



Clayfield College

Student Duty of Care

Bullying Prevention and Intervention Policy and Procedures

Introduction

We are committed to meeting our Student Duty of Care obligations.

Purpose

This Policy describes Clayfield College's strategies to prevent students from bullying other students, and how incidents of bullying are to be managed.

Scope

This Policy applies to all staff, volunteers and contractors at the School.

Roles and Responsibilities

Staff Responsibilities

All staff must:

- model appropriate behaviour at all times
- deal with all reported and observed incidents of bullying in accordance with this policy

- ensure that any incident of bullying that they observe or is reported to them, is recorded appropriately
- be vigilant in monitoring students that have been identified as either persistent bullies or victims
- monitor students to ensure that any actions done to address bullying and its impact have been effective
- acknowledge the right of parents/guardians to speak with the College if they believe their child is being bullied.

Policy Statement

Clayfield College recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the College are respected and accepted.

Bullying is not tolerated at Clayfield College.

It is our policy that:

- bullying be managed through a “whole-of-College community” approach involving students, staff and parents/guardians
- bullying prevention strategies be implemented within the College on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/guardians to recognise bullying and respond appropriately
- bullying response strategies be tailored to the circumstances of each incident
- any cyberbullying incident that affects the wellbeing of a student will be addressed, even where initiated outside of school hours or school grounds
- staff establish positive role models emphasising our no-bullying culture
- bullying prevention and intervention strategies are reviewed, and their impact is evaluated, on an annual basis against best practice.

Procedures

Bullying Prevention Strategies

Clayfield College recognises that the implementation of whole-College prevention strategies is the most effective way of eliminating, or at least minimising incidents of bullying within our community.

The following initiatives form part of our overall bullying prevention strategy and our strategy to create a 'no-bullying' culture within the College:

- A structured curriculum and peer group support system, that provides age-appropriate information and social and emotional competencies relating to bullying (including cyberbullying) and bullying prevention, to students over the course of the academic year.
- Education, training and professional development of staff in bullying prevention and response strategies.
- Appropriate sharing among staff of information about cyberbullying incidents.
- Regular provision of information to parents/guardians, to raise awareness of bullying as a College community issue to equip them to recognise signs of bullying, as well as to provide them with clear paths for raising any concerns they may have relating to bullying directly with the College.
- Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/guardians.
- Promotion of responsible bystander behaviour amongst students, staff and parents/guardians.
- Reporting of incidents of alleged bullying by students, bystanders, parents/guardians and staff are encouraged, and made easy through the establishment of multiple reporting channels (as specified below).
- Regular risk assessments of bullying within the College are undertaken by surveying students to identify bullying issues that may ordinarily go unnoticed by staff.
- Records of reported bullying incidents are maintained and analysed, in order to identify persistent bullies and/or victims and to implement targeted prevention strategies where appropriate.
- Statements supporting bullying prevention are included in students' College diaries.
- Education of staff, students and parents/guardians on health conditions to promote understanding and to reduce stigma and fear.
- Anti-bullying posters are displayed strategically within the College.
- Promotion of student awareness and a "no-bullying" environment by participating in events such as the National Day of Action Against Bullying and Violence.

Reporting Bullying

Students and their parents/guardians are sometimes reluctant to pursue bullying incidents, for fear that it will only make matters worse.

A key part of the College's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well as providing assurance to students who experience bullying (and parents/guardians) that:

- bullying is not tolerated within the College
- their concerns will be taken seriously
- the College has a clear strategy for dealing with bullying issues.

Bullying incidents can be advised to the College verbally (or in writing) through any of the following avenues:

- informing a trusted teacher
- informing the **Collegecounselling service**
- informing a student's **Head of Year or Deputy Principal/Head of Primary**
- informing the Deputy **Principal** or the **Principal**.
- Registering through our Online Complaints Form

Bullying that occurs outside of school hours and affects the wellbeing of a student (such as cyberbullying) should also be reported. For more information, refer to our **Cyber Safety** policy.

Responding to Bullying

Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with on its facts.

In all circumstances the College:

- takes bullying incidents seriously
- provides assurance to the victim that they are not at fault and their confidentiality will be respected
- takes time to properly investigate the facts including discussing the incident with the victim, the bully and any bystanders
- takes time to understand any concerns of the individuals involved
- maintains records of reported bullying incidents
- will escalate its response when dealing with persistent bullies and/or severe incidents.

Actions that may be taken when responding to bullying include:

- The "Method of Shared Concern" Approach (Pikas)

- The “No Blame” Approach (Maines and Robinson)

These approaches may be used to intervene in group or relational bullying situations. They are only appropriate during the initial stages. They are not appropriate for persistent or severe bullying incidents.

- notification of/consultation with parents/guardians
- offering counselling to persistent bullies/victims
- implementing effective follow up strategies
- disciplinary action, at the Principal’s discretion, including suspension and expulsion of persistent bullies, or in cases of severe incidents.

Bullying and Other Support Services

Clayfield College offers support to all students who have been affected by bullying, regardless of whether the bullying was dealt with under this policy or not.

The following support services are available to students and staff:

the relevant Head of Year

PC teacher

Classroom teacher

Deputy Principal/Head of Primary

School Counsellor

Signage

Anti-bullying posters may be posted in strategic locations in the College to promote appropriate behaviour and encourage students to respect individual differences and diversity.

Implementation

This Policy is implemented through a combination of:

- staff training
- student and parent/guardian education and information

- effective incident reporting procedures
- effective management of bullying incidents when reported
- the creation of a “no-bullying” culture within the College community
- effective record keeping procedures
- monitoring students to ensure that actions taken to address bullying and its impact have been effective
- initiation of corrective actions where necessary.

Breach

Where a staff member breaches this policy Clayfield College will take disciplinary action, including in the case of serious breaches, summary dismissal.

Definitions

Bullying

Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders.

Bullying can take many forms including:

- **Physical bullying** which involves physical actions such as hitting, pushing, obstructing or using an object to hurt or intimidate someone. Damaging, stealing or hiding personal belongings is also a form of physical bullying.
- **Psychological bullying** which is when words or actions are used to cause psychological harm. Examples of psychological bullying include name calling, teasing or making fun of someone because of their actions, appearance, physical characteristics or cultural background.
- **Indirect bullying** which is when deliberate acts of exclusion or spreading of untrue stories are used to hurt or intimidate someone.

Cyberbullying which is the ongoing abuse of power to threaten or harm another person using technology. Cyberbullying can occur in chat rooms, on social networking sites, through emails or on mobile phones. Refer to our Cyber Safety Policy and Procedures.

What Is not Bullying

There are many negative situations which, while being potentially distressing for students, are not bullying. These include:

- **Mutual Conflict Situations** which arise where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation.
- **One-Off Acts** (of aggression or meanness) including single incidents of loss of temper, shouting or swearing do not normally constitute bullying.

Signs of Bullying

Major behavioural changes in a student may be indicative of bullying. Such behavioural changes may include:

- crying at night and having nightmares
- refusing to talk when asked “What’s wrong?”
- having unexplained bruises, cuts or scratches
- an unwillingness or refusal to go to school
- feeling ill in the mornings
- a decline in quality of school work
- becoming withdrawn and lacking confidence
- beginning to bully siblings
- acting unreasonably.

Parents/guardians are encouraged to recognise signs of bullying and notify the College through a trusted staff member immediately (such as a class teacher or College counselling service), if they suspect their child is a victim of bullying.

Source of Obligation

This subsection does not apply.

Related Policies

- [Cyber Safety Policy and Procedures](#)

Related Documents

This subsection does not apply.

References

This subsection does not apply.

Policy Administration

Insert Policy Control/Administration Information