



Bullying Prevention & Management

Context

Donburn Primary School fosters a positive culture with safe and respectful learning environments where bullying and harassment are not tolerated. All members of the Donburn community have the right of respect and fairness from others, the right to learn or to teach, and a right to feel safe and secure in their school environment at all times.

Donburn has a whole-school community approach to bullying prevention and works in partnership with parents and carers to prevent and manage incidents of bullying.

Bullying may be carried out directly or indirectly, and may include the use of digital technologies such as social network sites, websites or on-line chat rooms.

Bullying is repeated verbal, physical, social or psychological aggressive behavior by a person or group directed towards a less powerful person or group that is intended to cause harm, distress or fear. Some individuals or groups of people may be more at risk of either engaging in bullying behaviors or being the victim of bullying behaviors. These may include students with special education needs, disabilities, autism, racial and minority backgrounds, homelessness and LGBTI young people.

Types of bullying behavior:

- **verbal or written abuse** - such as targeted name-calling or jokes, or displaying offensive posters.
- **violence** - including threats of violence.
- **sexual harassment** - unwelcome or unreciprocated conduct of a sexual nature, which could reasonably be expected to cause offence, humiliation or intimidation.
- **homophobia** and other hostile behavior towards students relating to gender and sexuality.
- **discrimination including racial discrimination** - treating people differently because of their identity.
- **cyberbullying** - either online or via mobile phone.

What is not bullying?

There are also some behaviors, which, although they might be unpleasant or distressing, are not bullying:

- **mutual conflict** - which involves a disagreement, but not an imbalance of power. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.
- **single-episode acts** of nastiness or physical aggression, or aggression directed towards many different people, is not bullying
- **social rejection or dislike** is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.



DONBURN PRIMARY SCHOOL POLICY

What is harassment?

Harassment is when a person is treated less favorably on the basis of particular protected attributes such as a person's sex, race, disability or age. Treating a person less favorably can include harassing or bullying a person. It is important to understand that a one-off incident can constitute harassment.

Aim

- To establish an understanding across the whole school community of what is bullying and harassment and that all forms are unacceptable.
- To support the school community to recognise and respond (such as reporting) appropriately to bullying, harassment whether a person is an observer or a victim.
- To provide a clear procedure for students, teachers, staff and parents and carers for reporting incidents of bullying.
- To recognise the importance of responding consistently to all incidents that have been reported to the school and to ensure that planned interventions are used to respond to these incidents.
- To ensure that all reported incidents of bullying are followed up appropriately and that support is provided to any student who has been affected by, engaged in or witnessed bullying behaviour.
- To seek parental/carer and peer-group support and co-operation at all times.

Policy

Donburn has a zero tolerance position on bullying, harassment and victimisation.

The school will combat bullying by providing a safe, secure and stimulating learning environment. Donburn has adopted a four-phase approach to bullying prevention and management.

In the Donburn community, it is everyone's responsibility to take the necessary steps to prevent and report any suspected or witnessed bullying behaviour.

All parties are expected to treat each other with respect and dignity and ensure the confidentiality of any issues that may arise.

This policy will be reviewed annually.

Implementation

1. Responsibilities

- All staff will be familiar with the Donburn Bullying Prevention & Management Policy and procedures.



1.1. Teachers:

- Teachers and the Principal have a duty of care within their role, which includes to implement a suitable and safe premises, an adequate system of supervision and to implement strategies to prevent bullying.
- Teachers to be familiar with the school's bullying policy and procedures.
- Teachers to be models of caring and tolerant behaviour.
- In the first weeks of each school year, bullying awareness, prevention and management is to be discussed in class.
- Teachers to make students aware of the responsibilities with regard to the bullying policy.
- Teach relevant strategies and assist with the implementation of supportive programs in place at Donburn.
- Promptly act upon reports of bullying.
- Protect the person being bullied from further harm, act to stop the behaviour recurring and record identified bullying incidents.
- Inform the Principal, discuss at appropriate time in staff meetings
- Work with the parties to as detailed in the prevention and management strategies outlined below.
- Treat information regarding bullying confidentially.

1.2. Students:

- Students who are bullied or witness bullying are encouraged to communicate to a teacher, a staff member, a student of trust or their parents & carers, giving full details.
- Student witnesses bullying should intervene if they are able and seek teacher assistance.
- Students should consider making a list of the things that have happened and when they happened, who was involved and who may have seen it.
- Students will complete an IT student user agreement supporting safe online behavior each year, this will supported by their parent's signature. (See Donburn ICT & eSmart policy)
- In the event of cyberbullying, students should save any messages they receive. Consider asking an adult to help and if possible, to block the sender's messages, or get the internet service provider to help.

1.3. Parents and Carers:

Parents and Carers should:

- Listen to reports of bullying.
- Speak to relevant school personnel (not the alleged student/s concerned).
- Work with the school in seeking a permanent solution.



DONBURN PRIMARY SCHOOL POLICY

- Support students to adhere to their IT student user agreement, supporting safe online behavior each year. (See Donburn ICT & eSmart policy)
- In the event of cyberbullying, support students to save any messages they receive. Consider it attempting to block the sender's messages, engaging the internet service provider to help.

Parent and Carer witnesses should:

- Be limited to verbal intervention if appropriate
- Seek teacher assistance
- Document the incident if requested by school staff

2. Prevention and Management Strategies:

Donburn has adopted the following four-phase approach to bullying.

I. Primary Prevention:

- Professional development for staff relating to bullying, harassment and proven counter measures.
- Each classroom teacher to clarify with students the types of bullying, as well as the consequences and impact of bullying.
- Donburn will promote community awareness and receive input relating to bullying, its characteristics and the school's programs and response, complemented by clear processes for reporting suspected bullying.
- The provision of programs that promote inclusiveness, resilience, life and social skills, assertiveness, conflict resolution and problem solving will form an integral part of our curriculum. In particular, assertiveness training and bystander training that builds skills in children to challenge and/or report unacceptable behaviour will be central to our curriculum.
- 'Restorative Practices' are utilised across the school.
- Bullying prevention messages and posters will be displayed around the school.
- Student Representative Council, staff and students will promote the philosophy of 'No Put Downs'.
- Electives and structured activities will be available to students at recess and lunch breaks.
- Teachers are trained in cybersafety. Cybersafety awareness programs (such as eSmart) will be provided for the Donburn community and cybersafety will form part of each child's ICT curriculum through eSMART.

II. Isolated, Infrequent or Less Serious Incidents:

- All instances of suspected bullying or inappropriate behaviour must be responded to by staff.



DONBURN PRIMARY SCHOOL POLICY

- Parents and carers are encouraged to contact the school if they suspect a bullying or behavioural problem.
- Donburn will reinforce with students, the importance of appropriately reporting incidents of inappropriate behaviour involving themselves or others, and the imperative that staff respond appropriately and proportionally to each allegation consistent with the school's Student Code of Conduct, including the proper reporting and recording of the incident.
- Parents & carers will be contacted if their child is alleged to have been bullied or experienced inappropriate behaviour, or if their child appears to have behaved inappropriately or bullied someone else.
- Appropriate and proportional consequences may include a verbal apology, writing a letter of regret, loss of privileges etc. (See Student Welfare and Discipline Policy)
- Public recognition and reward for positive behaviour and resolution of problems will occur as appropriate.

III. Repetitive or Serious Incidents:

- Serious incidents and/or repetitive incidents of bullying or unacceptable behaviour must be reported, responded to by staff and documented.
- Serious incidents are those that include physical assault, sexual assault, criminal activity involving theft or serious damage of property, serious threats or homophobic bullying etc.
- All such incidents or allegations will be properly investigated and documented. Depending upon the nature of each incident, they may be also be reported to and investigated by police, reported to the Student Critical Incident Advisory Unit, and/or reported to the Department of Education's Emergency and Security Management Unit -Hotline number: (03) 9589 6266 available 24 hours seven days a week.
- All repetitive or serious incidents must be brought to the attention of the Principal class members of the school.
- The Department of Education - Regional office will provide support as appropriate, and the Principal will monitor the investigation and review the situation until matters are appropriately resolved.
- Students, staff and parents & carers identified by others as bullies will be informed of allegations.
- The most appropriate staff member will contact parents/ carers of the targeted child. Principal class members will contact alleged perpetrators unless advised by police etc. not to do so.
- A management strategy for all parties will be developed in consultation with the students and parents/ carers involved.



DONBURN PRIMARY SCHOOL POLICY

- The school may contact support professionals such as Welfare officers, Welfare coordinators or Councillors and/or Student Support Officers for assistance and support.
- Both bullies, victims and those affected will be offered counselling and support.
- Consequences of repetitive or serious incidents may include criminal charges, suspension, expulsion, loss of privileges, counselling, conciliation or any other consequences consistent with the school's Student Code of Conduct.
- Parents/ carers or community members who bully, harass or abuse staff will be provided with official warnings, and if necessary referred to the police, and may have Trespass restrictions placed upon them by the Principal consistent with the Summary Offences Act.

IV. Post Incident:

It is important that appropriate strategies are put in place after the incident has been resolved for all students involved. Appropriate strategies may include:-

- Reinforcement of positive behaviours and appropriate behaviour strategies.
- Conciliation meetings between all parties.
- Ongoing monitoring of students involved.
- Identification of an agreed key contact staff member for each student involved.
- Follow-up meetings regarding each child's management strategy.
- Ongoing communication with parents and carers.
- Counselling from appropriate agencies of support officers etc. for both parties.

3. Complaints

Parent and carer complaints are to be managed as outlined in the Donburn Complaints Resolution Policy.

4. Further Resources for Students, Parents & Carers

Bullying No Way! - Australian Government
www.bullyingnoway.com.au

Office of the eSafety Commissioner - Australian Government:
www.cybersmart.gov.au

Kids Help Line:
T: 1800 55 1800 - 24 hours a day, 7 days a week.
<https://kidshelpline.com.au/kids/get-help/>

Beyondblue - Youth
T: 1300 22 4636- 24 hours a day, 7 days a week.
www.youthbeyondblue.com



DONBURN PRIMARY SCHOOL POLICY

Lifeline

13 11 14

www.lifeline.org.au

Reach Out

<http://au.reachout.com>

Breach of Policy

All breaches must be reported to the School Principal. The School Principal to determine appropriate cause of action and reporting requirements.

Other Considerations & Related Donburn Policies

Donburn Primary School, Student Engagement & Wellbeing Policy

Donburn Primary School, Student Welfare & Discipline

Donburn Primary School, Cyber Bullying

Donburn Primary School, ICT & eSmart Policy & Student user agreement

Donburn Primary School, Yard Duty Policy

Donburn Primary School, Duty of Care Policy

Donburn Primary School, Teacher Wellbeing

Donburn Primary School, Complaints Resolution Policy

References

Department of Education & Training, School Policy and Advisory Guide, *Bullying Prevention Policy*, Government of Victoria. Available from:

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prinprevent.aspx>

[2 July 2017]

Department of Education & Training, School Policy and Advisory Guide, *Bullying Policy*, Government of Victoria. Available from:

<http://www.education.vic.gov.au/school/Principals/spag/safety/Pages/bullying.aspx> [2 July

2017]

Department of Education & Training, School Policy and Advisory Guide, *Bully Stoppers Program – What is Bullying?*, Government of Victoria. Available from:

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/what.aspx> [2 July

2017]

Department of Education & Training, School Policy and Advisory Guide, *Bully Stoppers Program – Vulnerable Students*, Government of Victoria. Available from:

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/vulnerable.aspx> [2

July 2017]

Department of Education & Training, School Policy and Advisory Guide, *Bully Stoppers Program – Advice for Dealing with Bullying*: Government of Victoria. Available from:

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/advice dealingwithbullying.aspx> [2 July 2017]



DONBURN PRIMARY SCHOOL POLICY

Department of Education & Training, School Policy and Advisory Guide, *Bully Stoppers Program – Responding to Incidents*, Government of Victoria. Available from: <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/teachrespond.aspx> [2 July 2017]

Department of Education & Training, School Policy and Advisory Guide, *Bully Stoppers Program – Legal Duty of Care*, Government of Victoria. Available from: <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prinduty.aspx> [2 July 2017]

Australian Human Rights Commission, *Workplace Discrimination, Harassment and Bullying*. Government of Australia. Available from: <https://www.humanrights.gov.au/employers/good-practice-good-business-factsheets/workplace-discrimination-harassment-and-bullying> [2 July 2017]

Victorian Legal Aid, *Bullying Online or at School*, Government of Victoria. Available from: <https://www.legalaid.vic.gov.au/find-legal-answers/discrimination-harassment-and-bullying/bullying-online-or-school> [2 July 2017]

Australian Government of Education and Training, *National Safe Schools Framework*, Government of Australia. Available from: <https://www.education.gov.au/national-safe-schools-framework-0> [2 July 2017]

DEFINITIONS

Term	Definition
Discrimination	Discrimination occurs when a person, or a group of people, is treated less favorably than another person or group because of their background or certain personal characteristics.

APPROVAL

Contact Person:	Policy Owner:
Principal	Donburn Primary School Council, Education Sub Committee

DOCUMENT CONTROL

Version / Date Created	Nature of Amendment
Unknown	New document
August 2017	Updated format and content to reflect current practices and Department of Education Policy. Merged Bullying and Anti-Harassment and Anti-bullying policies together.