|  |  |
| --- | --- |
| APPLICABLE TO | Staff, Students and Families of St Joseph’s Catholic Primary School, Charlestown |
| DOCUMENT OWNER | St Joseph’s Catholic Primary School, Charlestown |
| APPROVAL DATE | May, 2018 |
| APPROVED BY | Staff at St Joseph’s Catholic Primary School, Charlestown |
| LAST REVIEW DATE/S | N/A |
| NEXT REVIEW DATE | 2021 |
| RELATED DOCUMENTS | Wellbeing and Pastoral Care (including Discipline) Procedures 2018  Wellbeing and Pastoral care (Anti-Bullying) 2018  Learning Support Policy 2010  CSO Anti Bullying Policy  CSO Wellbeing and Pastoral Care Policy  Internet Safety Student Policy  Child Protection Policy  Learning Framework  National Safe Schools Framework  Workplace Internet, Email and Network Usage Policy |

PURPOSE

In implementing St Joseph’s Primary School Charlestown Well-being and Pastoral Care (Anti-Bullying) policy, staff and parents must always act in a manner that respects the uniqueness and dignity of each person. Anti-bullying strategies must be seen in the light of all activities that contribute to building a supportive environment. Procedural fairness must always be observed in investigating disciplinary issues.

**Bullying: A Definition.**

Bullying (including cyber bullying) is a repetitive attack which causes distress not only at the time of the attack, but also by the threat of future attacks. It is characterised by an imbalance of power and can be defined by the negative impact on the vulnerable person who is targeted. It can be verbal, physical or social. It can be done in person or by manipulating others to take part.

Key features of Bullying:

* It is deliberate.
* It causes distress for the recipient.
* It is a repeated pattern of attacks.
* There is an imbalance of power.
* The recipient finds it difficult to avoid the bullying situation.

What bullying is NOT:

There are many distressing behaviours that are NOT examples of bullying even though they may require teacher intervention and management. It is essential that incidents of bullying be clearly differentiated from incidents of mutual conflict or single episode/random aggression. There are three typical negative social situations which are often confused with bullying:

* Mutual conflict.
* Social rejection or exclusive friendships.
* Single episode or random acts of aggression.

SCOPE

The coverage of this procedure applies to all community members of St Joseph’s Catholic Primary School, Charlestown.

RESPONSIBILITIES

The Principal will:

\* Develop a shared understanding with staff and community members of bullying behaviour that involves all forms of bullying, including cyberbullying

\* Ensure the development, implementation and evaluation of preventative strategies and programs to promote student safety and wellbeing.

\*Provide support to any student who has been affected by, engaged in or witnessed bullying behaviour

\* Be responsible for the implementation of the school’s anti bullying policy and procedures

\* Initiate police support (Police liaison officers) and or intervention when required

\* Provide regular updates to parents or caregivers regarding the management of specific incidents

\* Ensure that an annual communication of the contents of the policy be made to the school community

\* Maintain an ongoing and annual evaluation process of the policy with students, staff and caregivers

\* Monitor student understanding and satisfaction of school processes

\* Identify patterns of bullying behaviour and initiate school action to address them

\* Engage students in the evaluation of anti bullying processes within the school

The school staff will:

* Respond to a student’s call for assistance, after his/her reporting of inappropriate behaviours in relation to all forms of bullying. This includes the use of technology (e.g. text messaging or social networking site usage). Failure to take action may indicate a breach in the duty of care owed to the student.
* Ensure children are taught appropriate curriculum issues in social skills including specific anti bullying lessons.
* Be familiar with and follow school strategies in dealing with bullying.
* Seek advice from their executive if they require confirmation or clarification regarding an incident of alleged bullying behaviour
* Maintain an up to date knowledge of school policies relating to bullying behaviour

The students will:

* Promote positive relationships that respect and accept individual difference and diversity
* Follow the school procedures in reporting and responding to bullying behaviour
* Work collaboratively with staff and peers to resolve incidents of bullying
* Have an awareness and understanding of what constitutes bullying while being charged with the responsibility of being respectful of one another
* Participate in the annual evaluation of school anti bullying processes and procedures

Parents will:

* Listen to their children and gather factual details to pass on to the school.
* Involve children in making decisions about what to do.

Students will:

* Talk openly about what has happened.
* Know that bullying happens and reporting it is not ‘dobbing’.

STEP BY STEP

This policy aims to provide clear direction to all members of the school community as to how bullying issues will be handled.

The school executive will be in charge of the daily monitoring of the policy and give support and guidance to the school community.

Teaching staff at St Joseph’s will implement preventative programs and strategies to promote positive behaviours and prevent bullying within the school . These include: *Bounce Back, KidsMatter* and participation in the *National Action Day Against Bullying*.

The school will employ early intervention strategies when given notice of an enrolment of a student who has been identified as having been bullied or having engaged in bullying behaviour in a previous school.

**Addressing Specific Instances of Bullying Behaviour**

All staff need to be vigilant at all times in relation to bullying and take appropriate action when they are informed of an incident.

If a child notifies a teacher of a bullying incident these steps will be followed

1.Teacher gathers data, including speaking to the alleged perpetrator, relating to incident and records on students online pastoral profiles.

2.Teacher informs Principal or A.P. by providing a copy of gathered incident details.

3.Teacher/Principal or executive member will determine if an incident of bullying has occurred and parents of all student involved will be notified.

4. Appropriate responses/consequences or support will include:

* Issuing of a MAJOR
* Time Out from playground
* Detention-thinking room
* Reflection sheets
* Community service
* Restorative justice response.
* Interview/discussion with the recipient to prepare them to talk to the bully. The focus will be on developing assertiveness in detailing factual information accompanied by feelings e.g. I don’t like it when….It makes me feel…and I want it to stop.
* Interview with the student who bullied and recipient, both of whom must be given strong support.
* Possible referral to school psychologist
* Individual behaviour management plan

5. Provision of post investigation support services where required including the use of suitable programs or counselling services/external agencies will be sourced.

6. The school will provide easy access to the school’s “Complaints and Concerns” brochure, that apply to bullying matters as well as other school policies that pertain to this area, including our Wellbeing and Pastoral Care Policies and Procedures.

In matters of a serious nature we follow the CSO policy section “Principal’s Advice”. This could include situations when police intervention is required in cases of bullying (e.g. possession of weapon, extreme assault) and cyberbullying (eg. sexting). If a child is to be interviewed by the police a staff member will be present.

# RESOURCES

Bounce Back Resilience Program

KIdsMatter

Positive Behaviour for Learning resources

Zones of Regulation