



# Orange Anglican Grammar School Anti-Bullying Policy

Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders.

Bullying can take many forms including:

- **Physical Bullying** - which involves physical actions such as hitting, pushing, obstructing or being used to hurt or intimidate someone. Damaging, stealing or hiding personal belongings is also a form of physical bullying.
- **Psychological bullying** - is when words or actions are used to cause psychological harm. Examples of psychological bullying include name calling, teasing or making fun of someone because of their actions, appearance, physical characteristics or cultural background.
- **Indirect bullying** - is when deliberate acts of exclusion or spreading of untrue stories are used to hurt or intimidate someone.
- **Cyber bullying** - is the ongoing abuse of power to threaten or harm another person using technology. Cyber bullying can occur in chat rooms, on social networking sites, through emails or on mobile phones.

## What Bullying is Not

There are many negative situations, which, whilst being potentially distressing for students, are not bullying. These include:

- Mutual Conflict Situations, which arise where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation; or
- One Off Acts (of aggression or meanness) including single incidents of loss of temper, shouting or swearing do not normally constitute bullying.

## Signs of Bullying

Major behaviour changes in a student may be indicative of bullying. Such behavioural changes may include:

- Crying at night and having nightmares;
- Refusing to talk when asked "What's wrong?";
- Having unexplained bruises, cuts or scratches;
- An unwillingness or refusal to go to school;
- Feeling ill in the mornings;
- A decline in quality of school work;
- Becoming withdrawn and lacking confidence;
- Beginning to bully siblings; and
- Acting unreasonably.

Parents/carers are encouraged to recognise signs of bullying and notify the school through a trusted staff member immediately (such as a class teacher, head of house, school counsellor etc), if they suspect their child is a victim of bullying.

## Orange Anglican Grammar School's Policy

Orange Anglican Grammar School recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the school is respected and accepted.

Bullying is not tolerated at Orange Anglican Grammar School.

It is our policy that:

- Bullying be managed through a 'whole of school community' approach involving students, staff and parents/carers;
- Bullying prevention strategies be implemented within the school on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to recognise bullying and respond appropriately;
- Bullying response strategies be tailored to the circumstances of each incident;
- Staff establish positive role models emphasising our no-bullying culture; and
- Bullying prevention and intervention strategies are reviewed on an annual basis against best practice.

### Bullying Prevention Strategies

Orange Anglican Grammar School recognises that the implementation of whole school prevention strategies is the most effective way of eliminating, or at least minimising incidents of bullying within our community.

The following initiatives form part of our overall bullying prevention strategy and our strategy to create a 'no bullying' culture within the school:

- A structured curriculum and peer group support system, that provides age appropriate information and skills relating to bullying (including cyber bullying) and bullying prevention, to students over the course of the academic year;
- Education, training and professional development of staff in bullying prevention and response strategies;
- Regular provision of information to parents/carers, to raise awareness of bullying as a school community issue to equip them to recognise signs of bullying, as well as to provide them with clear paths for raising any concerns they may have relating to bullying directly with the school;
- Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;
- Promotion of responsible bystander behaviour amongst students, staff and parents/carers;
- Reporting of incidents of alleged bullying by students, bystanders, parents/carers and staff are encouraged, and made easy through the establishment of multiple reporting channels (as specified below);
- Regular risk assessments of bullying within the school are undertaken by surveying students to identify bullying issues that may ordinarily go unnoticed by staff;
- Records of reported bullying incidents are maintained and analysed, in order to identify persistent bullies and/or victims and to implement targeted prevention strategies where appropriate;
- Statements supporting bullying prevention are included in students' school diaries;
- Anti-bullying posters are displayed strategically within the school; and
- Promotion of student awareness and a 'no bullying' environment by participating in events such as the National Day of Action Against Bullying and Violence.

### Reporting Bullying

Students and their parents/carers are sometimes reluctant to pursue bullying incidents, for fear that it will only make matters worse.

A key part of Orange Anglican Grammar School's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well providing assurance to students who experience bullying (and parents/carers) that:

- Bullying is not tolerated within the school;
- Their concerns will be taken seriously; and

- The school has a clear strategy for dealing with bullying issues.

Bullying incidents can be advised to the school verbally (or in writing) through any of the following avenues:

- Informing a trusted teacher;
- Informing the school counsellor;
- Informing a student's year co-ordinator or head of house; or
- Informing the Deputy Headmaster or the Headmaster.

### Responding to Bullying

Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with on its facts.

In all circumstances the school:

- Takes bullying incidents seriously;
- Provides assurance to the victim that they are not at fault and their confidentiality will be respected;
- Takes time to properly investigate the facts including discussing the incident with the victim, the bully and any bystanders;
- Takes time to understand any concerns of individuals involved;
- Maintains records of reported bullying incidents; and
- Will escalate its response when dealing with persistent bullies and/or severe incidents.

### Management

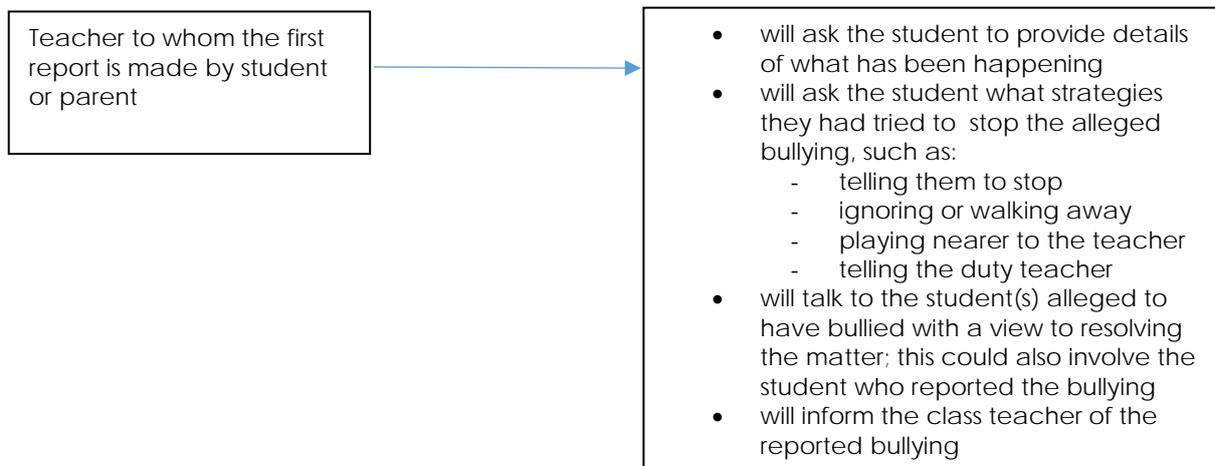
There are various strategies used to manage bullying behaviour at Orange Anglican Grammar School. All identifiable reports of bullying will be taken seriously and responded to using these Guidelines. The most appropriate intervention is determined by the developmental stage of the student(s) and the circumstances involved in the specific situation.

There are also various levels of response which are determined by the seriousness of the bullying behaviour.

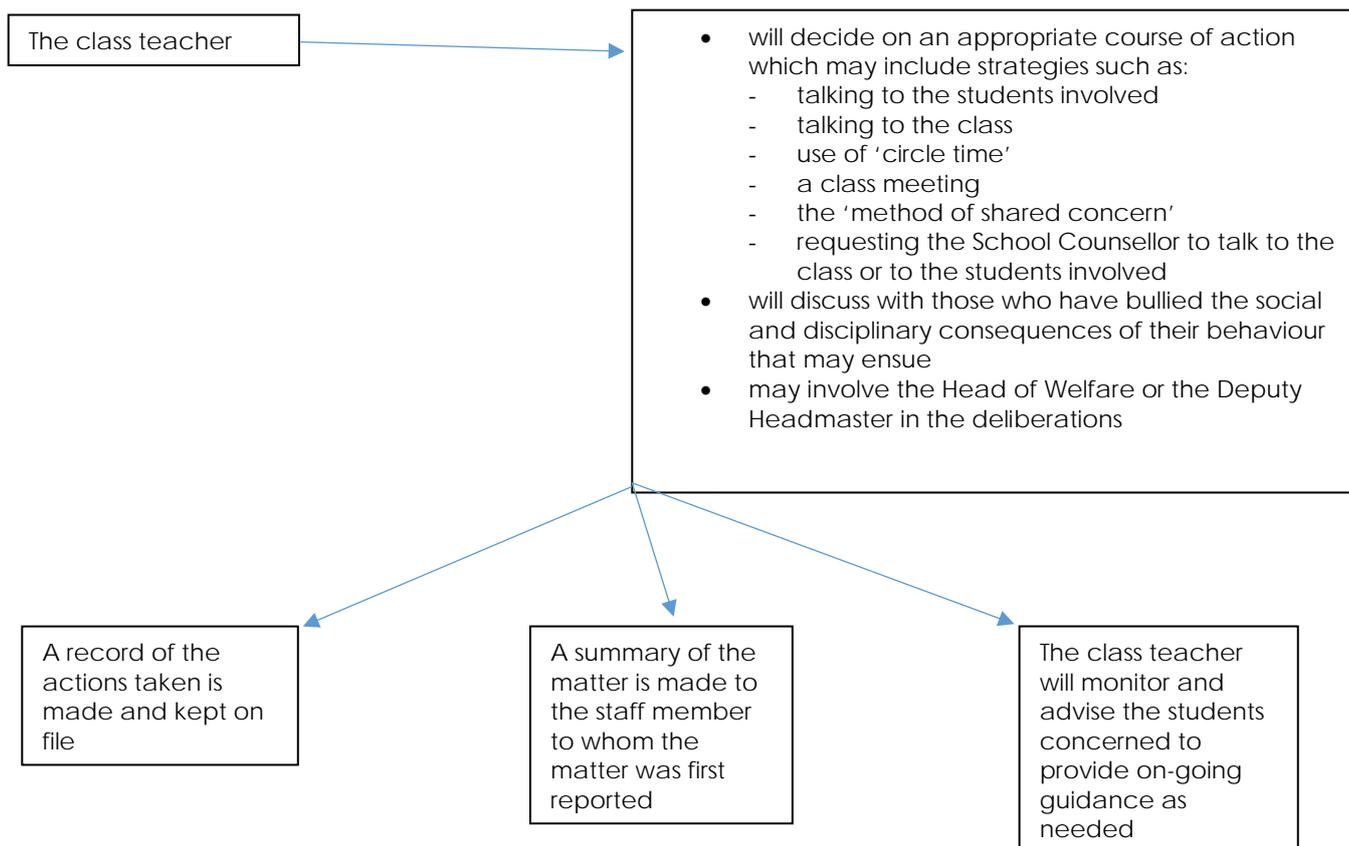
### Primary School

Students may report their concerns to any member of staff. The staff member will listen and reassure the student that the concerns will be taken seriously. All students will be given the opportunity to describe and explain their own behaviours.

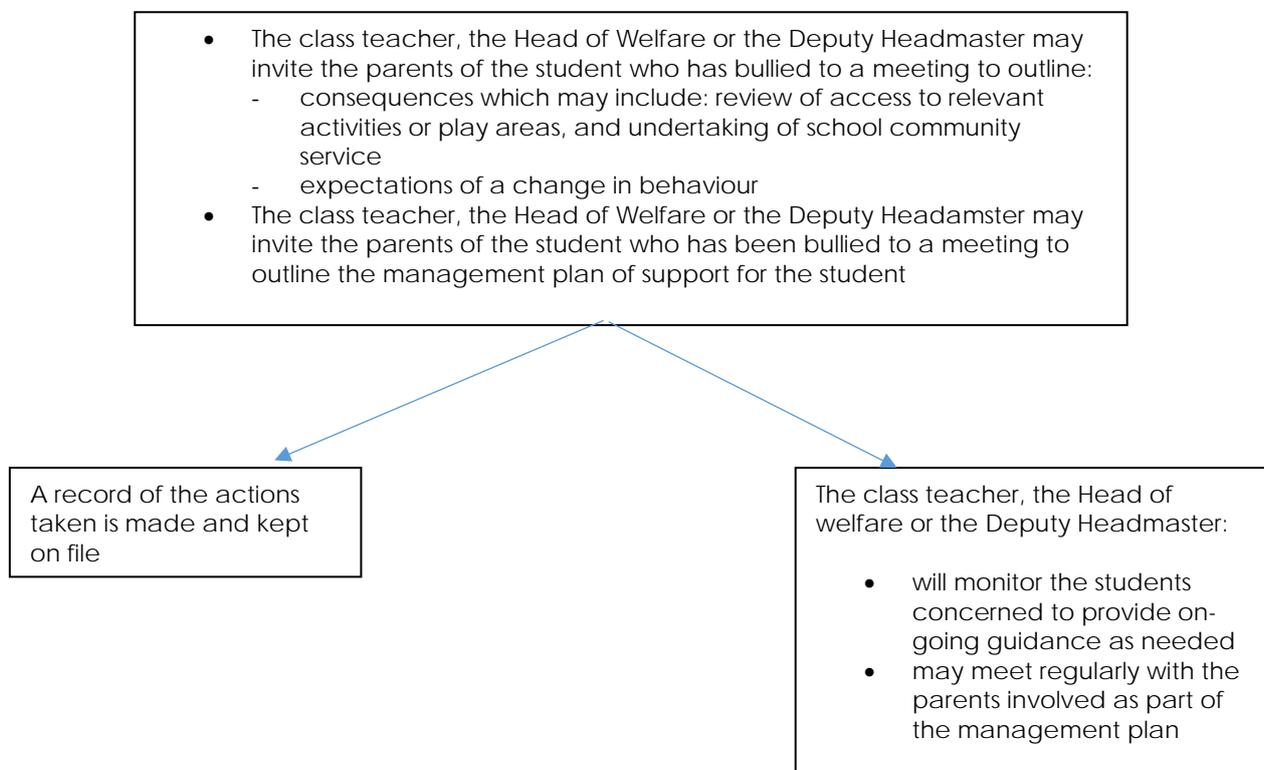
#### **Level 1 – First report of bullying behaviour**



### Continued response to first report of bullying behaviour

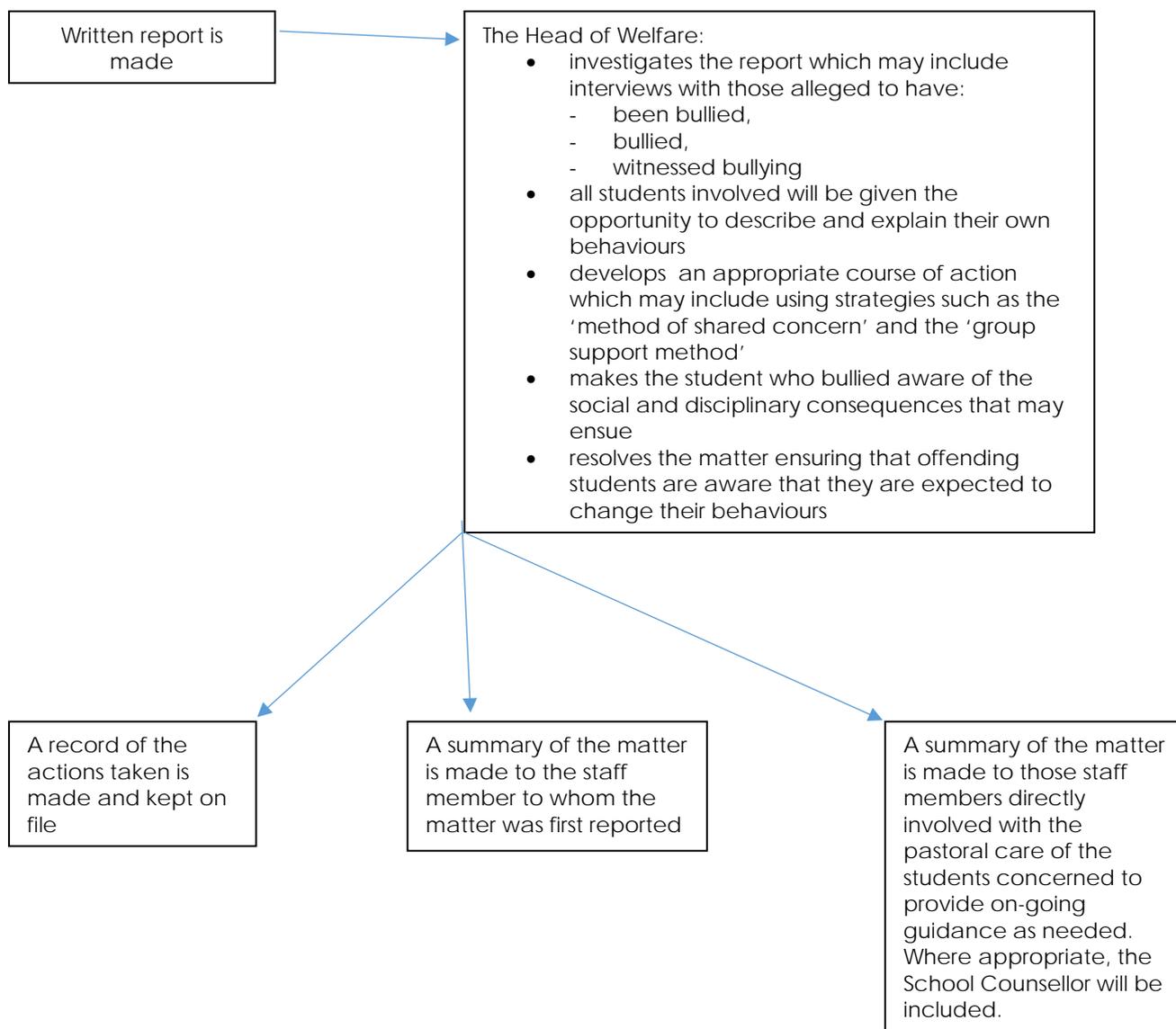


### Level 2 – Continued bullying behaviour or report of extreme bullying behaviour

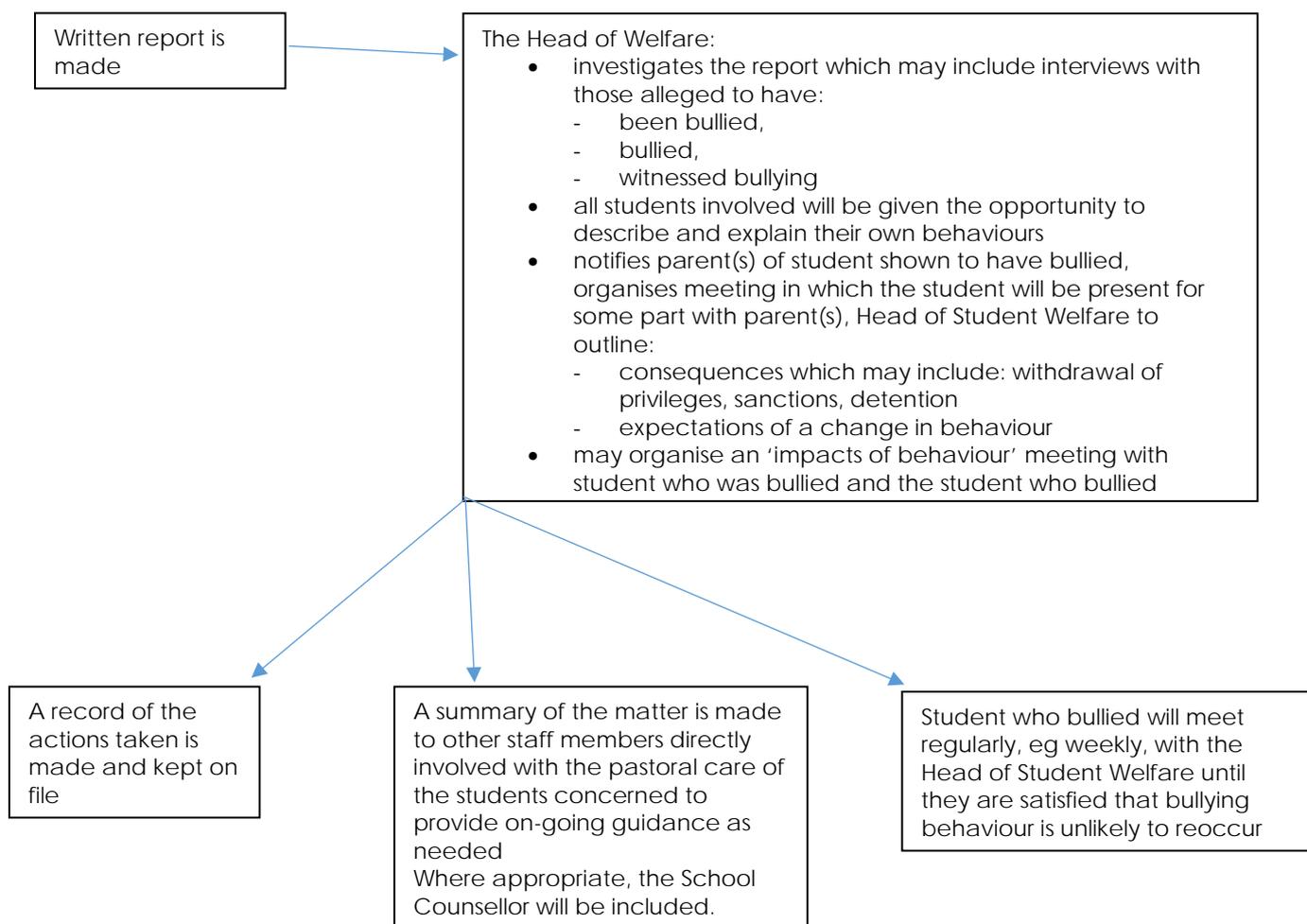


Students may report their concerns to any member of staff. The staff member will listen, reassure the student that the concerns will be taken seriously and ask the student to put their concerns in writing, preferably using the template provided. The staff member will alert the Head of Welfare. Written student reports can be in hard-copy or by email and the student must identify themselves. Reports can be handed to any teacher or given to reception.

**Level 1 – First report of bullying behaviour**



## Level 2 – Reoccurrence of bullying behaviour or report of severe bullying behaviour



## Level 3 – Continued bullying behaviour or report of extreme bullying behaviour

This level of unacceptable behaviour will be dealt with using the guidelines of the Student Discipline Policy, Procedural Fairness in Matters Relating to Suspension, Expulsion and Exclusion.

### Policy Assessment

This policy and its procedures will be assessed at regular reviews to determine its effectiveness. This will be determined in part by an evaluation of the reported occasions of bullying and their related management using the procedures of the Policy, including an assessment of each one's degree of success.

### Confidentiality

Confidentiality and privacy require that all staff must ensure that information regarding students is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more.

### Record Keeping

Staff are required to keep a record of investigated bullying matters. These should be dated and signed. Staff are reminded that all written communications, including e-communications, are a permanent and legal record of communication.

Staff are required to keep a record of communications with parents and carers. These should be dated and signed.

### Workers' Responsibility

All workers are responsible to:

- Model appropriate behaviour at all times;
- Deal with all reported and observed incidents of bullying in accordance with this policy;
- Ensure that any incident of bullying that they observe or is reported to them, is recorded appropriately;
- Be vigilant in monitoring students that have been identified as either persistent bullies or victims; and
- Acknowledge the right of parents/carers to speak with school authorities if they believe their child is being bullied.

### Implementation

This policy is implemented through a combination of:

- Staff training;
- Student and parent/carer education and information;
- Effective incident reporting procedures;
- Effective management of bullying incidents when reported;
- The creation of a 'no bullying' culture within the school community;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

### Discipline for Breach of Policy

Where a staff member breaches this policy Orange Anglican Grammar School will take disciplinary action, including in the case of serious breaches, summary dismissal.

