EVERY STUDENT, EVERY TEACHER, EVERY PARENT

Hampden Park Public School  Anti-Bullying Plan

Policy Statement

At Hampden Park Public School bullying is not acceptable in any form. Teachers, parents and students have a shared responsibility to create a safe and inclusive environment, free from all forms of bullying. Bullying will be dealt with swiftly and with due thought to procedural fairness.

Statement of Purpose

We have established a Safe at School Team (SAST). The SAST is comprised of staff, students and community representatives. We will develop a shared understanding about bullying and a proactive program that promotes a safe place to learn and play. It will be based on the principles of equity, fairness and participation for all students that is positive and consistent across K-6.

The Anti-Bullying Plan will be available to parents on enrolment, online through the school’s website and sent home to all families. We will provide short information sessions and school forums for families at various times through the year. We will distribute copies in a variety of languages to parents and students. The policy will also become part of the school Welcome pack given to all new enrolments.

The school has a four tiered approach to implementing the anti-bullying policy according to the Bullying: Preventing and Responding to Student Bullying in Schools Policy

- Protection
- Prevention
- Early Intervention
- Response
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.

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.
The anti-bullying policy has been developed in collaboration with teachers, students and parents and will be revised as the need arises, in order to reflect the emerging needs of the Hampden Park Public School community.

Members of the school community have a right to:
- be safe at school, free from fear of bullying, harassment and intimidation,
- know that their concerns will be responded to,
- be provided with appropriate support.

Members of the school community have a responsibility to:
- refrain from engaging in bullying behaviours,
- report bullying of self and/or others,
- promote positive relationships that respect and accept individual differences and diversity within the whole school community,
- actively work together to resolve incidents of bullying behaviour when they occur,
- assist in implementing the school’s anti-bullying plan.

### Rights and Responsibilities

**School**

- All staff are expected to encourage cooperative behaviour through cooperative learning techniques; be proactive on playground duty; respond to all students' concerns and complaints; assist with the identification of students who are bullying; be positive role models for all students; and be aware of the DEC discrimination policies.
- Anti-bullying policy, information, strategies and school rules are disseminated to all members of the school community via school intranet, website, in the school newsletter, school welcome pack and at school assemblies.
- Involve staff and parents, external support agencies in developing and revising consistent procedures across the school for responding to and documenting bullying including consistency of recording student behaviour on SENTRAL.
- Consistently model and teach respectful relationships with all members of the school community.
- Explicit teaching of rules, behavioural expectations and values associated with anti-bullying across K-6 and for the whole school community.
- Respond to complaints or suggestions about procedures for specific handling of matters according to DEC complaints procedures.
- Implementation of bullying and cyber bullying programs (including parent & staff workshops, student training, Superplus Club).
- Staff training in Non-Violent Crisis Intervention.
- Anti-Racism Program implemented K-6.
- Ongoing professional learning for staff including the induction of new students and staff.
- Whole-school professional learning in social and emotional development and restorative approaches for problem solving, repairing harm and restoring relationships between students.
- Child Protection Education.
- Promote Anti-Bullying week.

**Parents**

**Students**

### Protection and Prevention Strategies

### School Responsibilities
**Teacher Responsibilities**

- Model anti-bullying attitudes and behaviour as part of PDHPE and across other curriculum areas through school developed activities, and internet/intranet based support materials.
- Teachers focus on activities that assist students to explore, discuss and analyse values that are relevant to the content they are studying and their own lives.
- Weekly dedicated SRC circle time to discuss issues that arise.
- Explicit teaching of cooperative learning techniques within the classroom.
- Consistent explicit posters across the school in classrooms and on the playground - what bullying is, different types of bullying and strategies when bullying occurs.
- Explicit teach school rules, behaviour expectations and values associated with anti-bullying across K-6 and for the whole school community.
- Listen to and respond to targets of bullying and provide support and refer as needed.
- Listen to and respond to reports of bullying and provide intervention with individuals who bully others.
- Respond to complaints or suggestions about procedures for specific handling of matters according to DEC complaints procedures.
- Implement cyber bullying awareness programs (including parent & staff workshops, student training).
- Implement the anti-bullying policy.
- Teach students how to intervene as bystanders and how to help other students.
- Consistent maintenance of records detailing student behaviour on SENTRAL.

**Students Responsibilities**

- Students are expected to play safely; report all bullying incidents; cooperate with other students and staff.
- Show respect for all members of the school community.
- Speak out against bullying and report it when they see it.
- Support students who are bullied.
- Support the Student Representative Council and the Safe at School Team to assist with anti-bullying suggestions.
- School rules and core values promoted weekly by student leaders at assemblies.
- Posters and slogans devised by students and displayed around the school.
- Attend weekly SRC meetings if elected.

**Parents Responsibilities**

- Encourage cooperative behaviour in their children; discourage retaliation of any kind; encourage independence and report any incidents of harassment.
- Encourage children to exercise the values of tolerance and respect.
- Report bullying and encourage their child to do so.
- Provide support and encourage their child to report bullying and to seek help.
- Work with the school to resolve bullying issues.
Early Intervention Strategies

- Identification of students requiring intervention through our Learning Support Student Success program.
- Develop and implement support for students who are identified by the school as being at risk of bullying or as a victim.
- Develop a targeted system of support for students needing support to develop positive relationships eg. Out of the Box programs.
- Provide support and guidance for students experiencing bullying, students engaging in bullying behaviour and any bystander.
- Develop and implement support for students who are identified at or after enrolment as having experienced bullying or engaged in bullying behaviour.
- Provide intervention with individuals who bully others including designated areas and procedures for safe play on a case by case basis.
- Early communication and notification process with parents and students.
- Team approach to supporting students on targeted support programs and making adjustments as required to address individual students’ needs.
- Explicit teaching of Right Place, Right Time, Right Way.
- Consistent monitoring of SENTRAL behaviour recording system and intervention where needed.
- Bullying surveys conducted including staff, students and parents.

Responding Strategies

Procedure for dealing with bullying behaviour

- Develop and publicise clear procedures for reporting incidents of bullying to the school.
- Respond to incidents of bullying that have been reported to the school quickly and effectively.
- All cases of reported bullying are investigated and documented.
- Teachers, students and parents recognise and respond to bullying, harassment and victimisation and behave as responsible bystanders.
- Consequences imposed according to School Rules and Anti-Bullying Policy (reviewed and agreed upon by all stakeholders).
- Class teachers and students deal with minor issues in the classroom and playground.
- Provide support to any student who has been affected by, engaged in or witnessed bullying behaviour.
- Provide regular updates, within the bounds of privacy legislation, to parents or caregivers about the response to incidents.
- Principal and executive informed of any continued bullying behaviour, resulting in the student’s suspension from school as per DEC Suspension and Expulsion Policy (2011).
- Learning Support Student Success Program will provide additional support to students at risk through referral programs running in the school. Counsellors may be involved in the process.
- Behaviour modification plan may be developed and implemented in consultation with student, teachers, executive and parents.
- Consistent monitoring of SENTRAL behaviour recording system by teachers, executive and SAST.
- The Anti-Bullying Plan will be reviewed annually by staff and through parent and student consultation as to its effectiveness. Data will also be used to inform future practices.
- The school will report annually to the school community through forums, online via the school website and included in the Annual School Report.
**Procedure for dealing with a child who is bullied**

- Students will have opportunity to report all incidents and be reassured that an investigation will occur and action will be taken.
- Teachers and executive will investigate the issue, inform parents and conduct a conference with the bully. The conference is to state expected behaviour, state what action needs to occur to make things right and develop an intervention program for the student.
- Follow-up and monitor student well being by class teacher in consultation with parents
- Weekly dedicated SRC circle time to discuss issues that arise and solutions
- Explicit teaching of pro social skills and cooperative learning strategies to support students in the classroom and playground.
- Staff commitment to acknowledge victims of bullying and deal with bullying incidents
- Teachers to regularly remind students to report incidents. Students need to be reminded that reporting is important.

**Student Responding**

Students need to be made aware that witnesses to bullying have an important role to play and that early intervention can defuse a situation before the bullying begins.

**If You are bullied YOU need to:**
- Tell the bully ‘stop, I don’t like that.’
- Seek help and talk about it to someone you trust;
- Report it to a teacher;

**If you know someone who is being bullied YOU need to:**
- Tell the bully ‘stop.’
- Step in early.
- Refuse to join in with the bullying – being a bystander is still bullying
- Support students who are being bullied – just standing by them can help prevent bullying
- Report it to a teacher or parent (take a friend with you if you want).
Related DET Policies, Documents and Procedures

- Anti-Bullying Plan for Schools 2011
- Student Welfare Policy
- DEC Suspension and Expulsion Policy 2011
- DEC Suspension and Expulsion of School Students – Procedures 2011
- National Safe Schools Framework 2011
- Bullying: Preventing and Responding to Student Bullying in Schools Policy 2011
- Guidelines for Bullying 2011
- Principals: Reporting Incidents Involving Assaults, Threats, Intimidation or Harassment 2011
- Anti-Racism Policy 2011
- Anti-Racism: What schools can do 2010
- Values Education DEC 2004
- The explicit teaching of Values 2011
- Values Education is transformative 2011
- Student Welfare Policy 1996
- Protecting and Supporting Children and Young People Policy 2010
- Complaints handling policy 2011
- Quality of School Life Survey

Related School Policies, Documents and Procedures

- Occupational Health & Safety Policy
- Discipline Policy
- A guide for students, teachers, and parents on how to confront bullying issues
- HPPS School Rules
- HPPS Values
- Non-Violent Crisis Intervention

Related Resources

- www.becoolnotcruel.com.au
- Click: Staying safe online
- Kidsmatter.com.au
- Superplus Club
Principal's comment

Bullying is not acceptable in any form. This includes staff, students, parents and any visitors to the school. All members of the school community need to be committed to working with the school to educate our students about the types of bullying that exist and the strategies our students can use to effectively deal with a bully and with bullying behaviour. Prevention, identification and responding to bullying are all important aspects of an anti-bullying plan. This plan clearly states the strategies to support students who are bullied and those students who bully. I would ask all members of the school community to support this plan and to be a part of the evaluation process in the future.

The members of the school team that developed the plan:

Louise Challis  r/Principal  
Helen Kotevski  r/Deputy Principal  
Kellie Stone  r/Assistant Principal  
Sherry Bhabha  r/Assistant Principal  
Grace Katsiis  Class Teacher  
Roukyh Akkawi  Class Teacher  
Rita Sarkis  Class Teacher  
Chandra Singh  Class Teacher  
Reem El-Haj  Class Teacher  
Rowaida Kadri  Class Teacher  
Mary Boughtwood  Class Teacher  
Peweli Tongatua  Parent Representative  
Annette Carey  Parent Representative  
Syed Dudane  Parent Representative  
2011 Student Representative Council, Prefects and Captains

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