



Woodenbong Central School Anti-bullying Policy and Procedures

Statement

Woodenbong Central School provides a caring environment where every student should feel safe and respected as an individual. The students and staff have the right to feel safe, and not feel threatened or abused. Bullying of any kind is not acceptable at Woodenbong Central School.

Definition of Bullying

Bullying is any action which makes another person feels threatened. It involves the inappropriate use of power by one or more persons over another. Bullying is usually an act that is repeated over time. It is usually planned and persistent attempt to cause distress.

Bullying can be:

Physical	punching, hitting, pushing, tripping, taking people's things, destroying or damaging their possessions.
Verbal	name calling, demanding money or goods, using threatening words and put downs. For example: "I'm gonna get you". "You're dead" "You're a loser".
Social	alienating, shutting people out of groups, ignoring others, not emailing or texting, making rude or threatening gestures, spreading rumours and gossip.
Psychological	spreading rumours, stalking, dirty looks, hiding or damaging possessions, passing notes, emailing, texting, stares and whisper

Bullying includes cyber bullying.

A casual occurrence or sudden flare up is not necessarily bullying and will be dealt with in accordance with the school's discipline policy.

Statement of purpose

Underpinning our anti-bullying policy are the importance of relationships, school practices that promote positive relationships and school practices that are inclusive of all students.

Students, teachers, parents, caregivers and members of the wider community have a shared responsibility to create a happy and safe environment.

Students are expected to:

- Play safely
- Not be involved in any form of bullying or harassment
- Report bullying incidents, directed to themselves or others
- Co-operate with other students and staff.

Staff are required to:

- Be observant of signs of distress and incidents of bullying
- Encourage co-operative behaviour through the utilisation of co-operative learning techniques where possible
- Be vigilant and proactive in the classroom and whilst on playground duty
- Be prompt to class
- Report all incidents of inappropriate behaviour which detract from a safe environment
- Take appropriate steps to comfort victims of harassment
- Provide students under their care with strategies to resist bullying
- Assist with the identification of students who are seen as ‘bullies’ or ‘victims’
- Follow the school’s Welfare and Discipline Policy
- Enforce the school’s and/or DET’s Anti-Discrimination and Anti-Racist Policies.

Parents are asked to:

- Discuss this issue with their children
- Encourage co-operative behaviour in their children
- Encourage their children to tell a member of staff should they be involved or witness any negative playground or classroom behaviour
- Encourage their children not to retaliate should the child be bullied or harassed
- Encourage independence in their children
- Report any incidents, which cause unhappiness in either the classroom or the playground to the school.

This policy includes cyber and electronic bullying

Management of Bullying Behaviour

Student to report incident to classroom teacher or teacher on playground duty. That teacher will investigate by:

- Asking the student to fill in a Bullying Incident report
- Discussing the bullying complaint with both the student reporting the bullying and the student/s alleged of bullying.
- If the bullying behaviour has been substantiated the teacher will:
 - Contact roll teacher/classroom teacher
 - Organise a restorative meeting between the students
 - Record incident on SENTRAL
 - Contact parents
 - Hand all documentation to relevant Head Teacher or Assistant Principal
 - Follow up with students in 1 week

Repeated incidents to be handled by member of Executive (HT, AP or DP)

- Asking you to fill in a Bullying Incident report
- Discussing the bullying complaint with both you and the student/s alleged of bullying.
- If the bullying behaviour has been substantiated the Executive will:
 - Document the incident
 - Organise a restorative meeting with parents, students
 - Record incident on SENTRAL
 - Contact parents
 - DP or AP may issue suspension warning
 - Follow up with students in 1 week

Monitoring and Evaluation

- All incidents and follow up will be recorded on SENTRAL
- SENTRAL monitored weekly by the Roll teacher with the support of an Executive.
- School Anti-Bullying procedures to be evaluated yearly.
- Open communication regarding anti-bullying policy and procedures that include:
 - The use of the school newsletter at least once per Term
 - Reminding students of procedures regularly at Monday assemblies.
- Questionnaires to evaluate:
 - Incidents of bullying
 - Place where bullying occurs
 - The relevance and effectiveness of the current program
- Whole school programs such as:
 - Anti-bullying workshops
 - Crime Prevention workshops with the School Liaison Police Officer
 - Restorative practices
 - Anti-harassment and resilience workshops