



# Donald Primary School

## Bullying & Harassment Policy & Procedures

Donald Primary School does not tolerate bullying and harassment in any form. With staff, students and parents working together we help to create a safe and caring learning environment, which promotes personal growth and self esteem for all.

### **DEFINITION**

Bullying is an act of aggression, which repeatedly causes embarrassment, pain or discomfort to another.

- It can take a number of forms: physical, cyber, verbal, emotional, gesture, extortion and exclusion.
- It can be planned or it may be unintentional.
- Individuals or groups may be involved.

Some examples of bullying include:

- Any form of physical violence such as hitting, pushing or spitting on others.
- Interfering with another's property by stealing, hiding, damaging or destroying it.
- Using offensive names, teasing or spreading rumours about others or their families.
- Using put downs.
- Writing offensive notes (including SMS messages and emails) or graffiti about others.
- Making degrading comments about another's culture, religious or social background.
- Hurtfully excluding others from a group.
- Making suggestive comments or other forms of sexual abuse.
- Ridiculing another's appearance.
- Forcing others to act against their will.
- Inducing others to bully.
- Any form of the above being perpetrated online through social media.

### **IMPLEMENTATION**

To prevent bullying and harassment at Donald Primary School:

Staff will be required to:

- Ensure student awareness of the school's anti-bullying policy.
- Implement a classroom program to educate children about bullying that will promote resilience, assertiveness, conflict resolution and problem solving.
- Be observant for signs of distress or suspected incidents of bullying and harassment.
- Actively patrol the yard during supervision duty.
- Arrive promptly at class assemblies.
- Investigate and report suspected incidents to the appropriate senior staff member.
- Encourage children to report bullying incidents.
- Conduct a bullying survey during term 1 and term 3.
- Closely monitor student use of computers.

Students will be required to:

- Take some form of appropriate preventative action in a bullying situation eg: Implement the high 5 model.
- Report incidents or suspected incidents where bullying has occurred to themselves or others to a staff member.

The school recommends that parents/carers:

- Watch for signs of distress in their child
- such as:
  1. anxiety
  2. insecurity
  3. loss of appetite
  4. bed wetting
  5. low self-esteem
  6. headaches
  7. sleeping difficulties
  8. abdominal pain
  9. sadness
  10. depression
- Take an active interest in their child's social life and friends.
- Advise their child to tell a staff member about any incidents involving bullying and harassment.
- Inform the school if bullying or harassment is involved
- Do not encourage their child to retaliate.
- Be willing to attend interviews at the school if their child is involved in a bullying incident.

### **INTERVENTION**

The following protocol will be used to deal with incidents involving bullying or harassment.

- All incidents involving bullying will be investigated and documented by a senior staff member.
- Both the bully and victim will be offered counselling and support by a senior staff member.
- The welfare of the victim will be monitored over a period of time by a senior staff member.
- Parents/carers of bully and victim will be made aware of the incident by the Principal.
- Consequences for acts of bullying and harassment will be consistent with the Student Code of Conduct and may include:
  - Detention
  - Supervision by duty teacher at recess and lunch
  - Exclusion from the yard at recess and lunch
  - suspension

### **EVALUATION:**

The policy will be reviewed annually with the school's Student Welfare Policy.

**Policy approved by school council on Monday 18<sup>th</sup> June 2018**