



SCHOOLWIDE BEHAVIOUR MANAGEMENT POLICY

Policy Release: 2 April 2009

Review: December 2011

Section B: BULLYING

1. Definition of Bullying

Bullying is a pattern of wilful, conscious behaviour intended to hurt, injure upset, threaten or embarrass an individual or group. Bullying is a **repetitive** attack, which causes distress not only at the time of the attack, but also by the threat of future attacks. It involves an **imbalance of power**.

Bullying can be:

verbal – name-calling including racist and sexist remarks, put downs, threatening;

physical - hitting, tripping, poking, punching, kicking, throwing, objects, spitting;

social - ignoring, hiding, ostracising, sending nasty notes

psychological - stalking, dirty looks, spreading rumours, hiding or damaging possessions, singled out for unfair treatment, is picked on.

cyber – the use of email, websites (eg Face Book), MSN, text, photo and video technology.

2. Practice and Procedures

1. Any staff member observing a bullying incident or receiving a report of bullying must respond in accordance with this policy.
2. Remove child/ren from harm and attend to them if required.
3. A decision needs to be made about whether this is an incident of bullying. Check definition.
4. The level of seriousness must be assessed before beginning the anti-bullying process.
5. If it is deemed not serious, teachers can help by discussing the child's feelings and possible options to deal with the harassment. This is particularly relevant to junior students. (See Appendix 1A and 1B for possible strategies to offer). State the School's stance of not tolerating bullying. Complete Bullying Registration Form.
6. Any intervention will focus on helping all children involved. Apply *No Blame Approach*. Counselling is available from the School Counsellor. Consultation from the Assistant Principals in cases where bullying is not resolving.

7. If this is deemed to be a serious bullying incident it must be recorded on the Bullying Registration Form and submitted to the Behaviour Management Team.
8. The Behaviour Management Team will assess in view of severity and history and will then adopt a consequence be it detention, in-school suspension or out of school suspension.

This school currently has a number of programmes established to promote a caring and supportive environment. These educational and positive programmes we hope minimize bullying and violence. However, in the event that bullying occurs, the school will react firmly and promptly. There are a range of sanctions available depending on the seriousness of the situation.

The teacher will support students who raise a concern in regard to bullying by finding out the facts of the incident. This will involve meeting with those concerned using a shared concern or 'no blame' approach to address the issue. Parents or caregivers will be contacted at an early stage and where appropriate, referral will be made to the School Counsellor/ educational psychologist to develop positive strategies to overcome bullying.

3. Serious Incidents

Any incident involving physical injury, physical bullying and serious damage to property or repeated bullying behaviour will result in the student being sent to the Office (RED CARD) to report to a member of the BMT immediately.

Consequences for serious incidents will be at the discretion of the Behaviour Management Team and may involve any one or a combination of the following consequences.

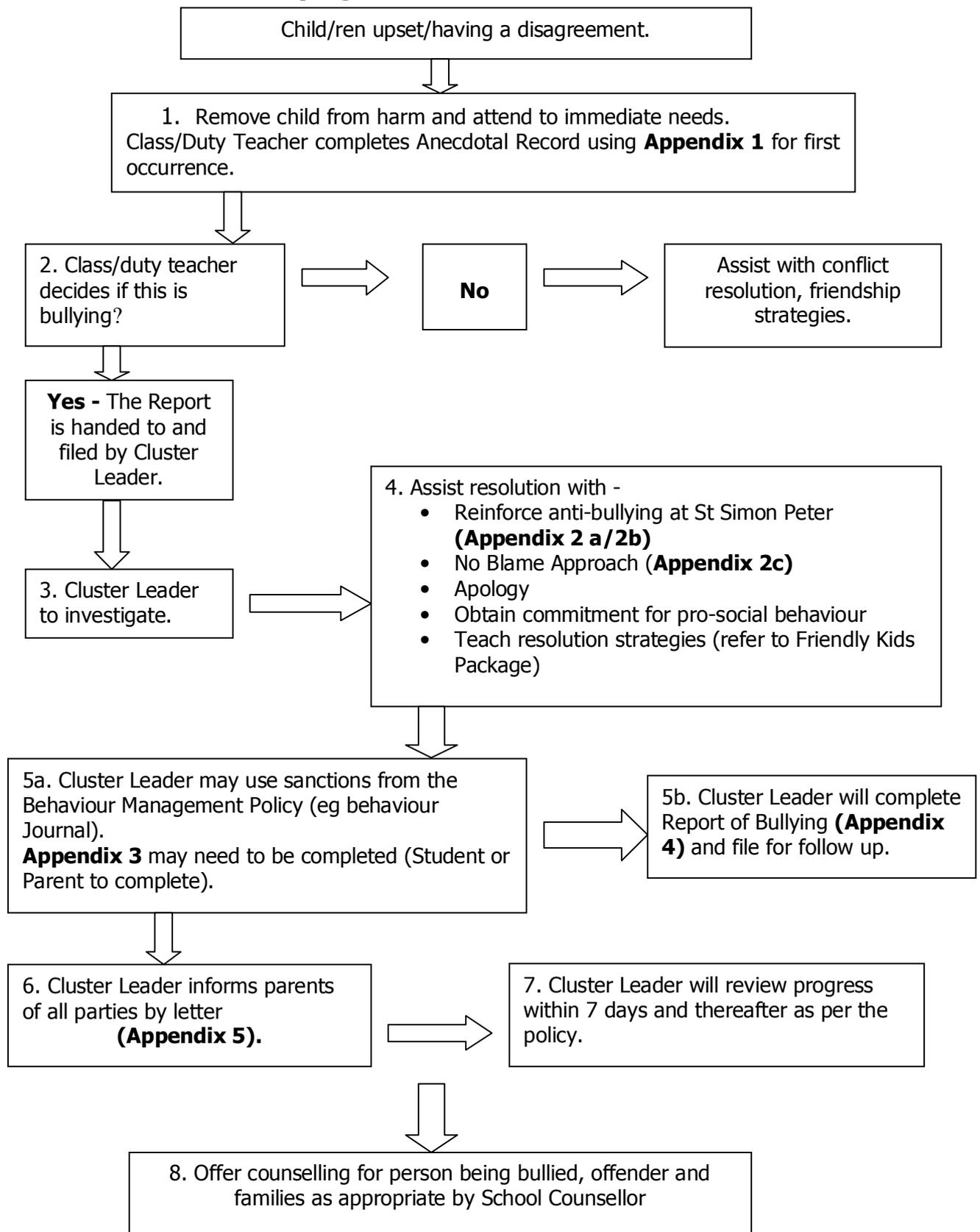
- Class teacher and parents informed
- Implementation of an Action Plan (i.e. referral to School Counsellor, individual contract, extra support)
- Recess or Lunchtime detention (depending on age) with Behaviour Journal (look at making amends e.g. apology letter, payback damages....)
- In-school detention with different recess and lunch arrangements for 1 - 3 days
- Out of School suspension or other appropriate action.

4. Proactive Measures

1. At the commencement of each school year, and periodically throughout the year, classes will discuss the Behaviour Management Policy.
2. Copies of the Behaviour Management Policy will be made available to all current parents/caregivers on the school website.

3. Information on bullying will be made available on request to parents, teaching and non-teaching staff in the form of literature, educational sessions as required or through discussion.
4. Students will be given opportunities to talk about bullying in general.
5. Discuss appropriate standards of behaviour and school rules with all students (assemblies).
6. Identify students at risk/awareness of individual needs and develop individualised support plans Teacher/ School Counsellor, Educational Psychologist).
7. Organise appropriate referral for students experiencing difficulties (Support Teacher, School Counsellor, Educational Psychologist).
8. Teach social skills, anger management, resiliency and protective behaviours as part of the curriculum - refer to Curriculum Framework, and the Health and Physical Education Learning Area Outcomes.
9. Emphasis on conciliatory approach (listening to both sides, not labelling, problem solving).
10. Continue with "Buddies Programme" pairing younger students with more senior students for a variety of activities both with an academic and social value.
11. Encourage co-operative learning.
12. Use student support services where necessary.
13. Responsible and safe behaviour will be recognized and rewarded.

Bullying Procedures Flow Chart





St Simon Peter Catholic Primary School

Prendiville Ave, Ocean Reef, WA 6027

Anecdotal Record of Suspected Bullying

Date: _____ Class Teacher: _____

Name of student: (victim) _____ Class _____

Name of Other Student Involved: _____ Class _____

Nature of the Incident:

a) Physical Behaviour:

- Hitting Punching Kicking Shoving Biting
- Spitting Pinching Poking Tripping Other

b) Verbal Behaviour:

- Swearing Put downs Threats Teasing
- Sexist/Racist Insults Telling lies Other

c) Social or emotional behaviour:

- Excluding Ignoring Threatening looks Spreading rumours Other

Details of Incident:

STRATEGIES FOR TEACHERS TO HELP CHILDREN DEAL WITH MINOR BULLYING INCIDENTS

Teachers can advise children to:

- Do not fight back
- Try to ignore the person bullying.
- Walk away immediately when the bullying starts.
- Stand up to the person bullying. Look them in the eye and calmly tell them to stop.
- Talk to your friends and ask for help
- Play with a group and stay close to duty teachers.
- Collect information on what is happening and write it down.
- Try one or a combination of these for a few days. If it is no better, speak to an adult. This can be a parent, a teacher or the school social worker.

Guidelines for Parents

It is always a good idea to take an active interest in your child's social life and chat about friends and their activities in and out of school. As well as keeping up to date with your child's friendships you may well learn of disagreements or difficulties.

Watch for signs of stress or distress in your child. These signs of stress vary with individuals, but may include:

- An unwillingness to attend school,
- onset of headaches,
- stomachaches or bruising,
- toys or equipment going missing,
- requests for extra pocket money,
- damaged clothing or books.

There are many reasons why your child may be unsettled in school, bullying is always a possibility.

If you suspect your child may be exhibiting bullying behaviour, inform the **school** immediately and request an interview with the Principal, School Counsellor or a member of staff who can deal with your concern. The school will assist in devising strategies to provide your child with support both inside and outside school.

If you suspect that your child is a bully, it is recommended that you contact the school immediately and arrange for a discussion.

Using the 'No Blame Approach

Use the following type of script to help the perpetrator resolve the pain that others may be going through. Deal with the perpetrators one by one.

The Individual Chat's Method

Stage 1 Thanks for Coming.

Explain why the student is there. "We need your assistance in solving some concerns. You are not in trouble". Work with the students on a one to one basis.

Stage 2 What's been happening

I hear that _____ has been having a hard time recently. Can you tell me anything about it?' Then focus responses by asking, "What have you done?" (Be a broken record on this point).

- Let the student talk
- Avoid closed questions
- Do not question if they complain about the person being bullied. Bring them back to 'what have you done?' When the whole process is complete, then you may ask what the person being bullied has done.

Stage 3 Bad

'So it sounds as if _____ is having a hard time of it. How do you think _____ feels?

- As soon as the bully acknowledges these emotions, move to Stage 4.
- If the bully says, "it's his/her fault, accept the statement but still point out that this person is having a hard time of it.

Stage 4 Make it Better

'I agree?' What do you think you could do to help make _____ situation better?"
OR 'I was wondering what you could do to help improve _____ situation?"

- Accept their positive suggestions.
- Negative suggestions – ask 'How will this improve _____ situation?'
- Do not bargain or question.
- Do not discuss how.
- If you think that the suggestions do not cover critical behaviours, prompt the bully by saying, 'what do you think you could do about ...(those behaviours)?'
- If the bully can't think of ways for helping, you may suggest an idea. Say, 'I have an idea. Would you like to hear it?' Try to give several. Allow the student to chose the one they are most comfortable with.

Stage 5 Review

'Thanks for talking with me today and making these suggestions _____ to make life easier. How about we meet again in a weeks time for two minutes to see if things are better". (Arrange specific time and place).

This interview should not be longer than seven minutes long. Complete the "reporting of a Bullying Incident by Teacher's Form as soon as you can after this session.

NB In a weeks time, review with the person being bullied first, then the perpetrators. If there are still concerns go through the process again (one more time only) and get the perpetrators' revised suggestions.

STUDENT/PARENT REPORTING SHEET

Student's Name: _____ Class: _____ Date: _____

Everyone at St Simon Peter has the right to feel safe. By reporting the bullying that is happening to you, the problem can be solved and you will feel happy and safe at school once more. Keeping it a secret and not asking for help may make it worse.

NOTE: This form can be filled out by anyone who is being bullied or a bystander who wishes to help stop bullying. The information will be kept private.

Please fill in the information below and a member of the Behaviour Management Team will make a time to talk to you.

1. What type of bullying is happening? (e.g. name calling, leaving out of Group) _____

2. How many people are doing this? Please name them: _____

3. How long has this been happening? _____

4. How do you feel about the bullying/teasing? _____

5. What have you tried to do to solve this? _____

6. Have you told anyone about this problem? Who? _____

- Take this to the front office and place it in the student-reporting box or hand it to your teacher.
- Do not tell the people who are bullying about this.
- We are concerned and want to help stop this, so someone from the school will speak to you very soon. Thank You

BEHAVIOUR MANAGEMENT TEAM
REPORT OF BULLYING

Date: _____

Reported Person being bullied: _____

Class: _____

Reported Person with bullying behaviour _____

Class: _____

If more than 1, then please copy and file separately under child's surname)

Reported by: _____ Parent/Child Concerned/Other student(s)

Previous Notification: YES [] NO []

Person Receiving the Report: _____

Referred to member of Admin Management Team: _____

Description of Incident/s:

Result of Interview with Person Accused of bullying behaviour:

Response of any Witnesses or Bystanders:

Action taken:

Record of Interview with Parent (if required)

Follow Up report – One Week Following Date: _____

Follow Up Report – One Month (if Required) Date: _____

Matter Resolved: YES [] NO []

Signed _____ Date: _____
Principal/Assistant Principal

Signed _____ Date: _____

Parent/Student (If Required)

Appendix 5

NOTIFICATION OF BULLYING INCIDENT

Date:

Dear Parents

This letter is to inform you that your child _____ has been involved in a bullying incident on _____(date). Your child was involved as a person being bullied/perpetrator.

The school's philosophy in regard to any bullying incident is that of consultation with all parties, involved, that all parties are responsible for improving their peer relationships, and solutions and commitments are made to resolve this situation.

The matter has been acted upon and all children involved will be contacted one week from the incident to monitor the situation and again, if necessary.

On this occasion, behavioural consequences **have/have not** been applied. This letter is not intended to result in punishment at home. It is for your information and may be useful in discussing better choices that your child may follow in future. We would appreciate your support and consultation with the school. Please contact me via the School Office.

Yours sincerely

For the Behavior Management Team

Please return this reply slip to _____

To: _____

I have discussed this incident of bullying with my child.

Parent Name: _____

Signed: _____