



Purpose:

Killara Primary School is committed to providing a safe and respectful learning environment where bullying will not be tolerated.

The purpose of this policy is to:

- explain the definition of bullying so that there is shared understanding amongst all members of the Killara Primary School community
- make clear that no form of bullying at Killara Primary School will be tolerated
- outline the strategies and programs in place at Killara Primary School to build a positive school culture and prevent bullying behaviour
- ask that everyone in our school community be alert to signs and evidence of bullying behaviour, and accept responsibility to report bullying behaviour to school staff
- ensure that all reported incidents of bullying are appropriately investigated and addressed
- ensure that support is provided to students who may be affected by bullying behaviour (including targets, bystanders and students engaging in bullying behaviour)
- seek parental and peer group support in addressing and preventing bullying behaviour at Killara Primary School.

When responding to bullying behaviour, Killara Primary School aims to:

- be proportionate, consistent and responsive
- find a constructive solution for everyone
- stop the bullying from happening again
- restore the relationships between the students involved.

Killara Primary School acknowledges that school staff owe a duty of care to students to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying behaviour.

Guidelines:

This policy addresses how Killara Primary School aims to prevent, address and respond to student bullying behaviour. Killara Primary School recognises that there are many other types of inappropriate student behaviours that do not meet the definition of bullying which are also unacceptable at our school. These other inappropriate behaviours will be managed in accordance with our *Student Engagement and Inclusion Policy*.

This policy applies to all school activities, including camps and excursions.

Definitions

Bullying

In 2018 the Education Council of the Council of Australian Governments endorsed the following definition of bullying for use by all Australian schools:

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an



individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records)

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Bullying has three main features:

- It involves a misuse of power in a relationship
- It is ongoing and repeated, and
- It involves behaviours that can cause harm.

Bullying can be:

1. *direct* physical bullying --- e.g. hitting, tripping, and pushing or damaging property.
2. *direct* verbal bullying – e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
3. *indirect* bullying – e.g. spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude a person and/or damaging a person’s social reputation or social acceptance.

Cyberbullying is direct or indirect bullying behaviours using digital technology. For example via a mobile device, computers, chat rooms, email, social media, etc. It can be verbal, written and include images, video and/or audio.

Other distressing and inappropriate behaviours

Many distressing and inappropriate behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing and inappropriate behaviours should report their concerns to school staff and our school will follow the Student Engagement and Inclusion Policy.

Mutual conflict involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

Social rejection or dislike is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

Single-episode acts of nastiness or physical aggression are not the same as bullying. However, single episodes of nastiness or physical aggression are not acceptable behaviours at our school and may have serious consequences for students engaging in this behaviour. Killara Primary School will use its Student Engagement and Inclusion Policy to guide a response to single episodes of nastiness or physical aggression.

Harassment is language or actions that are demeaning, offensive or intimidating to a person. It can take many forms, including sexual harassment and disability harassment. Further information about these two forms of harassment, including definitions, is set out in our Student Engagement and Inclusion Policy. Harassment of any kind will not be tolerated at Killara Primary School and may have serious consequences for students engaging in this behaviour. Killara Primary School will use its Student Engagement and Inclusion Policy to guide a response to students demonstrating harassing behaviour, unless the behaviour also constitutes bullying, in which case the behaviour will be managed in accordance with this Bullying Prevention Policy.



Implementation:

Bullying Prevention

- Killara Primary School has a number of programs and strategies in place to build a positive and inclusive school culture. We strive to foster a school culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness and respect.
- Bullying prevention at Killara Primary School is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effective way to prevent and address bullying. At our school:
 - We have a positive school environment that provides safety, security and support for students and promotes positive relationships and wellbeing.
 - We strive to build strong partnerships between the school, families and the broader community that means all members work together to ensure the safety of students.
 - Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour.
 - A range of year level incursions and programs are planned for each year to raise awareness about bullying and its impacts.
 - In the classroom, our social and emotional learning curriculum teaches students what constitutes bullying and how to respond to bullying behaviour assertively. This promotes resilience, assertiveness, conflict resolution and problem solving.
 - Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed.
 - We participate in the National Day of Action against Bullying and Violence.

Incident Response

Reporting concerns to Killara Primary School

- Bullying complaints will be taken seriously and responded to sensitively at our school.
- Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff as soon as possible.
- Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by Killara Primary School are timely and appropriate in the circumstances.
- We encourage students to speak to their classroom teachers. However, students are welcome to discuss their concerns with any trusted member of staff including [teachers, ES staff members or members of the Principal Class Team.
- Parents or carers who develop concerns that their child is involved in, or has witnessed bullying behaviour at Killara Primary School should contact their classroom teachers or a member of the school leadership team, including members of the Principal Class Team.

Investigations

- When notified of alleged bullying behaviour, school staff are required to:
 1. record the details of the allegations in Compass; and
 2. inform the relevant Year Level Coordinator or Assistant Principal, Principal.



- A member of the school leadership team is responsible for investigating allegations of bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying, the school leadership team may:
 - speak to the those involved in the allegations, including the target/s, the students allegedly engaging in bullying behaviour/s and any witnesses to the incidents
 - speak to the parents of the students involved
 - speak to the teachers of the students involved
 - take detailed notes of all discussions for future reference
 - obtain written statements from all or any of the above.
- All communications with the member of the school leadership team in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.
- The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.
- Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).

Responses to bullying behaviours

- When a member of the school leadership team has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with teachers, SSS, Assistant Principal, Principal, Department of Education and Training specialist staff etc.
- There are a number of factors that will be considered when determining the most appropriate response to the behaviour. When making a decision about how to respond to bullying behaviour, Killara Primary School will consider:
 - the age and maturity of the students involved
 - the severity and frequency of the bullying, and the impact it has had on the target student
 - whether the student/s engaging in bullying behaviour have displayed similar behaviour before
 - whether the bullying took place in a group or one-to-one context
 - whether the students engaging in bullying behaviour demonstrates insight or remorse for their behaviour
 - the alleged motive of the behaviour, including any element of provocation.
- Members of the school leadership team may implement all, or some of the following responses to bullying behaviours:
 - Offer counselling support to the target student or students, including referral to SSS or an external provider.
 - Offer counselling support to the students engaging in bullying behaviour, including referral to SSS or an external provider
 - Offer counselling support to affected students, including witnesses and/or friends of the target student, including referral to SSS or an external provider
 - Facilitate a restorative practice meeting with all or some of the students involved. The objective of restorative practice is to repair relationships that have been damaged by bringing about a sense of remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied.
 - Facilitate a mediation between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance. Mediation is only suitable if all



students are involved voluntarily and demonstrate a willingness to engage in the mediation process.

- Facilitate a process using the Support Group Method, involving the target student(s), the students engaging in bullying behaviour and a group of students who are likely to be supportive of the target(s).
- Implement a Method of Shared Concern process with all students involved in the bullying.
- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare a Safety Plan or Individual Management Plan restricting contact between target and students engaging in bullying behaviour.
- Provide discussion and/or mentoring for different social and emotional learning competencies of the students involved, including Pet Therapy, explicit social skills training etc.
- Monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary.
- Implement year group targeted strategies to reinforce positive behaviours, for example year level assemblies, Pet Therapy etc.

- Killara Primary School understands the importance of monitoring and following up on the progress of students who have been involved in or affected by bullying behaviour. Where appropriate, school staff will also endeavour to provide parents and carers with updates on the management of bullying incidents.
- All staff are responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.
- This policy should be read in conjunction with the following school policies:
 - School Philosophy Policy
 - Student Engagement and Inclusion Policy
 - Complaints policy
 - Duty of Care Policy
- The following websites and resources provide useful information on prevention and responding to bullying, as well as supporting students who have been the target of bullying behaviours:
 - [Bully Stoppers](#)

 - [Kids Helpline](#)

 - [Lifeline](#)

 - [Bullying. No way!](#)

 - [Student Wellbeing Hub](#)

 - [Office of the eSafety Commissioner](#)
 - [Australian Student Wellbeing Framework](#)
- Implement disciplinary consequences for the students engaging in bullying behaviour, which may include removal of privileges, detention, suspension and/or expulsion consistent with our Student Wellbeing and Engagement policy, the Ministerial Order on Suspensions and Expulsions and any other relevant Department policy.

Phase 1: Primary Prevention

- All staff will be provided with Professional development relating to bullying, harassment and proven counter measures.



- The school will develop school Community awareness and input relating to bullying (including cyber-bullying), its characteristics, its effects on victims and the school's programs and response.
- The school will provide programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving.
- Each classroom teacher will negotiate their class rules, expectations, procedures and consequences at the start of each year with the children.
- Each classroom teacher will clarify with students at the start of each year the school policy on bullying, including cyber-bullying.
- All students will sign an acceptable usage network agreement at the start of each year which includes the management of cyber bullying. There will be a junior and senior agreement. Processes will be put in place to ensure tracking of student activity on the school's computer equipment and network, and where appropriate social media sites. Firewalls will be installed to eliminate outside traffic into the school's network and intranet.
- Classroom programs will include anti-bullying messages and strategies eg: eSmart
- Social Skills programs will be implemented on a yearly basis to develop positive social relationships between children.

Phase 2: Early Intervention

- All staff will promote student reporting of bullying incidents involving themselves or others.
- Classroom teachers and the Principal will remind students and staff on a regular basis to report incidents of bullying.
- Regular monitoring of student traffic on school's computer networks, and where appropriate social media sites, will occur to identify potential problems.
- Parents will be encouraged to contact the school if they become aware of a problem.
- Public recognition and reward for positive behaviour and resolution of problems will occur as part of the weekly student-led assemblies.
- Parents will be contacted of bullying incidents for victim and bully.
- A 'Time out zone' in foyer outside of the general office of the school will be utilised as a resting place before incidents escalate and be supervised by staff.

Phase 3: Intervention

- Once identified each bully, victim and witnesses will be spoken with, and all incidents or allegations of bullying will be fully investigated and documented. Copies of these statements will be kept in the Principal's Office.
- Students and staff identified by others as bullies will be informed of allegations. Parents of students will be contacted.
- Both bullies and victims will be offered counselling and support through the relevant agencies e.g. SSS, Employee Assistance Program
- Those identified as perpetrating cyber-bullying will be removed from access to the school's network and computers for a period of time
- If student bullying persists parents will be contacted and consequences implemented consistent with the school and Departmental policy and guidelines.

Phase 4: Post Violation

- Reinforcement of positive behaviours will be given to all students.
- Support Structures will be put in place to support both the identified bully and their peers
- Students identified as participating in bullying behaviour will be monitored in an ongoing manner in accordance with the school and Departmental policy and guidelines
- Consequences for students will be individually based and may involve:
 - teaching social problem solving strategies and mending of relationships.



- exclusion from class.
- exclusion from yard.
- school suspension.
- withdrawal of privileges.
- ongoing skill development from appropriate agency for both victim and bully.

Evaluation:

This policy will be reviewed with staff, student, parent and community input as part of the school's three year review cycle.