Queen of Apostles School

Behaviour Management

BULLYING AND HARASSMENT POLICY (STUDENTS) POLICY

RATIONALE

Our Vision statement challenges us to create a learning community based on Christian values and to recognise the innate dignity and worth of each individual.

Each person at Queen of Apostles School has the right to learn and work in an environment free from harassment and bullying and it is the responsibility of each of us to make sure that this happens.

Therefore, we do not tolerate bullying or harassment in any form.

All members of our community are expected to be committed to ensuring there is a safe and supportive environment, which promotes personal growth and fosters positive self-esteem for each individual person.

We aim to maintain a setting in which all feel valued and respected and where individual differences are appreciated, understood and accepted.

This policy is to be used in conjunction with the School's Behaviour Management Policy.

PRINCIPLES

Objectives of our Whole School Bullying Policy:

The objectives of our whole school bullying policy are:
❐ To raise awareness amongst staff, students and parents about bullying;
❐ To actively counter bullying in our school;
❐ To provide strategies to resolve conflict and respecting differences;
❐ To create a school environment where all students, staff and parents feel safe and welcome;
❐ To create a climate where it is okay to talk about bullying and ask for help; and
❐ To promote positive mental health.

DEFINITIONS

Bullying is:

❒ A repeated and unjustifiable behaviour;
❒ Intended to cause fear, distress and /or harm to another;
❒ May be physical, verbal, social, psychological or indirect/relational;
❒ Involves the misuse of power by an individual or group;
❒ Against a less powerful individual or group who is unable to effectively resist;

Types of Bullying:

	DIRECT	INDIRECT
Physical	• Hitting, slapping, punching • Kicking • Pushing, strangling • Spitting, biting • Pinching, scratching • Throwing things eg stones	• Getting another person to harm someone
Non-Physical	• Mean and hurtful name-calling • Hurtful teasing • Demanding money or possessions • Forcing another to do homework or steal	• Spreading lies or nasty rumours • Trying to get other students to not like someone
Non-Verbal	• Threatening and /or obscene gestures • Exclusion • Sending nasty notes • Giving 'dirty looks' • Stalking • SMS texting • Emailing or using Social Media to cyberbully	• Deliberate exclusion from a group or activity • Removing and hiding and /or damaging others' belongings

Students who are seen to be '**bystanders**' (those who are witnessing the bullying and not doing anything about it) or '**supporters**' (those who are supporting the bullying, either by helping the person to bully or by encouraging the bullying) will also be held to account for their lack of action to assist positively in the situation or their lack of action in stopping the situation – through intervention or getting adult assistance. Students who remain as observers and bystanders while an act of bullying takes place, become part of the process of bullying by their presence and non-action.

Harassment:

Harassment is any unwanted, unwelcome, or uninvited behaviour, which makes a person feel humiliated or offended. Harassment can be seen as one form of bullying and the terms are often used interchangeably.

PROCEDURES

Management of Bullying Incidents

Bullying is totally against the mission and purpose of Queen of Apostles School.
We are committed to providing an educational environment in which students feel valued and secure. To achieve this, we seek to create a school-wide culture that:
- Allows students to flourish free from discrimination, harassment or any form of bullying.
- Does not tolerate, condone or trivialise bullying behaviours.
- Is aware of what constitutes bullying behaviour.
- Provides support to the victims of bullying.
- Deals firmly with bullies so that they stop their bullying.

At Queen of Apostles School, bullying incidents are managed using a **Shared Concern** approach, which aims to change the behaviour of the student(s) involved and to improve the situation of the student(s) being bullied. In the first instance, students are encouraged and assisted to use the **'Cool Kids Work It Out'** approach which is outlined in our Behaviour Management Policy.

The strategies aim to be non-punitive, non-blaming and non-aggressive approaches to assisting individual or groups in dealing with others in a more positive way, particularly through discussion of the incidents.

Clearly defined steps are used to reach a point where the student who has been bullying can see the effect their behaviour is having on others and undertakes a process to change this behaviour. The student who has been bullied is also provided with opportunities to discuss the incident and consider ways they might be able to improve their own situation.

The effectiveness of the strategies used rests with ALL members of the Queen of Apostles' community.

The key points of the method of shared concern

❐ Those involved in a bullying situation are seen individually.

❐ The facilitator shares his or her concern for what is happening with the student being bullied.

❐ The facilitator invites and supports the student(s) who are bullying to take responsibility and suggest actions to remedy the situation.

❐ Developments are carefully monitored over time.

The method of managing bullying incidents is based on the following principles:

- Changing the social dynamics that maintain bullying will prevent further bullying;

- A shift in behaviour can be promoted by encouraging empathy and concern for others;

- Harsh punitive measures model and reinforce the use of power to meet needs and wants and put bullied children at risk of revenge;

- When dealing with a report of bullying each teacher will ensure that they:
    - are 'available' and actively listen;
    - treat the reported information seriously;
    - ensure follow-up by informing a member of the Behaviour Management Team;

- The teacher and/or the Behaviour Management Team will support students who raise a concern in regard to bullying to finding out the facts of the incident. As outlined above this will involve meeting with those concerned using a shared concern approach to address the issue.

- Parents or caregivers will be contacted at an early stage and where appropriate referral will be made to the social worker/educational psychologist to develop positive strategies to overcome bullying.

- The type of sanction imposed on those found to be bullying will depend on the seriousness of the situation.

- Incidents of bullying need to be recorded in SEQTA – Pastoral Care

RIGHTS AND RESPONSIBILITIES

At Queen of Apostles School, every person has a right to feel safe. Any person who bullies another is denying them that right. Queen of Apostles will not tolerate any action that undermines a person's right to feel safe, and it will take whatever steps are necessary to stop such behaviour.

This requires staff to:
- Be role models at all times
- Be observant for signs of distress or suspected incidents of bullying
- Remove occasions for bullying by active supervision during yard duty
- Arrive at class on time
- Use a range of responses including the shared concern or no blame method
- and apply disciplinary consequences when necessary
- Report suspected incidents to the Principal or Assistant Principal
- Inform parents and liaise with them to support the child.
- Report incident in SEQTA- Pastoral Care

This requires students to:
- Refuse to be involved in any bullying situation
- Support students who are being bullied
- Actively discourage the bully from continuing the behaviour
- Report incidents of bullying to teachers in order to seek help.

Behaviour Management Team

The following staff members comprise the Behaviour Management Team,
Principal, Assistant Principal, relevant class teacher, Learning Support Coordinator.

Managing a Bullying Incident – Teachers

Any staff member observing a bullying matter or approached by a child in regard to a bullying matter must respond by:

1. Removing child/ren from harm and attend to them if required.

2. Listening carefully and making a decision about whether this is an incident of bullying. (Check definition).

3. Assessing the level of seriousness before beginning the anti-bullying process.

4. Discussing the child's feelings and possible options to deal with the bullying.

5. Stating the school's stance of not tolerating bullying. Complete a 'Bullying Incident Report' - The name of the child being bullied, who reported the incident/s and the bystanders involved are all recorded.

6. Focusing on helping *all* children involved.

7. Applying the **'Cool Kids Work It Out'** and **Shared concern** approaches

8. Consulting with the Assistant Principals and /or Principal in cases where bullying is not being resolved.

9. Where necessary, speak to the class without using any names eg class meeting.

10. Inform staff to monitor during play times (photos to be included of students to monitor).

Managing a Bullying Incident – Behaviour Management Team

The Behaviour Management Team will:

1. Assess incidents in view of severity and history and document on 'Report of Bullying' Form

2. Ensure that any incident involving physical injury, physical bullying, serious damage to property or repeated bullying behaviour will result in the student being sent to the Principal immediately.

3. Decide on appropriate consequences for serious incidents. These may involve the following:

    a.   Contact parents via a 'Notification to parents of a Bullying Incident' Letter.
    b.   Detention/ community service
    c.   In-school suspension (different recess and lunch arrangements)
    d.   Loss of privileges
    e.   Out of school suspension or other appropriate action.

Shared Concern Approach

1. Assure the students that the incident will be dealt with.

2. When the time becomes available teachers or BM team member talk individually to *bullying students* first.

3. Students who are bullied are talked to last.

4. Follow up meeting with students who have been bullying/have been bullied.

5. Student who was bullied receives support and there may be a follow up with assertiveness training.

Proactive School Strategies to Prevent Bullying

In conjunction with the ways that are outlined in the Student Management Policy, there are a number of important strategies employed here at Queen of Apostles School to prevent bullying and harassment.
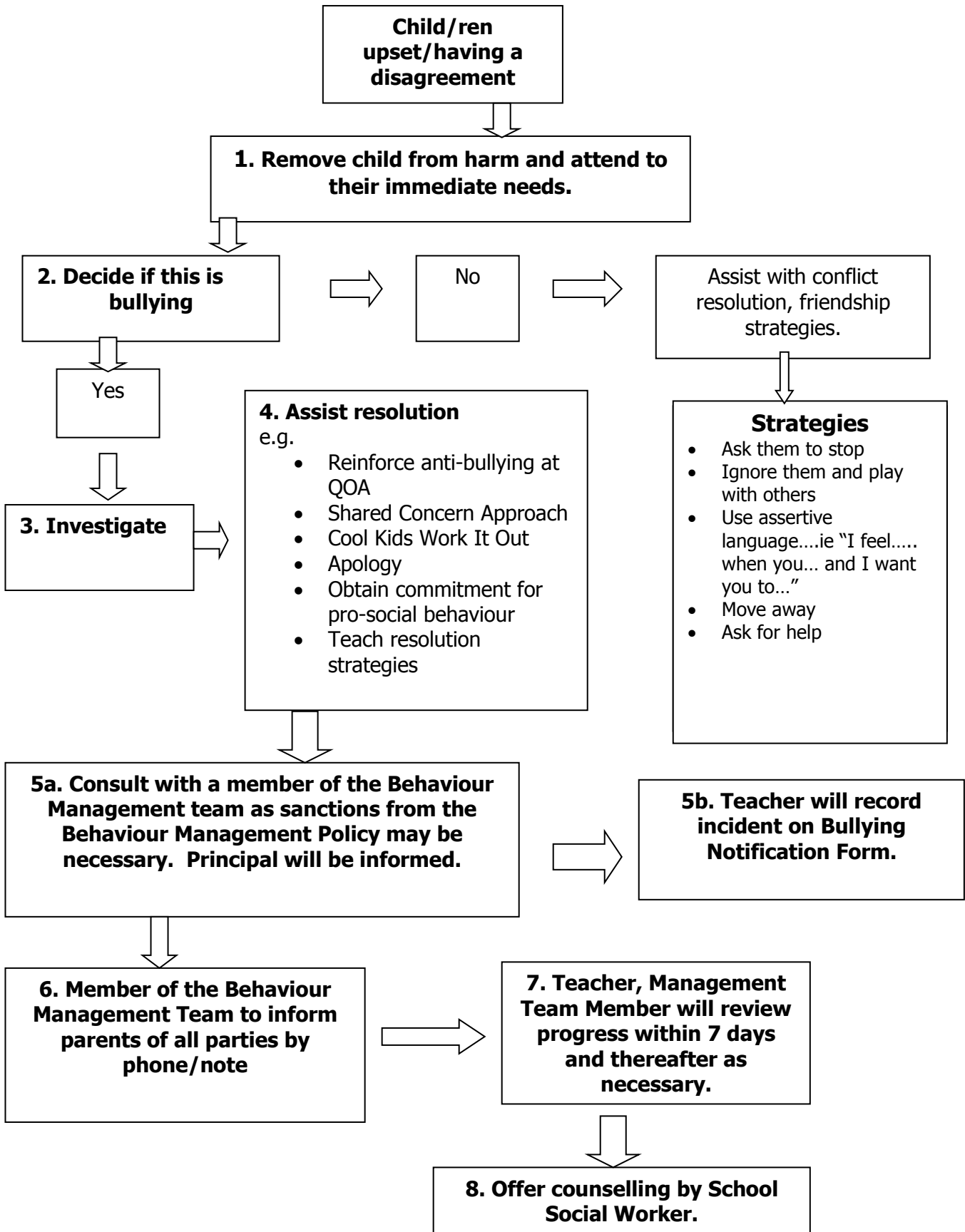
1. At the commencement of each school year, and periodically throughout the year, classes will discuss the Student Management Policy.

2. Copies of the Student Management Policy will be made available to all current parents/caregivers on request.

3. At Parent Information evenings at the beginning of each school year, parents will be informed about our Student Management Policy including information on Behaviour Management and Bullying. Information will be given on relevant classroom programs such as Friendly Schools and Families.

4. Information on bullying will be made available periodically to parents, teaching and non-teaching staff in the form of newsletter articles and also literature educational sessions as required or through discussion with the Principal, School Social Worker and Behaviour Management Team.

5. Students will be given opportunities to talk about bullying through explicit teaching (eg Friendly Schools and Families Program class lessons) and incidentally (eg class meetings).

6. Opportunities to discuss appropriate standards of behaviour and school rules with all students eg assemblies and whole school and class gatherings.

7. Identify students at risk/awareness of individual needs and develop individualised support plans (teacher/social worker, educational psychologist).

8. Organise appropriate referral for students experiencing difficulties (support teacher, social worker and educational psychologist).

9. Teach social skills, self-esteem and empathy building, assertiveness training, anger management, cooperation skills, conflict resolution skills, resiliency and protective behaviours.

10. Emphasis on a conciliatory approach (listening to both sides, not labelling, problem solving).

11. Continue with "Buddies Programme" and 'Peer Support' pairing younger students with more senior students for a variety of activities both with an academic and social value.

12. Encourage co-operative learning and teaching of explicit social skills.

13. Inform the students about opportunities for incidents to be reported confidentially in a verbal or written form to staff, the Principal, parents and student leaders.

14. Recognise and reward responsible and safe behaviour.

Confidentiality

Appropriate sensitivity and confidentiality is to be observed by all staff members when dealing with all incidents or situations involving bullying and harassment with students and parents.

Steps for dealing with Reported Bullying

Child/ren upset/having a disagreement

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1. Remove child from harm and attend to their immediate needs.

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2. Decide if this is bullying ⇒ No ⇒ Assist with conflict resolution, friendship strategies.

↓

Yes

↓

3. Investigate ⇒ **4. Assist resolution**
e.g.
- Reinforce anti-bullying at QOA
- Shared Concern Approach
- Cool Kids Work It Out
- Apology
- Obtain commitment for pro-social behaviour
- Teach resolution strategies

↓

Strategies
- Ask them to stop
- Ignore them and play with others
- Use assertive language….ie "I feel….. when you… and I want you to…"
- Move away
- Ask for help

5a. Consult with a member of the Behaviour Management team as sanctions from the Behaviour Management Policy may be necessary. Principal will be informed. ⇒ **5b. Teacher will record incident on Bullying Notification Form.**

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6. Member of the Behaviour Management Team to inform parents of all parties by phone/note ⇒ **7. Teacher, Management Team Member will review progress within 7 days and thereafter as necessary.**

↓

8. Offer counselling by School Social Worker.

NOTIFICATION TO A PARENT OF BULLYING BEHAVIOUR

Date: _____

Dear _____

This letter is to inform you that your child _____ has been involved in a recent bullying incident/s at school on _____.

Your child was involved by: _____

_____

Queen of Apostles School philosophy in regard to any bullying incident is that of consultation with all parties involved.

With support, all parties are responsible for improving peer relationships, finding solutions to relationship problems, seeking a commitment to resolve a negative situation and change behaviour choices for the future.

This matter has been acted upon and all children involved will be contacted again no later than one week from this incident to monitor the situation and intervene again, if necessary.

This letter is *not* intended to result in extra punishment at home. It is for your information, any information may be useful in promoting discussion with your child about their behaviour choices. You are encouraged however to discuss the importance of:

- ❒ taking responsibility for our own choices
- ❒ being sorry and making amends through positive behaviour choices in the future

We appreciate your support and consultation with the school. Please do not hesitate to contact me via the school office if you require any further clarification.

Yours sincerely

_____
Behaviour Management Team

_____

REPLY SLIP regarding a Bullying Incident
(Please return this reply slip by tomorrow)

Thank you for informing us about _____'s involvement in this incident of bullying.

❒ We have discussed the situation with him/her and support your efforts to help students at Queen of Apostles School 'own' and be responsible for choices they make.

❒ We understand that you need us to support the school and reinforce the need for students to treat others with care and respect at all times.

❒ We understand that we will be informed again and may need to meet if the situation does not improve.

_____   Date_____

Parent/Guardian's Signature

BULLYING INCIDENT REPORT

Student's Name:_____   **Date:**_____

Date of Incident:_____   **Recorder:**_____

PERSON reporting the incident is: _____

WHERE the incident is reported to have taken place:
❒   Classroom
❒   Tuckshop Area
❒   School Oval
❒   Annexe Oval
❒   Toilets
❒   Other_____

WHEN the incident is reported to have taken place:
❒   Before school
❒   Recess
❒   Lunch
❒   Class
❒   Other_____

TYPE OF BULLYING involved:

Physical [ ]   **Verbal** [ ]   **Emotional** [ ]

_____

WHO was involved (those being bullied, those bullying, those bystanders or helpers)?

_____

_____

_____

DESCRIPTION OF WHAT HAPPENED (or is still happening)

_____

_____

_____

_____

Has there been previous notification of this situation?   Yes [ ]   No [ ]

❒   A bullying notification report has been completed and filed.

Action taken with those reported to be bullying:
- ❐ Shared Concern Approach
- ❐ Taught/revised Strategies
- ❐ Commitment to stop negative behaviour
- ❐ Stated anti-bullying position of the school
- ❐ Other_____

People Notified:
- ❐ Class Teacher
- ❐ Parent (Form: 'Notification of a Bullying Incident')
- ❐ Social Worker
- ❐ Assistant Principal
- ❐ Principal
- ❐ Other_____

Result of Interview with Person Accused of Bullying:

_____

_____

_____

_____

Response of Witnesses/Bystanders:

_____

_____

_____

_____

Action Taken (consequences)

_____

_____

Record of Interview with Parent (if required):

_____

_____

_____

_____

Signed_____   Signed_____

Principal/ Assistant Principal   Student and Parent (if required)

FOLLOW UP ON BULLYING INCIDENT

Student's Name:_____

Follow Up report – One Week Following   Date:_____

_____

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

_____

Matter Resolved: Yes[ ]   No[ ]

_____

_____

_____

Signed_____ Date:_____
            Principal/ Assistant Principal

Signed_____ Date:_____
            Student and Parent (if required)