



Education &  
Communities

# Anti-bullying Plan

Bathurst West Public School





# Bullying:

## Preventing and Responding to Student Bullying in Schools Policy (2011)

The NSW Department of Education and Communities rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments of the Department.

### Bullying

**Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technologies.**

**Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long term effects on those involved including bystanders.**

**Conflict or fights between equals or single incidents are not defined as bullying.**

Bullying behaviour can be:

- **verbal** eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** eg hitting, punching, kicking, scratching, tripping, spitting
- **social** eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

The term “bullying” has a specific meaning. The school’s Anti-bullying Plan sets out **the processes for preventing and responding to student bullying**. The school has a range of policies and practices, including welfare and discipline policies that apply to student behaviour generally.

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

**School staff** have a responsibility to:

- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying according to the school’s Anti-bullying Plan.

In addition, teachers have a responsibility to:

- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

**Students** have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan
- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Plan.

**Parents and caregivers** have a responsibility to:

- support their children to become responsible citizens and to develop responsible online behaviour
- be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan
- report incidents of school related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur.

**All members of the school community** have a responsibility to:

- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school’s Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.

# Our School Anti-Bullying Plan

This plan outlines the processes for preventing and responding to student bullying in our school and reflects the *Bullying: Preventing and Responding to Student Bullying in Schools Policy* of the New South Wales Department of Education (DoE).

This plan encompasses the work of students, staff and parents of Bathurst West Public School who are committed to learning and working in a bully-free environment. All key stakeholders collaborated to inform the design of this plan via school planning surveys, *Tell Them From Me* surveys, discussions with the P&C and other focus groups, staff workshops and Departmental strategic directions and policies. We are all committed to regularly reviewing this document to ensure it continues to reflect the needs of all stakeholders in our school community.

## Statement of purpose

Bathurst West Public School exists in a society where intimidation and harassment occur. Bullying of any type is taken very seriously and is not acceptable.

As set out in *The Wellbeing Framework for Schools* document (DoE, 2015), we want Bathurst West Public School to be an environment that enables the development of healthy, happy, successful and productive individuals, where all members of our community have a true sense of belonging. An environment of mutual respect, understanding and tolerance will ensure high levels of learning and engagement at Bathurst West.

## School Anti-bullying Plan – NSW Department of Education: Bathurst West Public School

The themes that will drive wellbeing in our school into the future are:

- **CONNECT:** Our students will be actively connected to their learning, have positive and respectful relationships and experience a sense of belonging to their school and community.
- **SUCCEED:** Our students will be respected, valued, encouraged, supported and empowered to succeed.
- **THRIVE:** Our students will grow and flourish, do well and prosper.

Students, staff, carers and members of the wider community have a responsibility to work together to address bullying and make genuine improvements in individual wellbeing.

In order to systematically enable wellbeing, our school will utilise effective planning and implementation to encompass the following elements of *The Wellbeing Framework for Schools* as part of everyday practice:

- teaching and learning;
- behaviour, discipline and character education;
- learning and support;
- professional practice – all staff undertake training to comply with legislative and policy requirements, and professional learning is linked to need;
- effective leadership; and
- school planning.

## Protection

The students, parents, and staff do not accept bullying in any of its forms. This includes:

- students bullying students, staff and/or parents;
- staff bullying students, parents, and/or other members of staff; and
- parents bullying other parents, staff and/or students.

By means of:

- computers and cyber bullying; and
- verbal and non-verbal actions.

### Effects of Bullying Behaviour

Research indicates that students who are bullied are more likely than students who are not bullied to experience impaired social and emotional adjustment, poor academic achievement, anxiety, depression, poorer physical health, higher absenteeism, increased loneliness and lower self-esteem.

Research also shows that students repeatedly bullying others were likely to have the same symptoms as the students experiencing the abuse. The students bullying were just as likely to have elevated levels of anxiety, to be disconnected from school and to have higher levels of depression as the students who were being bullied.

### School Anti-Bullying Plan – NSW Department of Education: Bathurst West Public School

Bathurst West Public School sees bullying as actions or activities that:

- devalue, isolate and/or frighten;
- effect an individual's ability to achieve; and
- have long term effects on those engaging in bullying behaviour, those who are the subjects of bullying behaviour and those who are onlookers or bystanders.

The school community can expect that Bathurst West Public School:

- is a place where students will be safe at school, free from fear of bullying, harassment and intimidation;
- will allow all stakeholders to be involved in the collaborative development and review of the school Anti-bullying Plan;
- will ensure all stakeholders know what is expected of them and others in relation to the Anti-bullying plan;
- will ensure that all students will be provided with appropriate support when bullying occurs; and
- will encourage student's engagement in and enjoyment of school time through high quality teaching and learning which is purposeful and differentiated to suit the individual needs of all learners.

Bathurst West Public School encourages and supports a learning environment free from bullying. As a Positive Behaviour for Learning (PBL) school, our focus is on Respect, Responsibility and Safety. The school rewards students through

class rewards systems, positive incident letters to parents and with whole school positive awards called the Bathurst West Public School Merit Award System.

These awards are celebrated as a whole school and are presented to students to increase and reinforce acceptable behaviours in and out of the classroom, which are regularly and explicitly taught and refreshed.

The system is structured in this way:

- Green Launch Level – all students start each term on this level.
- each time a student is “caught” displaying responsible, respectful or safe behaviours, they receive a PBL star.
- 20 PBL stars are rewarded with a Class Award (presented at Stage assemblies).
- 3 Class Awards are rewarded with a School Award (presented at whole school assemblies).
- 3 School Awards are rewarded with a Principal’s Award (presented at whole school assemblies).
  - each Principal’s Award earns the recipient an invitation to attend a Principal’s morning tea, held each term.
- 3 Principal’s Awards are rewarded with an honour badge (presented at whole school assemblies).
- students can earn and collect badges to wear at school.

The system is perpetual and students retain and build on their levels and awards throughout their whole primary school career. This ensures that students new to our school are able to participate on an equal footing with their peers.

### **NSW Department of Education Core Values**







The Government recognises the importance of the following core values to the community. These values represent the aspirations and beliefs of the Australian community as a whole, including its concern for equity, excellence and the promotion of a caring, civil and just society. They are common to a range of secular and religious world-views and are found in most cultures.

Along with respect, responsibility and safety, these values underpin our student-based rewards program and everything we do at Bathurst West Public School.

The core values are:

- **INTEGRITY:** Being consistently honest and trustworthy;
- **EXCELLENCE:** Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning;
- **RESPECT:** Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views;
- **RESPONSIBILITY:** Being accountable for your individual and community’s actions towards yourself, others and the environment;

- **COOPERATION:** Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict;
- **PARTICIPATION** Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation;
- **CARE** Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion;
- **FAIRNESS** Being committed to the principles of social justice and opposing prejudice, dishonesty and injustice; and
- **DEMOCRACY** Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen.

<b><i>Bathurst West Public School Rules</i></b>			
Hand up and wait		Do as we are asked	
Being in the right place		Using a polite voice	
Being a good friend		Keeping our hands and feet to ourselves	

## Prevention

Although we will, where possible, consult with the affected students about how they wish the situation to be managed, the school has the responsibility to manage and resolve each individual case to ensure the best outcomes for all.

Students will be taught the skills to develop strategies to protect themselves to deal with bullying. These strategies include:

- conflict resolution;
- empathy training;
- problem solving;
- assertiveness training; and
- negotiation and mediation skills

Other school-wide strategies include:

- The Interpersonal Strand of the Personal Development / Health / Physical Education syllabus provides activities that address issues associated with anti-bullying. The students will complete a unit of work associated with anti-bullying skills on an annual basis K-6. This unit may be across key learning areas;
- Child Protection education for all students K-6 (program adjusted for age-appropriateness);

- Buddy systems which help promote friendship and support between older and younger peers;
- 3 minute mentor program for building relationships;
- building strength and resilience in our children through programs such as *Fun Friends* (4-7 year olds) and *Friends* (5-12 year olds);
- Setting out clear behaviour standards and using punishment to prevent and deter the student from repeating their behaviour; punishment could include time in our Reflection Room (detention), loss of privileges, chores to be undertaken and even suspension. Whilst this is important, research has shown that using punishment as the only intervention is not effective in preventing bullying; and
- Bystander Training - This intervention is a proactive strategy that trains bystander students to behave in a supportive way to students who are being bullied, to intervene where feasible or to report the incident to a teacher. The Promoting Positive Bystander Behaviour lessons will be taught on an annual basis to all students K-6.

### Why Does Bystander Behaviour Matter?

Most bullying takes place when bystanders are present; although most bystanders do not act to discourage it, when any one of them does there is a good chance (around 50%) that the bullying will stop. Students who are 'defended' are better adjusted and report less peer victimisation one year later. Reconciliation occurs even more when bystanders intervene than when teachers intervene. The majority of peer interventions are effective.

### School Anti-bullying Plan – NSW Department of Education: Bathurst West Public School

### It is also important to remember that:

- interventions need to be matched to the particular incident of bullying;
- no method of addressing bullying has been reported as 100% effective;
- more than one intervention will usually need to be implemented;
- no one intervention is appropriate in all circumstances of bullying; and
- not all hurtful behaviours are bullying, but schools address inappropriate behaviour whether or not it meets the definition of bullying.

### Early Intervention

Early intervention strategies and programs at Bathurst West Public School will be implemented for students who are identified as being at risk of developing long-term difficulties with social relationships and those students who are identified at or after enrolment as having previously experienced bullying or having engaged in bullying behaviour.

- this will promote students and staff to report incidents of bullying;
- all staff will remind the students to report incidents of bullying;
- parents will be encouraged to contact the school if they become aware of a problem that could be developing for their child or that of another student; and
- recognition and awards will be provided for students to reward positive behaviour and positive resolutions.

## Response

Bathurst West Public School will implement these strategies to empower the whole school community to recognise and respond appropriately to bullying, harassment and victimisation and behave as responsible bystanders.

Bullying cannot be reduced unless it is reported to the school staff:

- all students are responsible to report incidents of bullying that occur to them or another student;
- all teachers are responsible to listen to a student's report of bullying and take appropriate measures to support the student; and
- all parents or caregivers are responsible to make contact with the school to discuss the concerns they may have about possible bullying that could be occurring to their child.

The following procedures for reporting incidents of bullying at Bathurst West Public School will be followed:

- a student may make a verbal notification that they are being bullied;
- a student may make a written notification that they are being bullied; or
- another student, teacher or parent may disclose that they have noticed other students being bullied.

The classroom teacher will:

- determine whether the report is bullying, poor social skills or school rule breaking. This may be a one off situation or an ongoing one;
- will deal with the incident using restorative question practices, apply logical consequences and if needed develop an individual student management plan in conjunction with the student's parents;
- record details in Sentral (our school's computer management system) outlining the incident, perpetrator and victim, as well as any others involved; and
- communicate this event through Sentral and/or verbally with any other appropriate teachers, the appropriate Assistant Principal and Principal if necessary.

These procedures will be publicised to the school community through the school newsletter and in the school information booklet.

Bathurst West Public School will implement the above strategies as promptly as possible when an incident of bullying is reported to the school. In most cases this will be the same day as it occurred, but investigations may take some time depending on the availability of those involved.

Students who have been affected by, engaged in, or witnessed bullying behaviour will be supported to ensure that behaviour change has been noted. In each case counselling and teacher support will be offered.



For students who engage in bullying behaviour the following strategies or consequences will be considered for their suitability and may involve:

- exclusion from the playground;
- withdrawal of privileges;
- notes to parents;
- meetings with parents;
- behaviour monitoring;
- development of behaviour management plans;
- itinerant Support Teacher (Behaviour) referral; and/or
- suspension from school for short or long periods of time.

Bathurst West Public School will provide regular updates, within the bounds of privacy legislation, to parents and caregivers about the management of bullying incidents that have been reported to the school.

Parents will be contacted to ensure they are aware of any incident requiring further interventions.

Bathurst West Public School has procedures for reporting incidents involving assaults, threats, intimidation or harassment to the police. These must be reported within 24 hours to the School Safety and Response Hotline on 1300363778.

### **School Anti-bullying Plan – NSW Department of Education: Bathurst West Public School**

An incident is broadly defined in the Department’s Incident Reporting Policy as an event which:

- causes disruption to an organisation;
- creates danger or risk that could significantly affect individuals within the organisation;
- impacts on the effective operation of the workplace;
- attracts negative media attention or a negative public profile for the workplace or the Department of Education; and
- WorkCover describes as a “serious incident” which must be reported by law.

Where one of the factors is at a significant level or more than one of the factors applies to the incident, the principal should seriously consider making a report. Principals are encouraged to seek further advice from the School Safety and Response Unit if they are still uncertain about whether to report the incident to police.

- Did the assault or incident result in a visible injury such as bruised face, split lip, or swelling?
- Did the incident result in a participant complaining of pain or discomfort?
- Was the incident premeditated or planned?
- Was the incident recorded on a mobile phone or camera and then posted on a social networking site or broadcast to others?

- Was external assistance e.g. an ambulance required to attend to one of the participants?
- Did the incident occur in the context of bullying, cyberbullying, harassment, stalking or intimidation?
- Will the incident have a sustained impact on the school or its community e.g. school will need to access outside support services such as EAPS to recover from the incident?
- Did the incident significantly affect school routines or operations for a period?
- Is there a history of aggression by one or more of the participants, or is there a history of this conflict in the community?
- Has a staff member, parent or carer requested that you notify police regardless of your intention?
- Were weapons involved? (If so, there is no discretion and the incident must be reported).

Bathurst West Public School will contact the Child Wellbeing Unit with information to identify and implement appropriate local responses to support the child, young person and their family where the suspected risk of significant harm threshold is not met, but there are concerns for the safety, welfare or wellbeing of the child or young person. The Child Wellbeing Unit can be contacted by telephone on 02 9269 9400 from 8am to 5.30pm Monday to Friday (excluding public holidays).

## **School Anti-Bullying Plan – NSW Department of Education: Bathurst West Public School**

If information comes to hand that identifies a significant risk of harm the Principal will contact Community Services on 133 627.

The NSW Department of Education seeks to resolve difficulties, grievances and complaints in a prompt, impartial and just manner. The school has specific procedures to deal with these issues. Anyone can make a complaint.

A complaint can be about:

- any aspect of the service provided, or not provided, in any Department of Education site;
- the behaviour or decisions of staff; or
- practices, policies or procedures.

Complaints by parents

- It is best to discuss your concerns with your child's teacher first. Make an appropriate time to meet with them or phone the school and ask for an appointment with the teacher.
- If you are not happy with the result, or if you do not feel it is appropriate to talk to them, phone and make an appointment to discuss your concerns with the appropriate assistant principal or principal.
- You may bring a friend or relative to be your support. If you need an interpreter, we can arrange that - just ask beforehand.

- If your complaint is about the principal you will need to contact the school education director in your area. Ask the school office staff at your school for their name and number.
- If your complaint cannot be resolved in an informal way, we may ask you to put it in writing. It is important that you include specific details of the situation and tell us what you would like to happen as a result of your complaint. We can help you to put your complaint in writing, if you require it.
- Alternatively a complaint form may also be used. Complete the form and send it to the principal, or the school education director in your area.

Bathurst West Public School will use the following strategies to identify patterns of bullying behaviour:

- students will be provided with formal surveys where the student will be given the opportunity to record incidents when bullying behaviour has not been dealt with by the school; and
- parents will be surveyed to determine their opinions about the effectiveness of the Anti-bullying Plan and to notify the school of any incidents of bullying suffered by their child.

The school will keep copies of the details of such surveys and incidents of bullying behaviour that have not been acted upon previously, will be immediately.

## **School Anti-bullying Plan – NSW Department of Education: Bathurst West Public School**

Bathurst West Public School will promote and publicise this Anti-bullying Plan by making it available to parents. It will be incorporated into the school information booklet and made available to the school community via the school website.

Bathurst West Public School will monitor and evaluate the effectiveness of its Anti-bullying Plan through parent and staff surveys. The results will be communicated to the school community through the Annual School Report and P&C meetings on an annual basis.

Bathurst West Public School will review the Anti-bullying Plan:

- in 2017 and then every 2 years;
- through staff development meetings, SRC and P&C;
- to determine effectiveness of the plan in developing a safe and secure environment for students and staff; and
- using reflection, data of incidents, patterns and trends.

## Additional Information

Kids Helpline: <http://www.kidshelp.com.au/> 1800 55 1800

Lifeline: <http://www.lifeline.org.au/> 13 11 14

Bullying No Way!: <http://bullyingnoway.gov.au/>

Cyber Smart: <https://esafety.gov.au/>

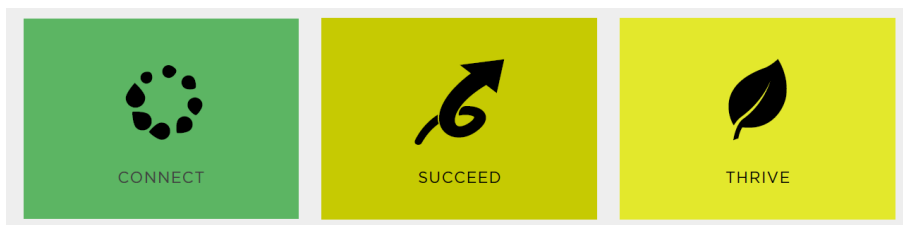
Digital Citizenship: <http://www.digitalcitizenship.nsw.edu.au/>

Bathurst West Public School website:

<http://www.bathurstw-p.schools.nsw.edu.au/>

The Wellbeing Framework for Schools:

[https://www.det.nsw.edu.au/wellbeing/about/16531\\_Wellbeing-Framework-for-schools\\_Accessible.pdf](https://www.det.nsw.edu.au/wellbeing/about/16531_Wellbeing-Framework-for-schools_Accessible.pdf)



National Safe Schools Framework:

<http://www.safeschoolshub.edu.au/documents/nationalsafeschoolsframework.pdf>

**School Anti-Bullying Plan – NSW Department of Education: Bathurst West Public School**

## Principal's Comment

This Anti-bullying Plan provides a framework for all Bathurst West Public School staff, students and parents and outlines their roles and responsibilities to prevent bullying behaviours, how to support those affected by bullies and how those who display bullying behaviours will be dealt with under the school welfare and discipline policies.

Darren Denmead – Relieving Principal

Belinda Henry – Assistant Principal

Kerrie Lloyd – Assistant Principal

Deb Barratt – Relieving Assistant Principal

Kerry Little – Relieving Assistant Principal

Bathurst West P&C Association and other parents

Bathurst West Public School SRC and other students

## School contact information

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