

## Responding to Bullying and Harassment

### Responsibilities of Students

Students are taught and encouraged to **ACT**:

**A**sk the person to stop... but if it continues

**C**ollect a witness... but if it continues

**T**ake the witness and report it to an adult

Bystanders are taught and encouraged to **REPORT**:

**R**espond by caring

**E**yewitness events

**P**lay it cool, don't get caught up in it

**O**ffer support

**R**eport to a teacher

**T**ake care of the victim

### Prevention, Intervention and Response

- Students will be taught to **ACT** and **REPORT** (see above)
- Regular 'Wellbeing Audits' will be conducted to identify instances of bullying and intervention strategies implemented to support behavioural change.
- Once all the information has been gathered and the context of the situation has been assessed, care will be taken to ensure that the response is appropriate depending upon the nature, severity and the extent of the bullying.
- Parents of those students involved will be informed of the incident and the school's response in line with the school's Behaviour Policy.

## Responding to Bullying and Harassment

### Responsibilities of Leadership

- Ensure that staff, students and families are familiar with the school's policy.
- Support staff to respond to and follow-up concerns.
- Address concerns expressed by students, families and staff.
- Implement strategies and processes which support students to modify their behaviour and make safer choices.
- Ensure staff receive appropriate training to implement this policy.
- Report bullying data to the school community on a regular basis.
- Ensure the policy is updated and available to the community.

### Responsibilities of Staff

- Introduce the Anti-Bullying Policy to students at the start of the year and revisit on a regular basis.
- Explicitly teach programs which support a harassment and bully free environment through the promotion of the school's values.
- Respond to and follow-up concerns with support from leadership.
- Implement 'restorative practices' to restore relationships.
- Maintain confidentiality.

### Responsibilities of Parents / Caregivers

- Watch for signs of distress in their children.
- Advise / support their children to report harassment or bullying.
- Discourage retaliation / Maintain confidentiality.
- Report concerns to staff as soon as practical.
- Allow the school time to follow-up with other students and parents.
- Follow the school's Grievance Procedures.
- Work in collaboration with the school to implement strategies to support their children.

# ANTI-BULLYING POLICY

PARENT BROCHURE

## West Beach Primary School



West Beach Primary School aims to provide a safe, inclusive and supportive learning environment free from bullying, harassment and violence. Bullying, including cyber bullying, harassment and violence, is not acceptable at West Beach Primary School and will be dealt with seriously and expediently to ensure student safety and wellbeing.

## Definitions

West Beach Primary School promotes a whole school approach towards student wellbeing based on our community values of...

### RESPECT, RESPONSIBILITY, EXCELLENCE & CREATIVITY

**BULLYING** is defined as 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 people.

Bullying often targets an individual or group based on their:

- Race, religion, culture or ethnic background
- Physical characteristics
- Gender or sexual orientation
- Age, ability or disability

**HARASSMENT** is defined as behaviour that humiliates, intimidates or creates a hostile environment.

**SEXUAL HARASSMENT** is defined as unwelcome conduct which makes a person feel offended, humiliated and/or intimidated.

Single incidents of harassment are not defined as bullying.

**CYBER BULLYING** is defined as bullying that is carried out through the internet or other ICT technologies. It may include behaviours such as pranking, sending or posting insulting messages or publishing someone's private information or images.

## Signs of Bullying and Harassment

Students who are being bullied or harassed may not want to talk about it as they may be afraid that it will only make things worse or that it is wrong to 'tell tales'. Changes in behaviour may be an indicator of bullying or harassment.

Some possible signs that a student is being bullied include:

- Reduced ability to concentrate
- Refusal to attend school
- Unexplained bruises or cuts
- Stolen or damaged clothing and possessions
- Vague headaches or stomach aches
- Acting out, tearfulness or difficulty sleeping
- Unwillingness to discuss or being secretive about their online or mobile communications

All staff take bullying and harassment seriously. In accordance with the school's Behaviour Management Policy all matters will be investigated thoroughly and responded to in a timely manner.

When responding to cases of bullying and harassment the Principal will ensure the parents of all the students involved are informed of the incident and the school's response.

Incidents of bullying or harassment which occur off-site and/or out of schools hours will also be addressed ie cyber bullying of students which occurs off-site.

*Updated June 2015*

## Grievance Procedures

Whilst staff will always endeavor to address instances of bullying and harassment, parents who feel that an issue has not been resolved appropriately are asked to follow the school's grievance procedures as outlined below:

- Arrange a time to speak to the teacher about the problem or seek advice from Principal
- Discuss the issue fairly, calmly and honestly and look to positively resolve the concern
- Allow a reasonable timeframe for the issue to be addressed
- Make an appointment to speak to the Principal if the grievance is not resolved
- If this does not resolve the grievance the parent/carer may contact the Parent Complaint Unit Ph:1800 677 435

### When raising a concern with staff:

- Be specific about the information that you have providing information such as names, dates etc
- Outline how you have already raised your concerns, formally and informally, to whom and when
- Be clear about your points of concern
- Outline what you would like to see happen in response to your concerns to put things right

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