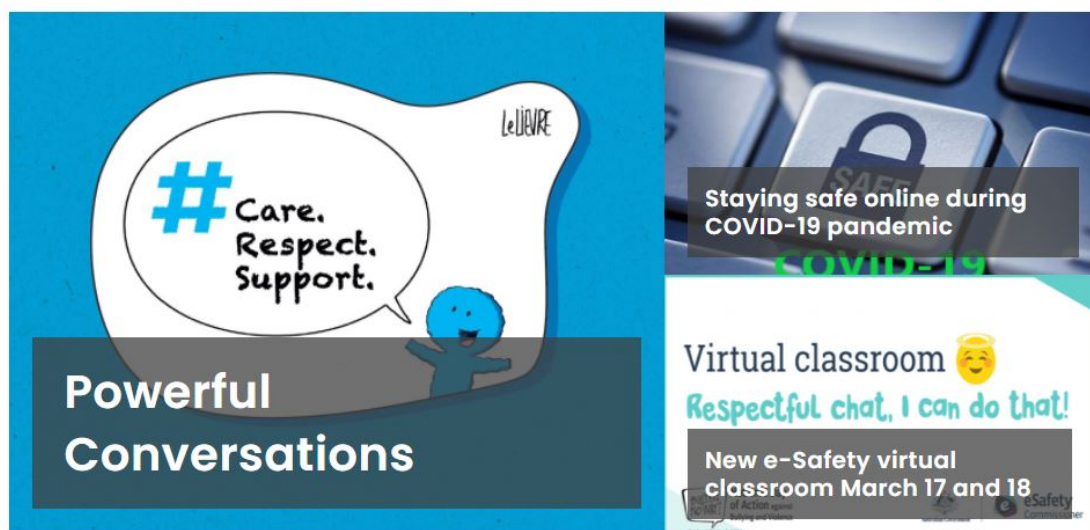
Why we need a strategy

For educators

For parents and carers

For students

Latest news



<https://antibullying.nsw.gov.au/>



## Appendix 5 – Complaints Handling Policy

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

## Appendix 6 – Work, Health and Safety (WHS) policy

<https://policies.education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy>

## Appendix 7 – School Anti-Bullying strategies

Kurri Kurri PS Anti-bullying strategies in place include:

- ✓ Positive Behaviour for Learning (PBL)
- ✓ Peaceful Kids program
- ✓ Restorative Practices
- ✓ Anti-bullying focus lessons (Term 3)
- ✓ Mindfulness
- ✓ KKPS Mobile Phone Policy
- ✓ Information communicated to the school community in newsletters and via online platforms

## Appendix 8 – School Anti-Bullying programs/websites/resources

### Websites:

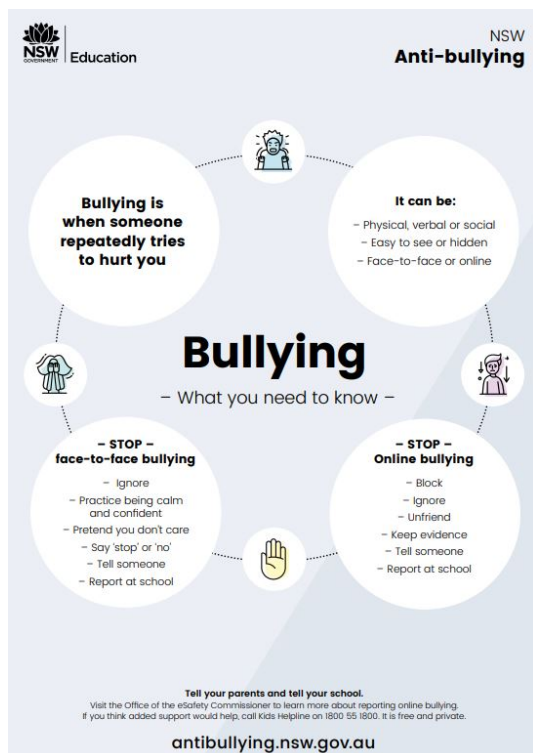
<https://bullyingnoway.gov.au/>

<https://antibullying.nsw.gov.au/>

<https://www.kidshelpline.com.au/>

<https://www.esafety.gov.au/>

### Resources:



<https://antibullying.nsw.gov.au/educators/resources/catalogue-yellow/bullying-poster>



<https://antibullying.nsw.gov.au/educators/resources/catalogue-yellow/diversity-poster>



<https://antibullying.nsw.gov.au/educators/resources/catalogue-yellow/bystander-to-upstander-poster>

## KKPS Anti-Bullying Overview/Program Register K-6

Week	Lesson Focus	Register / Evaluation
1	Everyone has the right to be safe at school	
2	Bullying is not acceptable	
3	Everyone needs to learn to live in peace (Everyone needs to work together)	
4	We all want to feel included	
5	Conflict is inevitable, bullying is not	
6	Telling an adult about bullying is not tattling (dobbing)	
7	Bullying can be stopped	
8	If you're not part of the solution, you're part of the problem (bystanders)	
9	Bullying is not a normal part of growing up	
10	It's important to communicate well	



# Kurri Kurri PS Bullying Incident Flowchart

**BULLYING. NO WAY!**

Parents inform the school of incidents of bullying as reported by the victim or peers.

Teacher informed of, or discovers bullying in classroom or playground.

Incident is entered in school Sentral database

Victim/s and student/s engaging in bullying behavior interviewed by Teacher/Assistant Principal/Deputy Principal/Principal

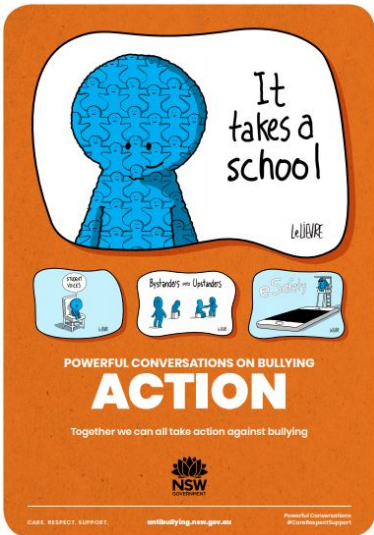
Strategies implemented  
Parents contacted  
AP or DP letter or school-based sanction applied

Bullying behavior stops.

Bullying behavior continues.

Restorative Practice Circle  
Involvement of school counsellor  
Involvement of Police Youth Liaison Officer  
Possible involvement of outside agencies

School-based sanctions applied



# How to deal with bullying behaviours

- ✓ Stay in sight of peers and adults.
- ✓ Try to stay calm. Practice keeping calm and walkin
- ✓ Try to show you are not upset. Practice this.
- ✓ Look at the person.; Try to speak in a strong voice. Say something like 'You might think that, but I don't' or 'Why are you doing this?'
- ✓ Use an 'I' message. Express your feelings in an assertive way e.g. "I want you to stop' or 'Please don't do that. I don't like it'.
- ✓ Walk away quietly, without looking back.
- ✓ Go to a safe place e.g. with other children, near a teacher.
- ✓ Talk to someone who can help you. Tell them what has happened, how you feel and what they can do to help. This is not dobbing!

**BULLYING. NO WAY!**



Most people have been bullied at some time.

Do not be ashamed to

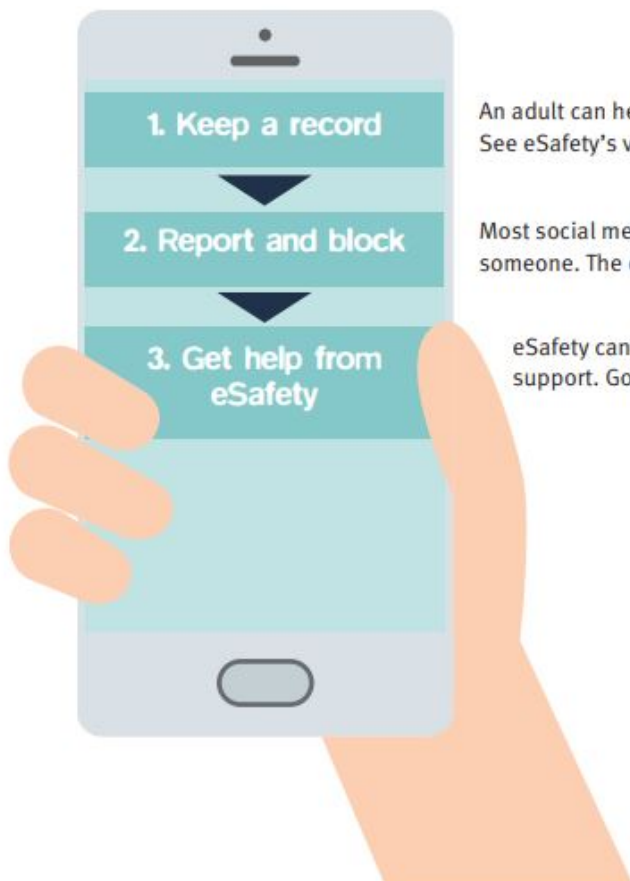
**SPEAK UP. IT IS OK TO TELL!**

# How to deal with bullying online

- ✓ Use the same positive manners and behavior you would use offline when you are online.
- ✓ Don't respond to negative messages and tell a trusted adult if you receive them.
- ✓ Be respectful of others cultures, backgrounds and points of view.
- ✓ Be careful not to share your personal information with others e.g. phone number, address.
- ✓ It is ok to report others who are

**Bullying is  
NEVER OK!**

## Reporting cyberbullying



An adult can help you take screenshots or keep a record of the cyberbullying. See eSafety's videos on [how to take screen shots](#).

Most social media services, games and apps have a way to report and block someone. The [eSafety Guide](#) shows you how.

eSafety can help to remove serious cyberbullying content and get you support. Go to [eSafety kids](#) to learn more about how eSafety can help.

## Important links

<b>Bullying. No Way!</b>	<a href="http://bullyingnoway.gov.au">bullyingnoway.gov.au</a>
<b>eSafety kids</b>	<a href="http://esafety.gov.au/kids">esafety.gov.au/kids</a>
<b>eSafety Guide</b>	<a href="http://esafety.gov.au/esafety-guide">esafety.gov.au/esafety-guide</a>
<b>eSafety Report</b>	<a href="http://esafety.gov.au/report">esafety.gov.au/report</a>
<b>Kids Helpline</b>	<a href="http://kidshelpline.com.au">kidshelpline.com.au</a>

## Signs of bullying

Each individual student who has been bullied or is bullying others will respond and act differently. A student's behaviours and moods can also change for a variety of reasons. However, the following are some signs that may indicate a student is experiencing bullying:

Signs a teacher may notice:

- becomes aggressive and unreasonable
- starts getting into fights
- refuses to talk about what is wrong
- school grades begin to fall.

Sometimes bullying can be less obvious. Signs can include:

- student is often alone or excluded from friendship groups at school
- student is a frequent target for teasing, mimicking or ridicule at school
- change in the student's ability or willingness to speak up in class and appears insecure or frightened.

Signs a parent may report:

- doesn't want to go to school
- changes their method or route to school or are frightened of walking to school
- changes in sleep patterns
- changes in eating patterns
- frequent tears, anger, mood swings
- unexplained bruises, cuts, scratches
- missing or damaged belongings or clothes
- arriving home hungry.

Students who are more likely to be bullied are also more likely to:

- feel disconnected from school and not like school
- lack quality friendships at school
- display high levels of emotionality that indicate vulnerability and low levels of resilience
- be less well accepted by peers, avoid conflict and be socially withdrawn
- have low self-esteem
- be relatively non-assertive
- be different in some way.

# BULLYING. NO WAY!

TAKE A STAND  
TOGETHER

[www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au)

A student who bullies may:

- repeatedly tease, imitate or make fun of the same targets
- feel the need to dominate or control others
- show no compassion for someone who's experiencing bullying
- repeatedly exclude or ignore the same target
- whisper behind their backs on a frequent basis.

Students who frequently bully others are more likely to:

- feel disconnected from school and dislike school
- demonstrate good leadership skills
- demonstrate good verbal skills and ability to talk themselves out of trouble.

This information comes from a range of sources including:

The Australian Psychological Society Tip Sheets

[http://www.psychology.org.au/publications/tip\\_sheets/bullying/#s9](http://www.psychology.org.au/publications/tip_sheets/bullying/#s9)

Working Together: A Toolkit for parents to Address Bullying

<http://behaviour.education.qld.gov.au/bullying-and-violence/schools/Pages/qaav.aspx#toolkit>

TAKE A STAND TOGETHER

# BULLYING. NO WAY!

[www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au)





## What is bullying?

**Bullying has three key features. It:**

- involves a misuse of power in a relationship
- is ongoing and repeated, and
- involves behaviours that can cause harm.

**Bullying** can also occur online. This is known as cyberbullying, which is using technology such as the internet or mobile devices to bully someone. It can include sending abusive texts and emails, posting hurtful messages and putting inappropriate comments on pictures of others.

**Bullying** of any kind is not acceptable in NSW schools, whatever the reason. Schools are committed to working with parents, staff and students to prevent bullying and respond quickly and effectively if it does occur.

## What can you do if your child has been bullied?

### **Listen calmly and get the full story**

Your child needs to know that they are being heard. Their feelings matter and their concerns should be taken seriously. Encourage your child to talk about what happened. Explain to your child that reporting the bullying is okay.

After listening to their concerns, ask questions to get more details if needed: who, what, where, when.

### **Reassure your child that they are not to blame**

Children may blame themselves and this can make them feel even worse. Say supportive things like, 'That sounds really hard to deal with', or 'I'm so glad you told me. You should feel safe at school'.

### **Ask your child what they want to do – and what they want you to do**

It is important to help your child to find their own solution as this will help them feel that they have some control over the situation.

If your child is not in any immediate danger and they feel confident, they could try these strategies:

- Ignore the bullying.
- Turn their back and walk away.
- Act unimpressed or pretend they don't care.
- Say "No" or "Just stop!" firmly.

If the bullying happened at school, support your child to tell a teacher. If your child wants to talk to someone other than the school or you think added support would help, you could tell them to go to the Kids Helpline website. They can also call for free on 1800 55 1800.

### **When do I contact the school?**

Your child may be reluctant for you to speak to school staff. Discuss the idea and reassure them that the school would want to know and is able to help.

If needed, make an appointment to meet with your child's teacher. You could also ask to talk with the principal.

Contact the school immediately if you have a concern about your child's safety.

### **Support for parents and carers**

Kids Helpline also has a parent line with trained teams who provide support, information and counselling for parents of children aged 0-18 years. You can call them for the cost of a local call from 9am to 9pm Monday to Friday and 4pm to 9pm on weekends on 1300 1300 52.

### **Telephone interpreter service**

If you would like to contact the school or Parent Line NSW and need assistance with English please call the telephone interpreter service on 131 450, tell them what language you need and ask the operator to make the call. The operator will get an interpreter on the line to assist you with your conversation. You will not be charged for this service.