



## ANTI- BULLYING POLICY

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- This policy sits alongside the Keyneton Primary School *Behaviour Development, Dealing with Concerns* and *Grievance Procedures* policies.
- It supports our Whole School Priorities:
  - To develop a feeling of community with everyone working as one to provide the best for our students
  - To deliver quality teaching programmes that increase student engagement
  - To develop student and teacher enthusiasm, encouraging students to strive for personal excellence
  - To ensure the well-being of all students
- And complements our Values: Respect, responsibility, honesty, integrity and personal excellence.

### **Aim**

The aim of this policy is to ensure that Keyneton Primary School is a safe environment, free from bullying, for all members of the school community. Bullying is not tolerated at Keyneton Primary School.

### **Objectives**

- To eradicate the incidence of bullying.
- To counter the view that bullying is an inevitable part of school life.
- To create a supportive climate and break down the secrecy surrounding bullying.
- To provide staff, students and parents with options to respond to bullying.

### **Definition**

- Bullying involves one or more students exerting power or dominance over another or others.
- Bullying behaviour is deliberate, unwelcome, uninvited and usually repeated.
- Bullying can involve behaviour which is physical, verbal, psychological or social/relational.
- Bullying can include a wide range of conduct that causes another person to feel embarrassed, offended, hurt, humiliated, insulted, ridiculed, angry or afraid.
- Cyber bullying refers to bullying through information and communication technologies such as social media or other electronic means.
- Bullying can have a serious long-term effect on the health and well-being of young people.

### **Signs of Bullying may include:**

- Unwillingness to attend school;
- A pattern of vague headaches or stomach aches;
- Personal items or equipment have gone missing;
- Damaged clothing or bruising;
- Expressions of threats to harm self or others.

## **Responsibilities**

### ***Students***

If a student feels he/she is being bullied or has witnessed bullying behaviour he/she should:

- Tell the person that he/she is being a bully and to stop the behaviour.
- Support the person who is being bullied and request help from a teacher at the time of the incident.
- Report behaviour to a teacher of the student's choice.
- Refrain from bullying others.

### ***Teachers***

If a student reports a bullying incident or a teacher witnesses incidents of bullying, they should:

- Listen and provide support to the target of the bullying by acknowledging the nature and seriousness of bullying behaviour.
- Find out the background and attempt to resolve the incident.
- Fill out a report form if appropriate.
- Refer the incident to the Principal if necessary.
- Use restorative conferencing practices to deal with conflicts (see below.)
- New staff will undertake the school induction process to ensure they are aware of all policies and procedures.
- Teachers will attend any relevant training to ensure safety of all students.

### ***The Principal***

- Provide parents with a copy of the Behaviour Development policy which includes behaviour expectations and consequences.
- Provide support to targets of bullying.
- Provide support to the bully through restorative processes.
- Record and monitor incidents of bullying behaviour using Behaviour Management through EDSAS.
- Put in place anti-bullying procedures as appropriate, eg: ask the perpetrator to acknowledge the behaviour and agree to stop it (see Bullying Reflection form).
- Arrange a Restorative Justice Conference.
- Contact parent/s of both the student who has been bullying another/others and the victim.
- Encourage target student to report similar behaviour if repeated.
- Keep class teacher/s involved.
- Use restorative conferencing practices to deal with conflicts.

### ***Parents and Caregivers***

- Encourage students to discuss the effects and consequences of bullying.
- Encourage students to report any incidents of bullying.
- Contact the school if you are aware that any child is being bullied or suspect that it is happening.

**Additional Information**

***Restorative Conferencing***

- *Recognises that bullying is a violation of people and relationships and aims to identify obligations and promote restoration and healing.*

It is a way of responding to conflict which:

- supports those affected;
- allows for understanding of the wrongdoing;
- gives ownership of the problems created;
- gives people the chance to fix things with support;
- respects people and leaves their dignity intact.

Teachers need to do the background research into the incident/s and the offender needs to accept responsibility for his/her behaviour before a successful restorative conference can be held.

A conference is set up by the Teacher / Principal between the target and the offender.

The aim of the conference is to:

1. Allow the victim to express his / her feelings so that the impact of the behaviour is felt and understood by the offender.
2. Allow the person accused of bullying to acknowledge the behaviour, accept responsibility and agree to change it.

The aim is a resolution which has outcomes that satisfy all involved.

***Bullying Report Form and Reflection Sheet (filed with Policy)***

***Parents and the community can access this and related policies via the school website at:***

[www.keynetonps.sa.edu.au](http://www.keynetonps.sa.edu.au)

***Further information can be found at:***

- [www.decd.sa.gov.au/parentcomplaint](http://www.decd.sa.gov.au/parentcomplaint)
- <https://www.esafety.gov.au/education-resources/iparent/online-risks/cyberbullying>
- <http://www.thinkuknow.org.au/site>

Ratified at Governing Council Meeting, Term 1, 2018

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Chairperson

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Principal

**BULLYING REPORT FORM**

**Details of Person Taking Report**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Report: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ am/pm

**Details of Person(s) Reporting:** \_\_\_\_\_

**Witness(es)/ Bystanders:** \_\_\_\_\_

**Brief Details:**

**Person (People) accused of bullying statement:**

**Witness's Statement:**

Have any of these people been named in a previous report? Yes/No (Circle)  
Provide brief details.

**Person reporting bullying statement:**

**Action taken by teacher(s) :**

# BULLYING REFLECTION SHEET

Name: \_\_\_\_\_ Date: \_\_\_\_\_

What I did

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How my behaviour affected another person

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How could I make better choices next time?

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**I understand that my choice of behaviour is bullying.  
If I continue with this kind of action, it may lead to my parents being contacted and ultimately  
suspension.**

I understand that my behaviour will be monitored for the next two (2) weeks

by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

