

## BULLYING PREVENTION POLICY

### PURPOSE

Parktone Primary School is committed to providing a safe and respectful learning environment where bullying will not be tolerated.

The purpose of this policy is to:

- explain the definition of bullying
- make clear that all forms of bullying at Parktone Primary School will not be tolerated
- ask that everyone in our school community be alert to signs and evidence of bullying behaviour, and accept responsibility to report bullying behaviour to school staff
- ensure that all reported incidents of bullying are appropriately investigated and addressed
- ensure that support is provided to students who may be affected by bullying behaviour (including victims, bystanders and perpetrators)
- seek parental and peer group support in addressing and preventing bullying behaviour at Parktone Primary School.

When responding to bullying behaviour, Parktone Primary School aims to:

- be proportionate, consistent and responsive
- find a constructive and positive solution for everyone
- stop the bullying from happening again
- restore the relationships between the students involved.

Parktone Primary School acknowledges that school staff owe a duty of care to students to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying behaviour.

### SCOPE

This policy applies to all school activities, including camps and excursions.

This policy should be read in conjunction with our school's *Student Wellbeing and Engagement* policy.

### DEFINITIONS

*Bullying* occurs when someone, or a group of people, deliberately and repeatedly upset, harass, intimidate, threaten or hurt another person or damage their property, reputation or social acceptance. There is an imbalance of power in incidents of bullying, where the bully or bullies have more power than the victim due to their age, size, status or other reasons.

Bullying may be direct or indirect, physical or verbal, and includes cyberbullying. Bullying is not a one-off disagreement between two or more people or a situation of mutual dislike.

Bullying can be:

1. *direct physical bullying* – unwelcome physical contact or violent actions towards another person or property

2. *direct verbal bullying* – verbal or written communication that is intentionally hurtful, offensive or discriminatory
3. *indirect bullying* – influencing others in a way that negatively affects an individual’s level of inclusion or personal well-being

*Cyberbullying* is direct or indirect bullying behaviours using digital technology.

*Mutual conflict* involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

*Social rejection or dislike* is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

*Single-episode acts* of harassment nastiness or physical aggression are not the same as bullying. If someone is verbally abused or pushed on one occasion, they are not being bullied. Harassment, nastiness or physical aggression that is directed towards many different people is not the same as bullying. However, single episodes of harassment, nastiness or physical aggression are not acceptable behaviours at our school.

Many distressing behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing behaviours of concern are encouraged to report their concerns to school staff.

*Restorative practices* are based on principles of accountability and meaningful change instead of punishment. The restorative practices approach seeks to repair relationships that have been damaged, including those damaged through bullying. It does this by bringing about a sense of remorse and restorative action on the part of the perpetrator and forgiveness by the victim. Restorative Practices in schools assists teachers, students and parents to build, maintain and restore relationships.

## BULLYING PREVENTION

Parktone Primary School has a number of programs and strategies in place to build a positive and inclusive school culture. We strive to foster a school culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness and respect.

Bullying prevention at Parktone Primary School is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effective way to prevent and address bullying. At our school:

- We have a positive school environment built on the philosophy of ‘Using the 7 Habits’ that provides safety, security and support for students and promotes positive relationships and wellbeing.
- We strive to build strong partnerships between the school, families and the broader community that means all members work together to ensure the safety of students.
- Annual collaborative development of a class mission statement and code of conduct set clear expectations and define expected positive behaviour.
- Classroom management strategies, including 1, 2, 3 Magic, are implemented school-wide in conjunction with public recognition of positive student behaviour and resolution of problems, including ‘Star of the Week’, Road to Success folders and ‘Leader in Me’ awards.
- In the classroom, our personal and social capabilities curriculum both teaches students and promotes resilience, assertiveness, conflict resolution and problem solving.

- The implementation of Restorative Practices seeks to empower students to be confident communicators and to resolve conflict in a non-aggressive and constructive way.
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed.

For further information about our engagement and wellbeing initiatives, please see our *Student Wellbeing and Engagement* policy.

## INCIDENT RESPONSE

### Reporting concerns to Parktone Primary School

Bullying complaints will be taken seriously and responded to sensitively at our school.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff as soon as possible.

In most circumstances, we encourage students to speak to their classroom teacher or PLT Leader. However, students are welcome to discuss their concerns with any trusted member of staff including teachers, integration aides, Principal and Assistant Principal.

Parents or carers who may develop concerns that their child is involved in, or has witnessed bullying behaviour at Parktone Primary should contact their classroom teacher.

### Investigations

When notified of alleged bullying behaviour, school staff are required to:

1. record the details of the allegations in the Compass student management system; and
2. inform their level's PLT Leader.

The classroom teacher is responsible for investigating allegations of bullying that affect mostly the students in their class. If the students affected are spread across the grade level, the allegation will be investigated by the PLT Leader to ensure prior knowledge and consistency. Allegations that affect students across the school will be investigated by the Principal and Assistant Principal. All investigations will be undertaken in a confidential, timely and sensitive manner. To appropriately investigate an allegation of bullying, the classroom teacher, PLT Leader or Principal may:

- speak to the students involved in the allegations, including the victim/s, the alleged perpetrator/s and any witnesses to the incidents
- speak to the parents/carers of the students involved
- speak to the teachers of the students involved
- take detailed notes of all discussions for future reference
- obtain written statements from all or any of the above.

All communications with the classroom teacher, PLT Leader, Principal and Assistant Principal in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.

Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).

Parents and carers are encouraged to visit the [Friendly Schools](http://friendlyschools.com.au) website for support in using constructive language and informative strategies specific to their individual situation:

<http://friendlyschools.com.au/fsp/information/for-parents-families/>

If this does not assist in resolving their concerns, they are encouraged to contact their student's classroom teacher.

### **Responses to bullying behaviours**

When the classroom teacher has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with parents, teachers, integration aides, PLT Leader, Principal and Assistant Principal.

There are a number of factors that will be considered when determining the most appropriate response to the behaviour. When making a decision about how to respond to bullying behaviour, Parktone Primary School will consider:

- the age and maturity of the students involved
- the severity and frequency of the bullying, and the impact it has had on the victim
- whether the perpetrator student or students have displayed similar behaviour in the past
- whether the bullying took place in a group or one-to-one context
- whether the perpetrator demonstrates insight or remorse for their behaviour
- the alleged motive of the behaviour, including any element of provocation.

The staff member investigating the incident may implement all, or some of the following responses to bullying behaviours:

- offer counselling support to the victim student or students, including referral to the Student Support Coordinator-
- offer counselling support to the perpetrator student or students, including referral to the Student Support Coordinator-
- offer counselling support to affected students, including witnesses and/or friends of the victim student, including referral to the Student Support Coordinator-
- facilitate a restorative practice meeting with all or some of the students involved. The objective of restorative practice is to repair relationships that have been damaged by bringing about a sense of remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied
- facilitate a mediation between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance
- implement disciplinary consequences for the perpetrator students, which may include removal of privileges, detention, suspension and/or expulsion consistent with our Student Wellbeing and Engagement policy, the Ministerial Order on Suspensions and Expulsions and any other relevant Department policy
- facilitate a Student Support Group meeting and/or Behaviour Management Plan for affected students
- restrict contact between victim and perpetrator
- provide discussion and/or mentoring for different social and emotional learning competencies of the students involved
- monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary

- implement year group targeted strategies to reinforce positive behaviours.

The investigating staff member is responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

Parktone Primary School understands the importance of monitoring the progress of students who have been involved in or affected by bullying behaviour. Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students reporting concerning behaviour as soon as possible, so that the responses implemented by Parktone Primary School are timely and appropriate in the circumstances.

Should any students involved or parents/carers not be satisfied with the process followed by the investigating staff member or outcomes of this bullying process, they may take the matter to the PLT Leader, Assistant Principal or Principal.

## **FURTHER INFORMATION AND RESOURCES**

Friendly Schools:

<http://friendlyschools.com.au/fsp/>

Restorative Practices:

<https://www.restorativepractices.org.au/>

## **EVALUATION**

This policy will be reviewed on a 3 year basis, following analysis of school data on reported incidents of, and responses to bullying to ensure that this policy remains up to date, practical and effective.

Data will be collected through:

- discussion with students
- student opinion surveys
- staff opinion surveys
- parent opinion surveys
- assessment of school-based data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented.

Proposed amendments to this policy will be discussed with staff, Beacon Team student representatives, parent groups and school council.

## **REVIEW CYCLE**

This policy was last updated in May 2018 and is scheduled for review in 2021.