COLDSTREAM P.S.
BULLYING and HARASSMENT
POLICY

Definition:
A person is bullied when one or more other people intentionally expose them regularly and over time to negative or harmful actions. Bullies are people who deliberately set out to intimidate, exclude, threaten, verbally harass, damage belongings and/or hurt others repeatedly. Bullying is not a single episode of nastiness or physical aggression. If a student is verbally abused or pushed on one occasion, they are not being bullied. Bullying is a clear form of harassment. Other forms of harassment include: consistently engaging in behaviour that vilifies, defames, degrades, or humiliates another person based on age; breastfeeding; gender identity; impairment; industrial activity; marital status; parental status or status as a carer; physical features; political belief or activity; pregnancy; race; religious belief or activity; sexual orientation; personal association; (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.

Rationale:
- Coldstream Primary school is committed to promoting positive relationships and encouraging tolerance between all members of the school community and will not tolerate bullying or any forms of harassment, whether it be physical, verbal or cyber bullying.
- Coldstream Primary school will endeavour to ensure students and staff can exercise their right to learn or to teach, and a right to feel safe and secure in their school environment and in cyber- space.
- Primary school aged students have embraced the use of information and communication technologies. They send e-mails, create their own websites, post intimate personal news in blogs, send text messages and images via cell phones, chat in chatrooms, post to discussion boards, and seek out new friends in community sites and other various forms of social media. While most interactions are positive, increasing reports of these technologies being used to harass and intimidate others (also known as cyber bullying) appear in the media and elsewhere.

Aims:
- To reinforce within the school community what bullying is, and the fact that it is unacceptable.
- To identify the extent of bullying in the school, where and when it is occurring and who are the victims and perpetrators.
- To encourage everyone within the school community to be alert to signs and evidence of bullying and to have a responsibility to report it to staff whether as observer or victim.
- To ensure that all reported incidents of bullying are followed up appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer-group support and co-operation at all times.
- To introduce and implement all aspects of the e-smart program into school policy, practice and culture with the goal of becoming an e-smart certified school.
- To reinforce with students safe behaviour with regard to preventing cyber bullying e.g. privacy with regard to log-in, passwords and phone numbers and receipt of unsolicited messages. This will include teachers' duty of care when online. See Internet Usage Policy.

Implementation:
- Parents, teachers and community will be made aware of the school's position on bullying, including cyber bullying.
- Parents will receive a copy of the Bullying and Harassment Policy.

Reference: http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx

- The school will promote positive attitudes, values and behaviour which focus on mutual respect, caring for others, developing self esteem, confidence and self help skills to contribute to the eradication of bullying.
- Students, staff and parents of the school all have roles and responsibilities in the prevention of bullying at Coldstream Primary School:
- Utilise the DET "Bully Stoppers" program as the primary resource

Roles and responsibilities of students
Students can counter the effects of bullying and cyber bullying by:
- Being actively involved in the variety of programs that the school offers.
- Developing a sense of respect and understanding of the needs of others.
- Not taking part in any form of bullying.
- Reporting incidents of bullying including cyber bullying involving themselves or others to a member of staff.
- Supporting students who are being bullied.
- Developing strategies to deal with bullies ie. "I don't like what you're doing.", "You don't have the right to do that to me."
- Not using mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the school curriculum program.
- Not breaching the privacy of other students, staff and members of the school community through any unauthorised recording or filming.
- Not disseminating inappropriate information through digital media or other means.

Roles and responsibilities of Staff
Staff interaction with students has important consequences for the level of bullying in a school. Staff can have a significant impact by:
- Promoting anti-bullying programs in the classroom and school.
- Listening sympathetically to students who need support and initiating appropriate action.
- Expressing disapproval of all forms of bullying including cyber-bullying whenever it occurs and following up appropriately. This may include the use of the Behaviour Management Steps.
- Providing strategies for both students and parents to deal with bullying issues.
- Intervening in general incidents of bullying they may witness in the classroom and playground.
- Supporting the school Bullying and Harassment Policy.
- Adhering to Department of Education and Training directions and guidelines with regard to bullying, including cyber bullying.

Role of Parents
Parents have an active role to play in countering bullying by:
- Addressing any unacceptable behaviour by their children both at home and at school.
- Taking responsibility to act as a positive role model for their children.
- Informing the school of any concerns and allowing the school to follow up those concerns.
- Seeking understanding of bullying instances before reacting.
- Supporting the school Bullying and Harassment Policy. .

The school will follow a four-phase approach to bullying.

A. Primary Prevention:
- Professional development for staff relating to bullying, harassment, cyber-bullying and proven counter measures.
- Staff to be made aware of any cyber bullying and are given tools to be able to identify and look for signs of further occurrences among the students.

Reference: http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx

- Social Skills and Life Education Programs are to be provided to develop and promote resilience, life and social skills, assertiveness, conflict resolution, problem solving and protective behaviours.
- Each classroom teacher will revisit the school policy on bullying at the start of each year with their class and make students aware of the consequences of, and for, bullying and cyber bullying.
- All students and parents will be required to sign the Internet/Email Code of Practice. See Internet Usage policy.
- Junior School Council and school leaders, are to be used to assist in promoting the philosophy of 'No Put Downs'.
- Provide programs that promote safe use of technology e.g. email, social media etc.
- Provide advice for students on how they can protect themselves in the first instance from cyber bullies i.e.:
  - Do not give anyone access to your passwords or provide people you don't trust with your phone number.
  - Be very careful with divulging personal information.
  - Do not open e-mails or read text messages from unidentified names or phone numbers.
  - Report any online interaction which makes you feel uncomfortable.
- Institute a code of conduct is in use for technology, including computers and mobile phones, whilst on the school premises
- Provide effective supervision of technology use to monitor and deter cyber bullying.
- Ongoing monitoring of the students social skills and school climate.

B. Early Intervention:
- Encouraging children to report all bullying incidents, including cyber bullying, either directed at themselves or others.
- Seeking ongoing community input via a range of methods including interviews, forums and an annual student bullying survey (PRAQ – Rigby).
- Classroom teachers reminding students on a regular basis to report incidents.
- Encouraging parents to contact the school if they become aware of a problem.
- Instructing students what to do if they feel they are a victim of cyber bullying at school
  - Do NOT respond
  - Tell a teacher / Principal right away
  - First and foremost, save original evidence (e-mails, instant messages, etc) with dates and times

C. Intervention:
- Once identified, each bully, victim and witness (es) will be given the opportunity to give their version of events, and all incidents or allegations of bullying will be fully investigated and documented.
- Students identified by others as bullies will be informed of allegations.
- Both bullies and victims will be offered counselling and support as required
- Parents will be contacted where their child has been a victim of bullying. Parents of the perpetrator will also be contacted and consequences implemented consistent with school Student Engagement and Student Management Policies.
- If student bullying persists parents will be contacted and further consequences implemented consistent with the above policies.

D. Post Violation:
- Positive behaviour, particularly positive changes to behaviour will be acknowledged and rewarded.
- There will be ongoing monitoring and support of identified bullies and victims.

Reference: http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx

- Consequences for repeated bullying will be consistent with the school's Student Management Policy and Behaviour Management Steps and may involve:-
  - ➢ restriction of the use of school based technology
  - ➢ withdrawal of privileges
  - ➢ exclusion from class
  - ➢ exclusion from yard
  - ➢ school suspension
  - ➢ counselling from appropriate agencies

Evaluation:

This document is intended to be read in conjunction with the school's Student Engagement policy, Student Management Policy, Internet Usage Policy and DET guidelines and regulations on bullying.

This policy will be reviewed with whole staff, student, parent and community input as part of the school's three-year review cycle.

This policy was ratified by School Council in....	**April 2015**

Reference: http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx

Sample Alternate Bullying Audit Survey

Name……………………………………………… **Grade**…………

Coldstream Primary School wants to provide a safe and happy school environment for all of its students. We know that sometimes some of our students are not happy at school because they are bullied.

Your teacher would have spoken to the class about bullying. You should be aware of what bullying is. The school thinks that it is important to help both the children who are being bullied and those children who are responsible for the bullying. To help us we would like you to answer the following questions. Your teachers will be the only ones to see this form.

1. **Have you been bullied this year**? YES / NO

2. **Have you been bullied ?** REGULARLY / NOT VERY OFTEN / LOTS

3. **If you have been bullied by the same person more than once, could you write down their names.**

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4. **Where have you been bullied in our school? (Circle your answers)**

In your classroom   At assembly

In the toilets   In the playground

On the way to and from school.

5. **If you have been bullied have you tried to do something about it?**

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6. **Is there *anything else* you would like to tell your teachers about bullying in our school?**

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