



# WILLIAMSTOWN PRIMARY SCHOOL

## Bullying Prevention Policy

### 1. BACKGROUND

Williamstown Primary School is committed to providing a safe and respectful learning environment where bullying will not be tolerated.

### 2. PURPOSE

The purpose of this policy is to:

- Explain the definition of bullying so that there is shared understanding amongst all members of the Williamstown Primary School community.
- Make clear that no form of bullying at Williamstown Primary School will be tolerated.
- Outline the strategies and programs in place at Williamstown Primary School to build a positive school culture and prevent bullying behaviour.
- Ask that everyone in our school community be alert to signs and evidence of bullying behaviour, and accept responsibility to report bullying behaviour to school staff.
- Ensure that all reported incidents of bullying are appropriately investigated and addressed.
- Ensure that support is provided to students who may be affected by bullying behaviour (including targets, bystanders and students engaging in bullying behaviour).
- Seek parental and peer group support in addressing and preventing bullying behaviour at Williamstown Primary School.

Williamstown Primary School aims to:

- Be proactive in building our students' capacity to identify, respond to and report bullying behaviour.
- Be proportionate, consistent and responsive when responding to bullying behaviour.
- Find a constructive solution for everyone.
- Stop the bullying from happening again.
- Restore the relationships between the students involved.

Williamstown Primary School acknowledges that school staff owe a duty of care to students to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying behaviour.

This policy addresses how Williamstown Primary School aims to prevent, address and respond to student bullying behaviour. Williamstown Primary School recognises that there are many other types of inappropriate student behaviours that do not meet the definition of bullying, which are also unacceptable at our school. These other inappropriate behaviours will be managed in accordance with our Student Wellbeing and Engagement Policy.

This policy applies to all school activities, including camps and excursions.

### 3. DEFINITIONS

**Bullying** refers to the 2018 the Education Council of the Council of Australian Government endorsed definition of bullying for use by all Australian schools:

*Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.*

*Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for Williamstown Primary, through sharing of digital records)*

*Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.*

Bullying has three main features:

- It involves a misuse of power in a relationship

- It is ongoing and repeated, and
- It involves behaviours that can cause harm.

Bullying can be:

- *Direct* physical bullying – e.g. hitting, tripping, and pushing or damaging property.
- *Direct* verbal bullying – e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
- *Indirect* bullying – e.g. spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude a person and/or damaging a person's social reputation or social acceptance.

**Cyberbullying** is direct or indirect bullying behaviours using digital technology. For example, via a mobile device, computers, chat rooms, email, social media, etc. It can be verbal, written and include images, video and/or audio.

**Executive team** consists of Principal class and Leading Teacher class staff members.

**Harassment** is language or actions that are demeaning, offensive or intimidating to a person. It can take many forms, including sexual harassment and disability harassment. Further information about these two forms of harassment, including definitions, is set out in our Inclusion and Diversity Policy. Harassment of any kind will not be tolerated at Williamstown Primary School and may have serious consequences for students engaging in this behaviour. Williamstown Primary School will use its Student Wellbeing and Engagement Policy to guide a response to students demonstrating harassing behaviour, unless the behaviour also constitutes bullying, in which case the behaviour will be managed in accordance with this Bullying Prevention Policy.

**Mutual conflict** involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

**Parent** includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the Family Law Act 1975 (Cth) and any person with whom a child normally or regularly resides.

**Single-episode acts** of nastiness or physical aggression are not the same as bullying. However, single episodes of nastiness or physical aggression are not acceptable behaviours at our school and may have serious consequences for students engaging in this behaviour. Williamstown Primary School will use its Student Wellbeing and Engagement Policy to guide a response to single episodes of nastiness or physical aggression.

**Social rejection or dislike** is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

**School** means Williamstown Primary School.

#### 4. BULLYING PREVENTION

Williamstown Primary School has a number of programs and strategies in place to build a positive and inclusive school culture, including the Willy Kids Program. We strive to foster a school culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness and respect.

Bullying prevention at Williamstown Primary School is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effective way to prevent and address bullying. At our school:

- We have a positive school environment that provides safety, security and support for students and promotes positive relationships and wellbeing.
- We have a zero tolerance of bullying and of harassment in any form.
- The wellbeing of every child at the school is our highest priority.
- We strive to build strong partnerships between the school, families and the broader community, that means all members work together to ensure the safety of students.
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour.
- A range of year level programs are planned for each year to raise awareness about bullying and its impacts.
- In the classroom, our Willy Kids program (incorporating the social and emotional learning curriculum, and the Respectful Relationships curriculum) teaches students what constitutes bullying and how to respond to bullying behaviour assertively. This promotes resilience, assertiveness, conflict resolution and problem solving.
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed.
- We participate in the National Day of Action Against Bullying and Violence.

- We provide clear definitions of what is and what is not bullying, including descriptions of the different subtypes of bullying.
- We ensure the school's Student Engagement and Behaviour Management Policy includes processes and strategies to prevent and respond to incidents of bullying and other forms of unacceptable behaviour

For further information about our engagement and wellbeing initiatives, please see our Student Wellbeing and Engagement policy.

## 5. INCIDENT RESPONSE

### **Reporting concerns to Williamstown Primary School**

Bullying complaints will be taken seriously and responded to sensitively at our school.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff as soon as possible.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by Williamstown Primary School are timely and appropriate in the circumstances.

We encourage students to speak to their classroom teacher. However, students are welcome to discuss their concerns with any trusted member of staff including specialist teachers, previous teachers, leading teachers and Principal class.

Parents or carers who develop concerns that their child is involved in, or has witnessed bullying behaviour at Williamstown Primary School should contact Andrea Duxson (Principal) by phone on 9397 1248 or by email directed to [williamstown.ps@edumail.vic.gov.au](mailto:williamstown.ps@edumail.vic.gov.au)

### **Investigations**

When notified of alleged bullying behaviour, school staff are required to:

1. Report the allegations to a member of the Principal class.
2. The Principal Class is responsible for investigating allegations of bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying, the Principal class may:
  - Speak to those involved in the allegations, including the target/s, the students allegedly engaging in bullying behaviour/s and any witnesses to the incidents.
  - Speak to the parents of the students involved.
  - Speak to the teachers of the students involved.
  - Take detailed notes of all discussions for future reference and record these on the Compass chronicles.
  - Obtain written statements from all or any of the above.

All communications with the Principal class in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.

Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).

### **Responses to bullying behaviours**

When the Principal class has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with the Executive team.

There are a number of factors that will be considered when determining the most appropriate response to the behaviour. When making a decision about how to respond to bullying behaviour, Williamstown Primary School will consider:

- The age and maturity of the students involved.
- The severity and frequency of the bullying, and the impact it has had on the target student/s.
- Whether the student/s engaging in bullying behaviour have displayed similar behaviour before.
- Whether the bullying took place in a group or one-to-one context.
- Whether the students engaging in bullying behaviour demonstrates insight or remorse for their behaviour.
- The alleged motive of the behaviour, including any element of provocation.

The Principal class may implement all, or some of the following responses to bullying behaviours:

- Facilitate a restorative practice meeting with all or some of the students involved. The objective of restorative practice is to repair relationships that have been damaged by bringing about a sense of remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied.
- Facilitate a mediation between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance. Mediation is only suitable if all students are involved voluntarily and demonstrate a willingness to engage in the mediation process.
- Provide discussion and/or mentoring for different social and emotional learning competencies of the students involved, through the Willy Kids program.
- Monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary.
- Offer counselling and/or support to the target student/s, including referral to the School's Expressive Arts Therapist, Student Support Services (SSS) or relevant external provider.
- Offer counselling support to the students engaging in bullying behaviour, including referral to SSS or relevant external provider.
- Offer counselling support to affected students, including witnesses and/or friends of the target student, including referral to the School's Expressive Arts Therapist, SSS or relevant external provider.
- Facilitate a process using the Support Group Method, involving the target student(s), the students engaging in bullying behaviour and a group of students who are likely to be supportive of the target(s).
- Implement a Method of Shared Concern process with all students involved in the bullying.
- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare a Behaviour Management Plan restricting contact between target and students engaging in bullying behaviour.
- Implement year group targeted strategies to reinforce positive behaviours, through the Willy Kids program
- Implement disciplinary consequences for the students engaging in bullying behaviour, which may include removal of privileges, detention, suspension and/or expulsion consistent with our Student Wellbeing and Engagement policy, the Ministerial Order on Suspensions and Expulsions and any other relevant Department policy.

Williamstown Primary School understands the importance of monitoring and following up on the progress of students who have been involved in or affected by bullying behaviour. Where appropriate, school staff will also endeavour to provide parents and carers with updates on the management of bullying incidents. The Principal class is responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

## 6. FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Complaints Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Digital Devices Policy (due for release in late 2019)

The following websites and resources provide useful information on prevention and responding to bullying, as well as supporting students who have been the target of bullying behaviours:

- [eSmart – Alannah and Madeline Foundation](#)
- [Respectful Relationships Curriculum](#)
- [Bully Stoppers](#)
- [Kids Helpline](#)
- [Lifeline](#)
- [Bullying. No way!](#)
- [Student Wellbeing Hub](#)
- [Office of the eSafety Commissioner](#)
- [Australian Student Wellbeing Framework](#)

## 7. EVALUATION

This policy will be reviewed on a biannual basis, or earlier as required, following analysis of school data on reported incidents of, and responses to bullying to ensure that the policy remains up to date, practical and effective.

Data will be collected through:

- Discussion and consultation with students and parent/carers.
- Student surveys.
- Assessment of other school-based data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented.
- Attitudes to School Survey.
- Parent Opinion Survey.

## 8. REVIEW AND POLICY HISTORY

- This policy is due for formal review in October 2021 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change.

### Policy History

Version Approval Date	Summary of changes	VRQA Requirement	DET Mandated Policy	School Council Input
October 2019	Comprehensive review	Yes	No	Consultation required. Approval not required.