



Preventing and Managing Bullying Policy

(To be read in conjunction with the school's Behaviour Management Policy)
(This is an abridged copy of the policy)

Rationale

"All members of the Bertram Primary School community are committed to ensuring a safe, positive and inclusive environment where all members have the right to be respected and have a responsibility to respect each other."

Whole-school Community Rights and Responsibilities in Relation to Bullying

Students, staff, parents, caregivers and the wider community have the right to a safe and supportive learning environment in schools. For this to occur all school community members have a responsibility to prevent and respond to reports and observations of bullying.

School Strategies to Prevent and Manage Bullying

Bertram's Whole-School Prevention Strategies

Our whole-school preventative **teaching and learning strategies** include long-term awareness raising and specific teaching of bullying and conflict resolution throughout the curriculum commencing in the early years. For example:

- understanding what behaviour(s) constitute bullying
- understanding why bullying is unacceptable
- developing an understanding of effective bystander behaviour
- understanding how to prevent and manage bullying
- developing resiliency skills in the students
- awareness raising of the different types of bullying, eg: cyber, physical, verbal, psychological, relational
- understanding the difference between 'dobbing' and 'telling'
- ensuring the students understand that they need to keep reporting bullying until someone listens
- LA specific behaviour management plans including both positive and negative consequences
- the use of reflection strategies, eg: Student Journals, class meetings etc. to allow for early identification of relationship issues within and across learning areas
- students are taught social skills and engage in collaborative and cooperative learning strategies and opportunities
- extensive use of 'buddies' throughout the school
- staff attending CMS PL

Bertram's Whole-School Protocol Toward Bullying includes:

- our school beliefs which promote inclusivity, collaborative relationships and open channels of communication throughout the school community
- having a whole school Bullying policy
- a proactive Student Services Team who meet fortnightly
- Chaplaincy Service
- a whole school pastoral care approach is valued
- a school culture that seeks to be proactive and restore relationships damaged through conflict
- close and regular collaboration with parents/caregivers when concerns arise or when incidences occur
- open door policy between Learning Areas to build student relationships across

- classes and year levels
- encouraging and acknowledging positive and respectful student behaviour, eg: token system
- student and staff resources on bullying, eg: library books, teacher reference materials
- students are actively taught (with reference to bullying) and expected to display 'Habits of Mind', eg: managing impulsivity, thinking and communicating with clarity and precision, thinking interdependently, thinking about your thinking, listening with understanding and empathy etc.
- reporting to and negotiating with parents on student behaviour and values, eg: interviews, formal reports regarding school and home intervention
- positive staff role modelling
- student and staff Internet User Agreements

Bertram's Playground strategies include:

- minimum of 4 staff on duty who are active and vigilant at all times
- staff wear high visibility vests so they can be easily located by students
- staff offer organised activities during break times (eg: Japanese Club, sport carnivals) at selected times throughout the year
- recognising and reinforcing positive playground behaviour, eg: tokens and HOM lanyards
- all staff on duty have Playground Communication Slips, Office Referral Slips and Red Cards
- recording significant playground incidences on SIS
- students have access to developmentally appropriate outdoor play and sporting equipment
- student Safety Club members are available for students to access

Bertram's Computing and Online Strategies include:

- students have an Internet User Agreement¹ that is signed and dated and is renewed when they are in year 4 and issued to new students on enrolment
- User Agreements are located in student's individual file in administration and students are entered into the Internet User Agreement group on SIS
- teachers are to explicitly inform students about their rights and responsibilities in regards to the Internet User Agreement before they are asked to sign it
- student computer use is supervised at all times by a staff member
- students have a personal user name and password as well as a Learning Area user name and password that they are to only use when logging on to school computers
- recording of significant computing or online incidences on SIS

Bertram's Targeted Early Intervention Strategies, include:

- proactive teaching of pro-social behaviour to identified students, eg: Mission Australia's Drumbeat and Making Tracks Programs
- Student Services Team involvement and/or referral to the appropriate district office or interagency personnel
- Individual Behaviour Management Plans for necessary students

¹ S:\All Staff\Internet Agreements\Student Internet User Agreement.doc

- specialist and relief staff are made aware of individual students that require monitoring
- staff are vigilant in observing students and intervene early when concerned
- setting up buddy systems for vulnerable students and students new to the school
- identifying cohorts of students and/or year groups that require targeted programs, eg: Protective Behaviours

Intervention for Bullying Incidents

1. Reporting

All school community members are encouraged to report all alleged bullying incidents to the appropriate school personnel:

- students report to a teacher – eg: LA teacher, specialist teacher, duty teacher
- parents/caregivers report to their child's LA teacher. If concerns are ongoing, parents can meet with a Deputy Principal by arranging an appointment through the front office.
- staff report to an Administration Team Member

2. Investigation by the staff member the allegation was reported to

Prompt investigation involving discussions with all involved and bystanders.

(Administration Staff are always available to discuss an appropriate approach or intervention whenever required).

If bullying is deemed to have occurred staff member who had the allegation reported to them will:

- record the incident on SIS (behaviour module)
- advise parents/caregivers of the incident and outcome
- monitor the child/ren involved following the incident or refer the students involved to a staff member who is better placed to monitor
- assist students to repair and rebuild trust and relationships with peers as required
- refer severe or ongoing incidences of bullying to a Deputy Principal for intervention

3. Severe or ongoing incidences of bullying

A Deputy Principal will become involved when severe or ongoing incidences of bullying occur. Their intervention may include:

- counselling of students involved
- following up with the students involved as required
- allocating a mentor for the student
- informing staff of individuals that require careful monitoring/shadowing
- walking with a duty teacher
- referring students to the Student Services Team or outside agencies for intervention
- ongoing communication with parents as required
- assisting staff to document an Individual Behaviour Plan
- restricting play areas for children