



ANTI-BULLYING GUIDELINES

1. MISSION AND VALUES

St. Philomena's School is committed to high-quality Catholic education in a loving family environment.

Working in partnership with family, parish and community to achieve high levels of learning for all children, our school:

- ***Proclaims** Jesus and lives the Gospel Values
- ***Fosters** the spiritual, academic, emotional, physical and social development of each student.
- ***Implements** a Contemporary Curriculum.
- ***Encourages** children to develop authentic ownership of their learning.

"Live Justly, Lovingly and Faithfully in Christ"

Bullying is behaviour not tolerated by St Philomena's Primary School. St Philomena's takes a particularly strong stance against any type of bullying behaviour and seeks to educate the school community to tolerate, accept, embrace and learn from people of different genders, socio-economic backgrounds and different ethnic and cultural backgrounds. These guidelines are used in conjunction with our Pastoral Care Policy and Behaviour Management Guidelines.

1. Definition

Bullying is not the same thing as "aggression" or "violence," although elements of these may be present when bullying occurs. It is not simply a desire to hurt. Bullying is actual hurtful behaviour directed by individuals or groups against those who are less powerful. It is typically repeated, often enjoyed by the bully or bullies and never justified. It is experienced as oppression.

Bullying can happen anywhere: at school, in sporting teams, between neighbours. Bullying can take on various forms including giving nasty looks, making rude gestures, calling names, physical harm, being rude and impolite, spreading stories and rumours and teasing.

Bullying is not:

One-off acts of...

- aggression
- nastiness
- conflict
- simple social rejection
- assertive behaviour

Bullying behaviour may include:

Regular acts of...

- keeping someone out of a group
- acting in an unpleasant way towards someone
- 'pranking' that goes too far
- harassment or any form of discrimination based on disability, gender, race or religion.

Goals of this Strategy

- To establish a caring and tolerant atmosphere where each member of the school community considers the welfare of others.
- To establish set procedures to deal with incidents involving bullying, for both the perpetrators and the victims.
- To raise the children's awareness of their right to live, learn and be happy at school without fear of emotional, or physical abuse.

2. At St Philomena's We Believe, Value and Acknowledge:

- That each member of the school community is a unique and worthy individual created and loved by God.
- That each member of the school community should show love and respect on the basis of this.
- That each member of the school community is committed to a safe and caring environment where personal growth and positive self-esteem can occur.
- That each member of the school community should feel safe.
- That the responsibility rests with each member of the school community not to take part in bullying.
- That it is the responsibility of each member of the school community, including parents, to inform the school/classroom teachers of any bullying situations of which they are aware.

3. Declaration of Rights & Responsibilities

At St Philomena's everyone has rights and responsibilities.

Rights

To feel safe
To learn to grow
To be respected
To be valued

Responsibilities

To respect yourself
To respect others
To use commonsense
To support others

4. Systems Implemented to Prevent Bullying

Cool Calm Kids & Bullying – A Whole School Approach

St Philomena's uses the Cool Calm Kids (Infants) and Bullying – A Whole School Approach (Primary) anti-bullying programs to combat bullying in the school environment. The programs foster a committed social responsibility within the school community so that effective changes can occur, using a whole school approach.

The programs aim to empower the students and teachers with appropriate strategies that enable them to build safe and

supportive learning environments. As part of the Bullying – A Whole School Approach, Year 4 students survey their peers about bullying and develop maps of bully ‘hot spots’ and report their findings to staff and the school community (see Appendix 3).

As a whole school community St Philomena’s school will respond to and address bullying through:

1. Treating bullying as important and serious.
2. Include material on bullying, tolerance and positive social behaviours in the curriculum.
3. Display appropriate posters around the school, (in corridors, classrooms and around buildings)
4. Provide a safe environment for students, teachers, other staff and visitors, by ensuring that the school’s facilities are in a safe condition and that the school grounds are supervised by staff, before and after school and during recess and lunchtime.
5. Provide a supportive school environment which encourages positive relationships between students, their peers and teachers. The school’s inclusive curriculum policy details the strategies to foster these relationships.
6. Maintain a caring playground environment, which enables students to develop a feeling of trust and consistency with staff. The school student management program provides a consistent approach to settling yard conflict, and an emphasis is placed on encouraging and focusing on children who are playing and interacting appropriately.
7. Implement the Whole School Student Management Guidelines, and provide ongoing support through professional development and collegiate support.
8. Respond to all reports of bullying by students as outlined in the consequences statement of this strategy.
9. Celebrate appropriate behaviour on a consistent basis, in a small group, whole class or individually.
10. Use the Bathurst Diocese Religious Education program.
11. Have classrooms that are inclusive and equitable classroom environments that have an emphasis on personal best rather than competition.
12. Respect for cultural diversity.

5. Steps Taken in the Event of a Bullying Incident

This document is intended to be used in conjunction with the School Pastoral Care policy and Behaviour Management Guidelines as all students need exposure to meaningful and practical programs that help equip them with skills to help address bullying.

Teacher Receiving the First Bullying Complaint shall:

- Relay to the appropriate executive if necessary.
- Interview the bully, the target and bystanders to establish the facts.
- If an act of bullying is verified, counsel students so the bully is aware of the inappropriateness of behaviour it had on the target.
- Ensure that a verbal apology is given to the recipient of bullying by the student who bullied.

- Bully is placed on Level One in the Behaviour Management Guidelines Folder.
- The teacher decides on an appropriate consequence. At the Principal's discretion, parents may be informed.

When the second bullying incident by the same person takes place, the executive shall:

- Notify the parents with a letter or phone call.
- Take steps appropriate to the Behaviour Management Guidelines.

When the bullying cycle is repeated a third time, the executive shall:

- Organise an interview with the 'bully', executive and his/her parents.
- Discuss the issue and make all persons aware of the consequences of the bully's actions.
- If required collaborate with CEDB, create and implement an Individual Behaviour Management Plan.
- Recommend counselling through Centacare.

Ongoing disregard for the Bullying Guidelines may lead to:

- Internal or external suspension of the student.
- Termination of the student enrolment.

6. Steps children should take when the bullying is occurring:

When the bullying is happening and children feel they cannot do anything to stop it they should follow these steps:

1. **Stay calm and try not to act upset or angry.** This is probably what the person bullying wants you to do.
2. **Be firm and look them in the eye** and warn the bully with a hand and the statement "do not bully me please" "Stop it I don't like it.", "That's rude" or "That's mean"
3. **Calmly remove yourself from the situation.** Try to ignore the bullying by turning and walking away calmly.
4. **Don't fight back.** If you fight back you could make the situation worse, get hurt, or be blamed for starting the trouble.
5. **If the bullying persists for a third time report the incident to a teacher.**

7. Strategies for teachers to deal with bullying

- Listen to the complaints and act upon them, empathy for the target is vital.
- Avoid labelling students.
- Focus on what you want when there is no bullying - move behaviour towards tolerance and acceptance, model this behaviour.
- Encourage students to be active bystanders, to tell about bullying and to support the target.
- Hold an open discussion about bullying in the classroom, teach assertive skills.
- Provide feedback to all students involved in bullying incidents so that they are aware of the consequences that have been implemented.

8. Strategies for parents to deal with bullying

- Stay calm and accept that all of us have the capacity to be involved in either the giving or receiving end of bullying.
- Listen calmly, note specifically what your child is saying.
- Let the school know what is happening.
- If your child is the victim, let them know that it is not their fault.
- Try not to model bullying behaviour at home.

This anti-bullying policy will be reviewed as per the school review cycle. This should involve, where practicable, surveying of staff & parents, as well as the bullying audit surveys completed by students.

9. Anti-Cyber Bullying Strategy

Rationale

Young students have embraced the use of information and communication technologies to maintain contact with friends and make new ones. They send e-mails, create their own websites, post intimate personal news in blogs (online interactive diaries), send text messages and images via cell phones, message each other through IMs (instant messages), chat in chat rooms, post to discussion boards, and seek out new friends in community sites.

While most interactions are positive, there are increasing reports of these technologies being used to harass and intimidate others. This has become known as cyberbullying.

Definition

Cyberbullying is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another child, pre-teen, teen or adult using the Internet, interactive and digital technologies or mobile phones.

Staff at St Philomena's Primary School have the responsibility to ensure that:

- All forms of cyberbullying are prohibited at St Philomena's Primary School.

- Students are aware of the consequences of cyberbullying (see Behaviour Management Guidelines)
- A code of conduct is in use for technology (see appendix)
- All cases of cyberbullying are reported to the Assistant Principal or Principal and are responded to promptly.
- There is supervision of technology that is effective for monitoring and deterring cyberbullying.

Students at St Philomena's Primary School have a responsibility to ensure that they:

- Hand in mobile phones to the office before school and collect them at the end of the day.
- Do not participate in cyberbullying.
- Do not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the school curriculum program.
- Do not breach the privacy of students, staff and members of the school community, through any unauthorised recording or filming.
- Do not disseminate inappropriate information through digital media or other means.
- Report incidents of cyberbullying to a member of staff.

Policy

St Philomena's Primary School is committed to developing a safe environment where the students act respectfully and positively towards each other in acceptable and non-threatening ways.

How students can protect themselves from cyberbullies

- Do not give anyone access to your passwords or provide people you don't trust with your phone number.
- Be careful which websites you post personal information on.
- Do not open emails or read text messages from unidentified names or phone numbers.

What students are to do if they feel they are a victim of cyberbullying:

- Do NOT respond
- Tell your parents / responsible adult ie. teacher / Assistant Principal / Principal right away
- First and foremost, save original evidence (e-mails, instant messages, etc) with dates and times.

10. Computer Use: Code of Conduct for Children & Staff

New technologies are shifting the ways that information may be accessed, communicated, and transferred. These changes may also alter instruction and student learning. St. Philomena's offers students and staff access to the Internet and computer service networks such as electronic mail and the Internet.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom or work environment. However, on a global network, it is impossible to

control all materials. Ultimately, parents, guardians of minors and school administration are responsible for setting and conveying standards that students and staff should follow when using media and information sources.

Rules and Codes of Ethics for School Computer Users

- Internet access is provided to conduct research and communicate with others in relation to school work/business.
- Access to network services is given to users who agree to act in a considerate and responsible manner.
- Access is a privilege, not a right.

Therefore, based upon the acceptable use guidelines outlined in this document, the school administrators will deem what is inappropriate use; all decisions are final. The school administrators may deny, revoke, or suspend specific user access at any time.

Individual users are responsible for their use of the network. School guidelines are as follows:

- Users must sign in, with their username and password, each time they use the network; student users must be supervised when accessing the Internet. Use of others' log-in information or accessing other user's work products is prohibited, even with that individual's permission.
- Users will use computer resources for educational and/or school business purposes only. No personal computer equipment may be used in conjunction with the network. Personal computer equipment includes, but is not limited to, portable hard drives and laptops.
- Transmission of any material in violation of Government or State regulations including copyrighted, threatening, or obscene material is prohibited.
- Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.
- Electronic accounts and work products are not guaranteed to be private. CEDB administrators have access to all accounts and work products, including email accounts, and may access this information without notice at any time.
- Any attempt to alter, harm, or destroy data, software, and/or hardware; including connections like data lines and power cords, will not be tolerated. Any questionable action will result in the suspension of user privileges and possible disciplinary and/or legal action.



- Users are required to immediately report misuse/abuse to the network to school administration and/or the school Principal. By not reporting abuse they are aware of, users may be considered an accomplice to the abuse and will be subject to discipline as such. Discipline may include, but not be limited to, student expulsion or staff dismissal.

The user is also expected to abide by the following rules of etiquette:

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Transmission of obscene material is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal your or other users' personal addresses or telephone numbers.
- Do not communicate any credit card numbers, bank account numbers, or any other financial information.
- Do not use the network in such a way that would disrupt the use of the network by others.

Appendix

Bully Busters Cycle of Units

Infants Units
Primary Units



Posters for classroom display

St Philomena's Anti-Bullying Policy

Tips for Taking the Sting out of Teasing & Helping a bullied friend

Child Survey

Bullying Survey

Synopsis of visiting school Performances

Bully No More

Return of the Bully

The Bully is Back

Jo Solo

The Cyber Bully

St Philomena's Anti-Bullying Guidelines

Bullying is not:

one-off acts of...

- **aggression**
- **nastiness**
- **conflict**
- **simple social rejection**

St. Philomena's School



Anti-Bullying

- assertive behaviour

Bullying behaviour may include:

regular acts of...

- keeping someone out of a group
- acting in an unpleasant way near someone
- 'mucking about' that goes too far
- harassment or any form of discrimination based on disability, gender, race or religion.

Steps to take when bullying occurs

- 1. Stay calm and try not to act upset or angry.
This is probably what the person bullying wants you to do.**
- 2. Be firm and look them in the eye and warn the bully with a hand and the statement “do not bully me please.”**
- 3. Calmly remove yourself from the situation. Try to ignore the bullying by turning and walking away calmly.**
- 4. Don't fight back. If you fight back you could make the situation worse, get hurt, or be blamed for starting the trouble.**
- 5. Tell a teacher what has been happening.**

Tips for Taking the Sting out of Teasing

Be cool

Stand up straight, speak clearly and look confident even if you aren't. Make the person teasing think they are not bothering you and they are wasting their time trying to tease you.

Stay calm & nice

Be in control and don't get nasty. If you are nasty to them you will be doing what they are doing and this will only make matters worse. By being nice, you are not responding the way they want you to and this may make them think twice about saying anything back.

Don't say too much

Keep your words brief.

Speak & Move On

Say your piece then walk away. The person teasing you will want to have the last word. Don't allow this. Move away and ignore any other comments.

Know when to walk away

If you find you are getting upset or scared then it is better to say nothing and simply walk away when someone teases

you. This way the person will not see any reaction from you and you can get help from someone in your support group.

Helping a bullied friend

Don't ignore bullying. You can help. Don't let the students who bully get away with thinking that no one will do anything. Here are a few things you can do:

- Don't rush over and take them on - it might not be safe and you don't want other people to think you are a bully.
- Let a teacher or other adult know what's happening.
- Try to be a friend to the person being bullied.
- Refuse to join in.
- Try to be friendly to the bully, but even if you can't be friends, being kind can sometimes help the bully stop bullying.

Sometimes you can't sort it out yourself. Ask an adult for help.

Bullying Audit Survey

Name..... **Grade**.....

St Philomena's Primary School wants to provide a safe and happy school environment for all of its students. We know that sometimes some of our students are not happy at school because they are bullied.

Your teacher would have spoken to the class about bullying. You should be aware of what bullying is.

The school thinks that it is important to help both the children who are being bullied and those children who are responsible for the bullying. To help us we would like you to answer the following questions. Your teachers will be the only ones to see this form.

1. **Have you been bullied this year?** YES NO

2. **Have you been bullied ?** REGULARLY NOT VERY OFTEN LOTS

3. If you have been bullied by the same person more than once, could you write down their names.

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4. Where have you been bullied in our school? (Circle your answers)

In your classroom

At assembly

In the toilets

In the playground

On the way to and from school.

Other _____

5. If you have been bullied have you tried to do something about it?

6. Is there anything else you would like to say to your teachers about bullying in our school?