



CAULFIELD PRIMARY SCHOOL BULLYING PREVENTION POLICY

NO 3.3

Rationale

Caulfield Primary School is committed to providing a safe and respectful teaching and learning environment where bullying and harassment are not tolerated. Caulfield Primary School believes that all students have the right to learn in a school environment in which they feel safe and secure. This policy should be read in conjunction with the Student Engagement and Inclusion Policies.

Policy

Definitions:

Bullying is defined as an event which occurs when a student, or a group of students, deliberately and repeatedly harm another student by trying to hurt their body, their feelings, their social inclusion, their property or their reputation.

Bullying behaviour causes someone to feel fearful, threatened, excluded or in pain. It may take different forms and can include:

- Physical bullying – any intentional and unwelcome use of physical contact or intimidation.
- Property – interference with or damage to personal property.
- Verbal bullying – the use of language to threaten or hurt, including put downs and teasing.
- Gesture bullying – the use of non-verbal signals to cause intimidation or fear.
- Exclusion bullying – leaving someone out on purpose in order to cause feelings of non-acceptance and hurt.
- Electronic bullying (cyber bullying) – repeated telephoning, emails, SMS messages, use of webpages and other means of communication which embarrasses, humiliates or causes distress.
- Gossip – spreading rumours and damaging reputation.

Harassment is defined as unwelcome or unwanted behaviour that offends, humiliates, intimidates or undermines another person. It can be physical, verbal, written, electronic or take other forms. Harassment can be a single incident or repeated behaviour. Bullying and harassment can occur both within and outside school hours and within and outside the school grounds.

Implementation:

Proactive actions to prevent bullying and harassment at CPS:

CPS principal and staff will:

- include bullying and harassment prevention materials in the curriculum;
- disseminate policy and procedures to all members of school community;
- regularly refresh students' knowledge of the school's policy against bullying and harassment;
- run workshops with parents, students and teachers to increase knowledge of anti-social behaviours and how to implement effective anti-bullying and harassment strategies;
- regular discussions with students to ascertain levels of bullying and harassing behaviour.

Parents and guardians are responsible for:

- encouraging students to discuss the effects and consequence of bullying and harassment;
- discussing the Acceptable Use Agreement on the safe use of technology with their child
- encouraging students to report any incidents of bullying and harassment;
- contacting the school if they believe a student is being bullied or harassed.

Students are responsible for:

- refraining from all forms of bullying or harassment;
- alerting teachers to any incidents of bullying or harassment;
- signing and abiding by the Acceptable Use Agreement for ICT.

Process to follow if a bullying or harassment report is received:

- Reports of bullying and harassment should be made to teaching staff at CPS, with the teacher of the student who has been allegedly bullied or harassed being the preferred option. Staff members approached with such a report will listen and provide support to the target of the alleged behaviour by acknowledging the nature and seriousness of all such behaviour.
- The staff member will investigate the complaint promptly and confidentially. As part of this process, the staff member may interview the students involved and any witnesses.
- The investigating staff member will seek to resolve the matter by consultation or mediation.
- The severity of the incident, level of remorse and previous behavioural history of the students involved will affect the outcomes. Possible outcomes may include:
 - a. a formal apology to the targeted student;
 - b. restriction of the use of school based technology;
 - c. contact made to the parents or guardians of the offender and of the victim;

- d. encouragement to the victim to report similar behaviour if repeated;
 - e. ongoing monitoring of the identified students;
 - f. ongoing counselling support of students involved, including both the victim and the offender;
 - g. implementation of consequences outlined in the Student Code of Conduct.
- Where the issue cannot be resolved through the above steps, it may be escalated to the school Principal.
 - Written details of the reported incident will be kept by the teacher and confirmed incidences of bullying, cyberbullying and harassment will be filed on Sentral.

References:

<http://www.esmartschools.org.au>

<http://cybersmart.gov.au>

<http://education.vic.gov.au/management/elearningsupportservices/www/classroom/cyberbullying.htm>

<http://www.education.vic.gov.au/healthwellbeing/safety/bullying/default.htm>

Review Period

Caulfield Primary School will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.

This policy was last updated in 2017 and is scheduled for review in 2022, and will be reviewed as part of Caulfield Primary School's review cycle.

Date of approval: 2017	Date of review: March 2022
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