

Kincoppal - Rose Bay School of the Sacred Heart

POSITIVE PEER RELATIONS (ANTI-BULLYING) POLICY



Purpose

The purpose of the Positive Peer Relations (Anti-Bullying) Policy is to ensure that all members of the School community enjoy a safe and supportive School environment. This policy aims to: identify bullying behaviour; acknowledge that all students, their families and Kincoppal-Rose Bay School Staff have rights and responsibilities; outline processes for preventing and responding to bullying; encourage a community approach towards dealing with bullying behaviour.

The policy aims to protect the following student rights:

- To feel safe
- To Learn
- To be respected
- To be valued

Document Management

Relevant to	All staff All students All Parents/Guardians
Reviewed by	Director of Students Head of Junior School Director of Boarding School Counsellor
Modification history	Created January 2010 Reviewed November 2013 Reviewed November 2019
Related documents	Behavioural Management Procedures
Related legislation	NSW Anti-Discrimination Act, 1977 NSW Carers Amendment to the NSW Anti-Discrimination Act, 2000 Commonwealth Disability Discrimination Act, 1992 DDA Education Standards, 2005 Commonwealth Racial Discrimination Act, 1975 Australian Human Rights Commission Act, 1986
Related forms	Student Incident Report
Review	The Policy is to be reviewed every three years or in the event of any information or incident that would warrant a review (including legislative or organisational change)

Rationale

Kincoppal – Rose Bay affirms that all members of its community have the right to enjoy a safe and supportive environment and to feel accepted as worthwhile members of the School. The School will work with students, parents and Staff to reduce the incidence of bullying so that all members of the School community feel safe and supported.

The Positive peer Relations / Anti-Bullying Policy aims to reflect the Sacred Heart goals of the School and ensure that the dignity of all members of the Kincoppal – Rose Bay community is upheld and respected. It also aims to discourage and act on any behaviour that may impinge on an individual's rights, self-respect, morale or capacity to live, work and study.

Kincoppal – Rose Bay School rejects ideas, beliefs and behaviours which marginalise or victimise people.

Rights and Responsibilities

All members of the School community have the following rights and responsibilities:

Rights

- To feel safe
- To learn
- To be respected
- To be valued

Responsibilities

- To respect the Sacred heart values
- To respect yourself
- To respect others
- To value and support others

What is Bullying?

Bullying is when someone or a group of people with more power repeatedly and intentionally causes hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults and will probably continue if no action is taken.

- Bullying always involves an imbalance of power;
- Causes harm to those who are powerless to stop it;
- Bullying can have damaging effects on both the person bullying and the person being bullied. In some cases, the negative impact of bullying can be long term;
- Can take many forms: verbal, physical and psychological;
- While some forms of cyber-bullying may be seen as “one-off” e.g. posting a photo, because the image can be seen by a vast number people it is identified as repeated behaviour.

Bullying is not conflict between peers of equal power.

Bullying can lead to low self-esteem, a reluctance to attend school, impaired social functioning, anxiety and depression.

Types of Bullying	Direct	Indirect
Physical	<ul style="list-style-type: none"> ➤ Hitting, slapping punching ➤ Kicking, tripping ➤ Pushing, strangling ➤ Spitting, biting ➤ Pinching, scratching ➤ Throwing things, e.g. Stones ➤ Damaging property 	<ul style="list-style-type: none"> ➤ Getting another person to harm someone
Verbal	<ul style="list-style-type: none"> ➤ Mean and hurtful name-calling ➤ Hurtful teasing ➤ Demanding money or possessions ➤ Homophobic or racist remarks ➤ Forcing another to do homework or commit offences such as stealing 	<ul style="list-style-type: none"> ➤ Spreading nasty rumours ➤ Trying to get other students not to like someone
Covert Non-Verbal	<ul style="list-style-type: none"> ➤ Threatening and/or obscene gestures ➤ Lying and spreading rumours ➤ Playing nasty jokes to embarrass and humiliate ➤ Mimicking unkindly ➤ Encouraging others to socially exclude someone ➤ Damaging someone's social reputation or social acceptance 	<ul style="list-style-type: none"> ➤ Deliberate exclusion from a group or activity ➤ Removing and hiding and/or damaging others' belongings
Cyber	<ul style="list-style-type: none"> ➤ Sending inappropriate electronic messages ➤ Posting photographs/information about another student on a social network site (or other) without their permission ➤ Setting up a defamatory website ➤ Deliberately excluding someone from social networking spaces 	<ul style="list-style-type: none"> ➤ Deliberate exclusion of a student through the use of technology ➤ Using technology to get other students to not like someone

Bullying isn't

- Single episodes of social rejection or dislike;
- Single episode acts of nastiness or spite;
- Random acts of aggression or intimidation;
- Mutual arguments, disagreements or fights.

Prevention

Our School constantly strives to reduce bullying by:

- Teaching and reinforcing the Sacred Heart goals;
- Implementing Pastoral Programs and workshops that teach appropriate social skills, resilience, conflict resolution skills and how to respond to bullying;
- Pro-social and anti-bullying behaviours are explicitly taught by embedding across the curriculum
- Engaging visiting experts such as: Police Liaison Officers, Drama groups etc.;
- Raising awareness through the periodic Peer Relations Survey;
- Education for all members of the Kincoppal – Rose Bay School community on bullying and how to respond to bullying;
- Staying informed by the latest research on bullying;
- Using techniques that are empirically tested in Australian schools;
- Providing information to the parent/community body on issues related to bullying;
- Involving the family through internal and external counselling services;
- Creating a positive, protective and supportive physical environment through such things as posters and social activities;
- Tracking students who may exhibit bullying behaviour;
- Cyber-safety education for all members of the School community (including Staff, students and Parents/carers);
- Parents and carers are included in the development of a positive school culture.

Kincoppal – Rose Bay School will evaluate the effectiveness of its Anti-Bullying programs annually through its Positive Peer Relations Survey.

Procedures for Intervention when Bullying occurs

Students

If you are bullied:

- Tell the person to stop;
- Ignore them/remain neutral;
- Walk away;
- If none of these things work or it is extreme or repeated, tell an adult.

Bystander/Witness

If you see someone being bullied:

- Tell the person bullying to stop;
- Be a friend to the person being bullied;
- Help the person to tell a teacher OR report the bully to an adult yourself.

Parents/Guardians

- Be aware of signs of distress in your child e.g. not wanting to attend school, patterns of illness, damaged belongings;
- Listen to your child, acknowledge his/her feelings and discuss positive strategies for dealing with the bullying;
- Inform the child's classroom teacher/Stage Coordinator or Year Coordinator and work in partnership with the School in dealing with the bullying;
- Do not deal directly with the other children or their parents;
- Model and encourage respect for others, compassion, friendliness, cooperation and tolerance;
- Closely monitor all methods of electronic communication;
- Understand that the resolution of the situation may take time;
- Remain in contact with the School to monitor the outcome;
- If your child is bullying others, explain to them that bullying behaviour is wrong;
- Provide appropriate boundaries for their behaviour;
- Work in partnership with the School to address the bullying;
- Remember that it is in your child's interest that the bullying behaviour is addressed.

Staff

While the School takes a very clear stance against bullying, KRB's response will depend on the individual circumstances of each incident. Staff should always:

- Adopt positive classroom management strategies that incorporate ant-bullying messages as per the Social Skills and Pastoral programs;
- Provide positive role models to students;
- Be a positive role model to students;
- Be active in supervision of students at all times;
- Actively counteract bullying behaviour;

- Be vigilant in watching for bullying behaviour;
- Respond appropriately to all forms of bullying by following the Flowchart for reporting protocols;
- Acknowledge the student's concerns
- Inform the Year Coordinator as Academic Care Case manager;
- Access the website of the National Centre against Bullying to remain informed about Bullying and measures to prevent and resolve it: <http://www.ncab.org.au>

Procedures for Responding to Bullying

Step One

- The incident will be investigated by the classroom teacher/Stage Coordinator, Year Coordinator, Director of Boarding and Director of Students using principles of procedural fairness and natural justice;
- The rules or principles of natural justice, also known as procedural fairness, have been developed to ensure that decision-making is fair and reasonable. Natural justice involves decision-makers informing people of the case against them or their interests, giving them a right to be heard (the 'hearing' rule), not having a personal interest in the outcome (the rule against 'bias'), and acting only on the basis of logically probative evidence (the 'no evidence' rule).

Benefits for person whose rights or interests may be affected:

Natural justice allows persons whose rights or interests may be affected by decisions the opportunity to:

- Put forward arguments in their favour;
- How cause why proposed action should not be taken;
- Deny allegations;
- Call evidence to rebut allegations or claims;
- Explain allegations or present an innocent explanation, and/or
- Provide mitigating circumstances.

Step Two (omitted in severe cases)

The School uses the No Blame Method (Senior School) and the Support Group Method (Junior School). KRB will also utilise Mediation and Strengthening the Victim when appropriate. These approaches aim to change the behaviour of students involved in bullying incidents and improve the situation of the student being bullied. Kincoppal – Rose Bay School is a caring school committed to the social and emotional well-being of every student.

Step Three

If the student is found to be bullying again (either the same student victim or another) or if the bullying is severe and causing significant physical/emotional/psychological harm to the victim, the School's Behaviour Management policy and Code of Behaviour will be implemented.

This will include:

- Principal informed;
- Parents informed;
- Counselling offered to the offender to facilitate behaviour modification;
- Counselling offered to the person who has experienced bullying to increase resilience;
- Principal's Consequence;
- Withdrawal of privileges e.g. social functions;
- Implementation of a student contract;
- Suspension;
- Where necessary, Police informed,
- In extreme circumstances, termination of enrolment.

How will Bullying be Reported?

Parents should report bullying behaviour to the Year Coordinator/Stage coordinator, as the Academic Care Case Manager for the student. The School will keep them fully informed as the progress of the investigation either by phone or by interview.

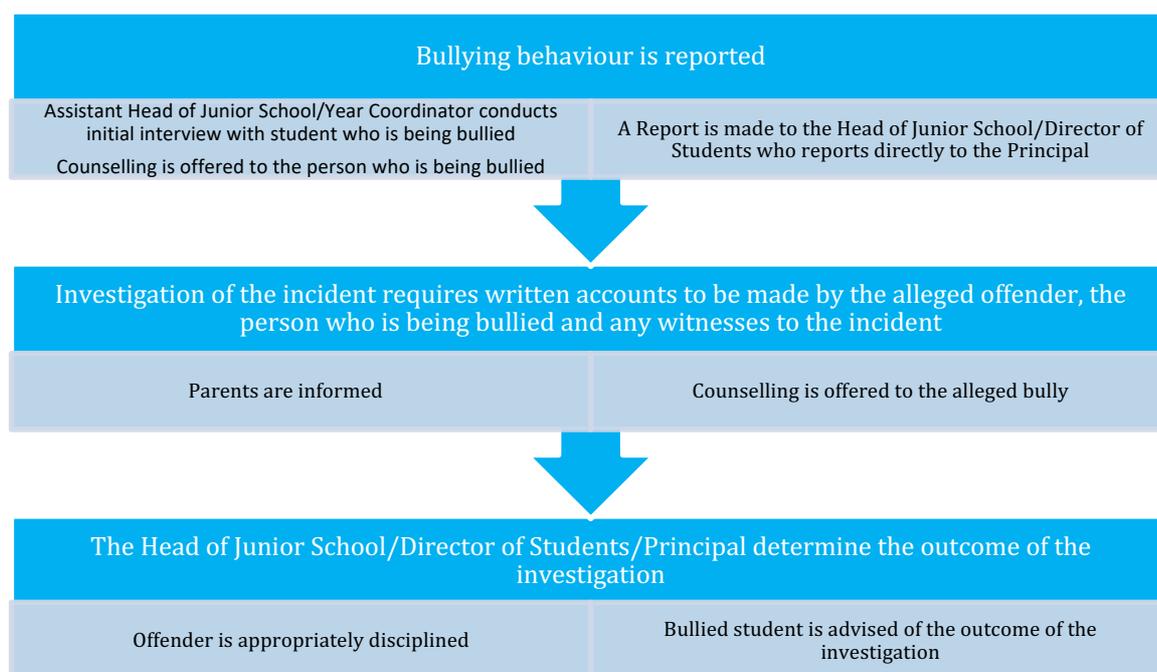
- All Staff members who have witnessed bullying, or who have had bullying reported to them are to report the matter to the Year Coordinator (Senior School) or Assistant Head of Junior School (Junior School);
- If related to a specific incident, the Year Coordinator or Assistant Head of Junior School handling the incident – in conjunction with the Director of Students/Head of Junior School – will ask all participants (offender, personal against whom bullying has occurred, witness) to write an account of the incident separately, and without discussion, to identify what is actually happening;
- It is made clear that any suggestion of retaliation by any party will be treated as harassment;
- All accounts will be documented and kept with the School Counsellor;
- The KRB anti-bullying policy will be discussed with all students involved in the incident; Students are given a chance to respond to the allegation. Appropriate intervention will occur at that point;
- The person being bullied will be reassured by the Year Coordinator/ Assistant Head of Junior School that the matter will be investigated and an appointment made to meet again in a few days;
- If the situation has improved then a follow-up meeting is planned for ongoing monitoring of the situation;
- If the situation has not improved then the alleged bully/bullies are interviewed by the Director of Students/Head of the Junior School (the Director of Boarding will also be notified if it involves a Boarder in the Day School);
- When the bullying behaviour involved by Day and Boarding Students then Day and Boarding Staff will take joint responsibility and work closely together to resolve the situation;
- At all times the Principal will be kept informed of the investigation and its outcomes.

Evaluation

This policy will be reviewed periodically through the following methods:

- Peer Relations Survey annually;
- Parent feedback – online survey;
- Staff feedback – online survey.

Reporting Flowchart



A record of the allegation and the Investigation and outcome is filed with the School Counsellor.

In circumstances when a student's behaviour warrants exclusion, suspension or expulsion these are defined as:

Exclusion from classes: This is an internal school suspension for a period of time determined by the Principal.

Suspension from attendance at school: The student may attend school for a period of time determined by the Principal.

Expulsion: A student is asked to leave the School after the Principal has consulted with the Board and the Board Chair has given approval for the expulsion.

CONTACTS

USEFUL TELEPHONE NUMBERS

From time to time young people can find themselves in a crisis situation. As a first rule we would recommend that you seek help from your family or your school. On the basis of our “harm minimisation” approach to adolescents and risk-taking behaviour we are listing the following phone numbers and contact points for those rare occasions when immediate help may be needed.

Agency	Phone Number
Kids Help Line (Freecall) www.kidshelp.com.au	1800 551 800
24 hr phone counselling	
Lifeline (24 hrs)	13 1114
Salvo Youthline (24 hrs)	9360 3000
Salvo Crisis Line (Suicide Prevention) (24 hrs)	9331 2000
Domestic Violence Hotline	1800 656 463
Legal Aid Hotline	1300 888 529
Youth Accommodation Hotline	9318 1531
Country Number	1800 424 830
Drug & Alcohol	
Alcohol & Drug Information Service (ADIS) (24hrs)	9361 8000 or 1800 422 599
Country Number	1800 422 599
Ambulance – a first call for any drug emergency	000
Drug Education and Information (CEIDA)	9818 0488
QuitLine (National) advice on how to Stop Smoking (24hrs)	13 1848
Drug & Alcohol Counsellors, WAYS, Bondi	9365 2500
WAYS Adolescent Counsellors	9365 2500
Eating Disorders	
Adolescent Unit – Prince of Wales Hospital	9382 4347
Eating Disorders Support Network	1800 334 673 www.edsn.asn.au