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# Anti-Bullying and Anti-Harassment (including Cyber-Bullying) Procedure

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## Purpose

At Monivae College we are committed to the provision of a safe environment for all who participate in any school activity. Bullying in any form, will not be tolerated. The school has implemented strategies to eliminate or reduce the risk to health and safety from bullying. Where it is not practicable to eliminate the risk, the school has reduced the risk, so far as is practicable.

Where bullying behaviour is identified, staff work with students and sometimes other members of the school community, to repair harm caused and prevent further harm in a restorative manner.

Restorative Practices are inspired by a philosophy which aims at repairing harm done to relationships and people, over and above the need for assigning blame and dispensing punishment. It is a learning centered approach. Key values create an ethos of respect, inclusion, accountability and taking responsibility, commitment to relationships, impartiality, being non-judgmental, collaboration, empowerment and emotional articulacy. Key skills include active listening, facilitating dialogue and problem-solving, listening to and expressing emotion and empowering others to take ownership of problems.

## Scope

This policy applies to the whole Monivae College Community.

## Legislative Context

- Education and Training Reform Act 2006

## Definitions

A complete list of definitions relevant to this procedure is contained within the Anti-Bullying and Anti-Harassment (including Cyber-Bullying) Policy.

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# Actions

## Responsibilities and Accountability

Managing bullying is not just the responsibility of the school. It requires a commitment from all members of the school community. The responsibility and accountability to address incidences of bullying lies with the school, children and parents.

At Monivae College this means:

The Principal creates the best circumstances for a safe environment by:

- Ensuring the expectations of children and teachers are clear
- Monitoring the implementation of rules
- Encouraging rewards
- Developing strong parent and community links
- Effectively communicating and promoting the school's behaviour management policies
- Ensuring all members of the school community are aware of the school policy and procedures
- Responding to each incidence of bullying in accordance with the procedures set out in association with this policy.

Teaching and non-teaching staff actively create a safe environment by:

- Being role models in words and actions at all times
- Treating every complaint of bullying seriously no matter the perceived level
- Discouraging any signs of bullying or anti-social behaviour
- Being vigilant and observant for signs of bullying in the playground and classroom
- Managing bullying issues in accordance with the anti-bullying policy
- Where applicable ensure that incidences are reported to the principal
- Providing children with skills and strategies to recognise and manage stress which may arise through relationships, individual differences and communication.
- Developing within the children non-violent alternatives to resolve conflict.
- Developing a sense of 'fair play' in children.

Students actively create a safe environment by:

- Not bullying other children
- Not standing by while another child or children are being bullied but actively intervene to stop the situation, if possible
- Reporting to a teacher or the principal if they feel they are being bullied or if they witness any incidence of bullying either at school or on the way to and from school.
- Obeying rules
- Developing self-discipline and helping others
- Being good role models for other children by displaying strong values as taught and expected of all children at Monivae College
- Taking a level of responsibility for their behaviour appropriate to their stage of development.

Parents create a safe environment by:

- Being role models in words and actions at all times
- Familiarising themselves with the school anti-bullying policy.
- Discouraging any sign of bullying behaviour which may become apparent in their child/children
- Cooperating in full with the school if it is found that their child has been directly or indirectly involved in bullying behaviour and supporting any activity designed to change the child's behaviour
- Encouraging their child/children to tell them and the teacher, if they feel they are being bullied
- Watching for any indication of bullying and notify the child's class teacher immediately if they suspect their child may be the victim of bullying.

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- Seeking understanding of all the facts of a bullying instance before reacting
- Working in partnership with the school to assist the child to overcome the impact of identified bullying, including implementation of appropriate support and coping strategies which will empower the child to respond to emerging situations with confidence
- Working in partnership with the school to assist the child to take responsibility for bullying behaviour and its impact on others and developing appropriate behavioural strategies to strengthen and improve their social interactions.

## Procedures

Dealing with bullying is difficult in that many of the behaviours are not readily observed and hotly debated with much taking place 'out of sight' away from the attention of teachers or adults. One critical factor in the treatment of bullying is the disclosure of such treatment to an appropriate person. Without knowledge of these matters the school is unable to attend to addressing them.

Staff shall:

- Make efforts to remove opportunities for bullying through active supervision at all times.
- Provide children with clear procedures in the event of bullying.
- Take appropriate action by reporting suspected incidents to the appropriate staff member [Class Teacher, Homeroom Teacher, Year Level Co-ordinator, Director of Students, Counsellors, Chaplain, Deputy Principal and/or Principal].

The school expects parents to:

- Take an active interest in their child's whereabouts after school and their child's friends and acquaintances
- Inform their child's class teacher if bullying is suspected, if the child is reluctant to do so
- Discourage the child from retaliating
- Not approach the child or the parents of the child that has allegedly bullied your child or involve an older child to deal with the bully. Please inform the school immediately
- Be willing to attend meetings with staff at the school if their child is involved in bullying incidents.
- Reassure their child that steps are being taken
- Keep listening to their child as 'the story unfolds'.

This requires children to:

- Refuse to be involved in any bullying situation
- Put in place strategies from 'Say No to Bullying' or from the 'Bully Stoppers campaign'.
- Immediately, if present when bullying occurs:
  - if appropriate, take some form of preventative action
  - refuse to condone or encourage or be a spectator to bullying
  - report the incident or suspected incident to a teacher.

## Our Commitment

- Students affected by an incident will be offered support and care, which may include professional counselling and therapy.
- The response of the school to an incident will be in accordance with the current behavioural management procedures.
- All bullying / harassment reports will be investigated promptly by the relevant school authority.
- The College will deal with reports / incidents of bullying in a flexible manner depending on the nature / severity and extent of the bullying in light of natural justice principals.
- The rights of the person making a report will be protected at all times. If a person making a report is subjected to further bullying / harassment because of making the report, the perpetrators of the further bullying / harassment will be dealt with swiftly and sternly.
- The College will inform parents of any serious incident involving their child.
- All reports will be treated seriously and investigated promptly, confidentially and impartially. Upon

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the completion of the investigation, a report will be documented and filed. The investigator shall resolve the matter so as to ensure that the aggressor is dealt with according to the seriousness of the incident, future incidents of bullying / harassment are adequately discouraged and the effects of the incident on the victim are minimized.

## Supporting Documents

- Anti-Bullying and Anti-Harassment (including Cyber-Bullying) Policy
- Complaints and Grievances Policy

## References

- BDSAC Anti-Bullying Policy Checklist
- National Safe Schools Framework Resource Manual March 2011
- BDSAC Behaviour Guidelines for Behaviour Support 2016
- BDSAC School Complaints Policy 2016

## Responsibility

- The Board Directors (*as the Approval Authority*) are responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- The Director of Students (*as the Policy Sponsor*) is responsible for maintaining the content of this procedure as delegated by the above title.
- The Compliance and Risk Manager is responsible for the administration support for the maintenance of this procedure as directed by the above title.

## Promulgation

The Anti-Bullying and Anti-Harassment (including Cyber-Bullying) Procedure will be communicated throughout the School community in the form of:

1. Policies section of the Monivae website to alert the School-wide community of the approved Policy;
2. distribution of e-mails to all staff.

## Implementation

The Anti-Bullying and Anti-Harassment (including Cyber-Bullying) Procedure will be implemented throughout the School via:

1. Policies section of SIMON knowledge banks to alert the School-wide community of the approved Policy;
2. Staff briefing sessions
3. Training sessions

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