

Karabar High School Anti-bullying Plan





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. The Karabar High School Anti-Bullying Plan is also aligned with the Karabar High School Plan for 2018–2020 and the MindMatters Framework.

Statement of purpose

At Karabar High School we strive for excellence and opportunity. We promote positive and respectful relationships and accept individual differences and diversity within our school environment. Karabar High School has identified excellence, opportunity and connectedness as the three strategic directions for the Karabar High School Plan 2018–2020. These strategic directions are aligned with the Karabar High School Anti-Bullying Plan. The Karabar High School community works collaboratively to foster safe learning environments for our students, staff, parents and wider school community where bullying is not tolerated.

Our Anti-Bullying Plan aims to deal with, and effectively address, issues of bullying through the use of effective strategies for reporting issues, positive prevention strategies and support for managing interactions and anti-social behaviour within our school environment. We promote and maintain positive relationships within our classroom environment and support all members of our school community to address issues in a proactive manner. Positive communication is promoted to all members to ensure issues are resolved in an effective and prompt manner.

Definition

Bullying is repeated verbal, physical, social or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying can take many forms. We consider the following behaviour to be bullying:

- **Physical:** including hitting, punching, shoving, pinching, tripping, spitting, or stealing belongings or throwing objects at someone.
- **Verbal:** name-calling, making offensive remarks, taunting, teasing, put-downs.
- **Social:** ignoring, excluding others, alienating, put-downs and using inappropriate/threatening looks and gestures.

- **Psychological:** spreading rumours, dirty looks, hiding or damaging possessions and stalking.
- **Cyberbullying:** verbal, social and psychological bullying through the use of technology (such as blogs, websites, mobile phones), sending malicious SMS and email messages and inappropriate use of camera phones.

Protection

Staff at Karabar High School are committed to preventing and responding to bullying behaviour which may occur in learning and working environments. It is the shared responsibility of all staff, students, parents, caregivers and members of the wider community.

School staff have a responsibility to:

- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respect and support students – creating a culture where it is acceptable and encouraged to report incidents
- respond in an appropriate and timely manner to incidents of bullying according to the school's Anti-Bullying Plan
- implement school programs which teach students skills and strategies to understand and deal with bullying
- maintain systems for proactive behaviour and ensure whole school wellbeing programs and teaching programs address behaviour expectations around the school

Students have a responsibility to:

- demonstrate appropriate behaviour at all times
- demonstrate respect for individual differences and diversity
- demonstrate appropriate use of technology
- tell a staff member if bullying occurs to them or they observe bullying behavior
- tell, tell, tell to communicate bullying issues to a staff member
- use the incident referral sheet to communicate bullying issues to staff
- tell a teacher if the perpetrator/s continue/s
- assist someone who is being bullied
- demonstrate appropriate behaviour at all times

Parents and caregivers have a responsibility to:

- gain access to and support the school's Anti-Bullying Plan
- observe signs their child may be being bullied
- assist their child in understanding bullying behaviour
- encourage students to use strategies to proactively manage incidents of bullying, including cyberbullying, consistent with the school Anti-Bullying Plan
- encourage their child to tell, tell, tell if they are being bullied or if they are aware another child is being bullied
- notify the school in a prompt manner if any bullying is suspected
- meet with a staff member at Karabar High School to express their concerns
- work collaboratively with the school to resolve incidents of bullying
- support their children to become responsible citizens within the Karabar High School community and beyond and to develop proactive behaviour
- demonstrate appropriate behaviour at all times

Prevention

Through implementation of strategies and programs Karabar High School will establish and maintain a positive climate of respectful relationships where bullying is less likely to occur. This includes:

- creating a safe and respectful school environment for all students
- explicit and ongoing teaching of the school wide behaviour expectations for all students in Years 7–12
- ensure all students are treated with dignity and respect
- consistent implementation of classroom expectations and procedures
- clear identification of anti-social behaviour via the school's Anti-Bullying Plan
- identification of strategies for dealing with bullying via the school's Anti-Bullying Plan
- promotion of the school's Anti-Bullying Plan throughout the school community via the school's website and assemblies
- encouragement of students to inform staff when bullying occurs
- acknowledgement by staff of the seriousness of the matter and active intervention in accordance with staff responsibilities
- provision of clear information to students, parents and caregivers to outline strategies that promote appropriate behaviour and the consequences for inappropriate behaviour
- promotion of school leadership opportunities across the school
- establish and maintain supportive wellbeing strategies including circle time, mediation sessions, tell, tell, tell, incident referral sheets and meeting with staff (including school psychologists). Effective wellbeing programs and student leadership opportunities including Peer Support, The Resilience Project, Student Leadership Opportunities, Aspire Program, Links to Learning, She Leads Conference, Wellbeing Camps, Bully Busters Support Program, School Police Liaison Officer presentations, Top Kids and referral through the Learning and Support Team.
- encouraging students to tell, tell, tell
- staff identifying bullying issues through early intervention and communicating issues to staff and parents where necessary

- acknowledgement by staff of the seriousness of the matter and active intervention in accordance with staff responsibilities
- clearly identified consequences for inappropriate or bullying behaviour
- reinforcement and communication to whole school community of the school's position of zero tolerance for bullying
- explicit teaching to empower students
- promotion of school leadership opportunities across the school
- communicating to parents and caregivers that they have an important role to play in resolving incidents of bullying involving their children

Early Intervention

Early intervention of bullying behaviour is crucial if schools are to be most effective in managing bullying.

At Karabar High School we will respond to issues as they are identified as it is understood that those who are engaged in bullying and are bullied can experience long term effects.

Staff will respond to and provide support of students who may be at risk of bullying or who are developing long term difficulties with social relationships or who may be identified as using anti-social and bullying behaviour.

Strategies include:

- referral to the Learning Support Team
- implementation of social skills and programs that support positive choices
- social and emotional learning through MindMatters
- celebrating student success

Response

The Karabar High School community will recognise and respond appropriately to bullying.

School staff have a responsibility to:

- actively supervise the playground and ensure incidents are followed up promptly and effectively
- record all reported incidents on our Sentral system
- work with parents to identify issues and encourage them to proactively use strategies as outlined in the Anti-Bullying Plan
- involve students in restorative practices
- work with students who demonstrate anti-social behaviour through a support program
- work with victims of bullying through a support program
- be a mentor when nominated by a student who feels intimidated or bullied
- maintain communication with parents about ongoing strategies until the matter is resolved
- provide victims of bullying access to school Psychologists for support if requested and/or applicable
- seek involvement of the school Aboriginal Education Officer (AEO) if applicable
- seek involvement of the school Anti Racism Contact Officer (ARCO) if applicable
- involve outside agencies in individual programs if applicable
- follow discipline procedures
- at the discretion of the principal, implement the Department of Education Suspension Procedures if required
- report the matter to authorities, including the police, if required
- expect feedback in a reasonable timeframe
- seek involvement from a staff member

Students may: be proactive and take responsibility to resolve issues. Students understand that they are in control and can act in the most positive and proactive manner.

- **Step 1:** Ignore it. The bullying may stop. *If it does not stop:*
- **Step 2:** Talk to the person bullying you. Tell him or her to stop. *If it still does not stop:*
- **Step 3:** Talk it over openly with an adult, (staff, parent, class teacher, Year Advisor). They can help you decide what to do. *If the bullying still does not stop:*
- **Step 4:** Refer to school executive (Head Teacher Wellbeing, Middle School Deputy Principal, Senior Deputy Principal, Principal)

Students are encouraged to tell, tell, tell a staff member if they are being bullied or they suspect another student is being bullied.

Students will be encouraged to seek assistance and complete an incident referral form to ensure the prompt follow up on any issues.

Students may seek support through counselling and meeting with school psychologists. This may occur by seeking assistance from a staff member or through parent or self referral procedures.

Students may be involved in mediation sessions, circle time meetings, workshops and teacher meetings to resolve issues.

Students will be encouraged to follow the Karabar High School discipline procedures.

Students who are not bullied but are aware of others who are, will be encouraged to report it. This helps to protect those that are being bullied and also ensures that the bully can be helped too.

Parents may:

- encourage their child to adopt learnt strategies to deal with bullying
- encourage their child to inform the Year Advisor or a staff member when bullying is occurring
- inform the school of incidents of bullying
- expect feedback in a reasonable timeframe
- seek involvement from a staff member

Response to Cyber-bullying

School staff may:

- ensure each student is safe and arrange support where required
- gather information about suspected cyberbullying
- involve the School Police Liaison Officer to address Cyber Safety to all students in Years 7–12
- report the matter to the parent involved, discuss the matter and how best to resolve the issue
- document issues on Sentral
- implement the Department of Education Suspension Procedures if required at the discretion of the Principal

Students may:

- tell a trusted adult (Year Advisor, teacher, parent)
- block the sender's messages if possible – never reply to harassing messages
- keep evidence of any cyberbullying to assist in identifying the bully and potentially reporting the matter to the police (screen captures, texts and messages)
- keep parents/staff informed of any further messages from the bully

Parents may:

- monitor their child's use of technology, including their child's use of social media sites and messaging services
- keep evidence of any bullying (see student's responsibilities)
- report any concerns to the service providers (if SMS is involved), website administrator (if social networking or chat services are involved), or internet service provider, as most have measures to assist with tracking or blocking the bully
- report to police, especially if the bullying includes physical threats. Most incidents of cyber-bullying can be traced and it's a criminal offence to use a mobile phone or any form of communication to menace or harass or offend another person.

Procedures for Reporting Bullying

- Students are to immediately report to Year Advisors or teachers all incidents of bullying either verbally or in writing.
- Parents with concerns about bullying should contact the school by appointment, phone, email or in writing.
- All bullying incidents will be taken seriously.
- Once information about bullying issues have been received, staff will contact the parents of the student being bullied and the student doing the bullying. All staff to be informed so they can monitor students.
- In the case of cyber-bullying, the police may need to be contacted to make a report.

Serious incidents involving assault, threat, intimidation or harassment:

- may have disciplinary action taken
- may be reported to the School Safety and Response Unit by the school
- may be reported to the police by the Principal, Deputy Principal

Child Wellbeing

Where concerns about the safety, welfare or wellbeing of children or young people are evident these concerns must be reported to the Principal.

The Principal will make a decision about the level of risk to a student and what action to take. It is critical that all relevant information is considered.

Complaints Handling Policy

The Department of Education Complaints Handling Policy Guidelines will be used to manage complaints. The school can be contacted in writing regarding concerns or issues. A response is expected within 20 days.

Every incident will be taken seriously and through reports and observations students can expect immediate response as appropriate. Students can appeal this.

In addition, staff can be directed to access the Employee Assistance Program.

Promoting and publicising the Anti-Bullying Plan

The Anti-Bullying Plan will be available on the school website.

Evaluating the Program

The plan and strategies put in place will be evaluated on an ongoing basis and will be formally reviewed at least once every three years by noting if there has been a reduction in reported or observed incidences of bullying and maintaining contact with students, staff and parents regarding reported incidences. The Anti-Bullying School Plan and processes will be reported annually to the school community in the School Report and in alignment with the school planning process.

Additional Information

School Police Liaison Officer – Gary Mutton

Queanbeyan Police: 02 6298 0555

Child Adolescent Family Team: syfs@syfs.org.au

Kids Helpline: www.kidshelpline.com.au

Bullying. No Way! www.bullyingnoway.com.au

Helping your child with bullying www.schoolsatoz.nsw.edu.au

Think U Know: Australian Federal Police: www.thinkuknow.org.au

Office of the safety Commissioner: www.cybersmart.gov.au

National Centre against Bullying: www.ncab.org.au

MindMatters: <https://www.mindmatters.edu.au/>

Headspace Queanbeyan: <https://headspace.org.au/headspace-centres/queanbeyan/>

Principal's comment

Karabar High Schools reflects society's attitudes towards bullying and work proactively to support students and minimise bullying incidences. We regular discuss with our student body bullying in all forms and encourage students to be proactive in tackling bullying by reporting either as a victim or as a bystander.

Bullying behaviours are not tolerated or accepted at Karabar High School.

School Contact Information

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