



Education &  
Communities

# Anti-bullying Plan

Ambarvale 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 and Communities.

This plan has been updated and developed in consultation with staff, students and the community. Each stakeholder has had an opportunity to contribute to the plan and ensure that it is both thorough and relevant to Ambarvale Public School.

## Statement of purpose

Ambarvale Public School is an inclusive environment, where diversity is celebrated and individual differences are respected. Bullying is not tolerated in NSW government schools and is not acceptable in any form. Bullying is taken seriously at Ambarvale Public School. Students have the right to expect that they will spend the school day free from the fear of bullying, harassment and anti-social behaviour in a secure, ordered and supportive environment.

Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying.

## Protection

Ambarvale Public School's plan supports a protection, prevention and early intervention approach in relation to student bullying. It recognises that the best outcomes are achieved by school communities working together to help prevent bullying from occurring, acting early to prevent bullying and responding in a timely and appropriate way to bullying incidents if they occur. Appropriate support is provided to the victim/s of bullying and the perpetrators of bullying. Consequences at the school level will apply when instances of bullying are determined.

### Protection strategies include:

- providing curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.
- providing programs that promote resilience, social skills, assertiveness, conflict resolution and problem solving as part of the Personal Development key learning area.
- developing a clear outline of individual and shared responsibilities of students, parents, caregivers and staff for preventing and responding to bullying behaviour.
- maintaining a positive climate of respectful relationships where bullying is less likely to occur.
- reminding students that:
  - they have the right to come to school and feel happy, safe and confident in their learning and play.
  - no one has the right to make them or another person feel upset, unsafe, uncomfortable or worried.
  - if someone is making them feel upset, unsafe, uncomfortable or worried, then they must tell someone about it.
  - reporting bullying is not "dobbing"; it is asserting their right to feel safe and happy while at school, while travelling to and from school and when using the internet.

## Prevention

- informing all members of the community, annually in written and verbal communication, about the school's expectations in relation to student behaviour and anti-bullying.
- sharing the Anti-bullying Plan with all members of the community throughout the year.
- maintaining consistent school rules which are fair, clear and explicit. Regularly clarifying these rules through ongoing reminders and PBL lessons.
- teaching students strategies to employ if they find themselves as bystanders or observers when bullying occurs.
- modelling positive, respectful relationships and ways of resolving conflict, e.g. working co-operatively within the classroom/playground.
- providing recognition and rewards for positive achievements and behaviour through a merit award system and the positive behaviour for learning structures.
- implementing a strategy to support students to deal with a problem with other peers at school. The '3 Step Plan' and '2 Step Plan' will be taught explicitly throughout each year to students. These strategies include:

### 3 Step Plan

Step 1: Say "Stop, I don't like it."  
Step 2: Ignore and move away  
Step 3: Report to a teacher

### 2 Step Plan (If someone physically hurts you)

***It is not OK to retaliate.***  
Step 1: Say "Stop!"  
Step 2: Report to a teacher

- supporting the development of appropriate social skills through explicit social skills lessons. Throughout the year, a series of anti-bullying lessons will be implemented.
- PBL committee and executive staff regularly review negative behaviours to determine if support or additional resources are needed to promote positive behaviour.

- empowering the whole school community to recognise and respond appropriately to bullying and harassment.

## Early Intervention

- identifying students at enrolment (check of student records/contact with previous school) who have experienced bullying or engaged in bullying behaviour.
- regularly monitoring students who are identified as having experienced bullying or engaged in bullying behaviour. If indicators of concerns arise, additional support/intervention will be applied at the earliest opportunity. Strategies may include: contact with parent/carer; counsellor intervention; providing support person for student; check-in opportunities with supervisor; alerting classroom teacher and/or learning support team.
- Working collaboratively with teachers, executive staff and the school counsellor to implement strategies to support students experiencing and/or engaged in bullying.

## Reporting Bullying Procedures:

### Individual reporting procedures (students):

Bullying behaviour must be reported. It may be reported in the following ways:

- Students should report the incident of bullying to any member of staff as soon as possible after it has occurred. This may be reported to their classroom teacher, school counsellor, Assistant Principal or Principal.
- Parents/Carers should contact the school to report the incident to their child's classroom teacher, executive or Principal.
- Bystanders or witnesses should report any known bullying behaviour to any member of staff.
- Staff should report concerning bullying behaviour to the executive/Principal.

### **Individual reporting procedures (staff/parents/carers):**

Bullying behaviour reported to have occurred by staff or by parents/carers should be reported to the Principal. The Principal will take action in response to the alleged bullying, adhering to DEC policies and obligations under the Work, Health and Safety Act (2011). In determining the action to take, the Principal may seek advice or assistance from one or more of the following directorates or personnel: The Employee, Performance and Conduct Unit (EPAC), School Safety and Security Unit, Legal Services, the regional Injury Management Advisor, the regional Occupation and Safety Advisor, School Education Director and/or Student Welfare Consultant.

### **School's reporting procedures:**

It is important to note that Principals must report such incidents that involve assaults, threats, weapons, illegal drugs and criminal activity to the School Safety and Response Unit. Principals are required to report inappropriate behaviour that includes: possession/use of weapons, fights or threats, reports of serious cyberbullying, or threats made over other telecommunication devices. Where the behaviour exists out of school hours and is deemed as possibly having a harmful effect on staff and students, the principal must notify police and take appropriate disciplinary action, including notifying the School Safety and Response Directorate.

### **Response**

One-off bullying incidents are managed by all staff as per school procedures, outlined in Student Welfare Policy under 'Consequences for Negative Behaviours' section.

### **School Anti-bullying Plan – NSW Department of Education and Communities**

All reported incidents of bullying are recorded on the school's computer data base (EBS4).

Executive staff and the PBL team monitor all student behaviour by regularly reviewing data on EBS4. Students who are the victim or perpetrator of bullying, are identified, supported and monitored. Following ongoing monitoring, if these inappropriate bullying behaviours are repeated, whether they are verbal, physical, social or psychological or online, then additional strategies come into action.

The school's process for responding to reports of bullying is as follows:

1. Once an issue related to bullying has been identified, each alleged bully, victim and witness will be spoken with, and all **incidents or allegations of bullying** will be fully investigated and documented.

#### Once bullying has been determined:

2. The bully/bullies and victims will be offered support and counselling.

3. Classroom teacher, in collaboration with supervisor and parent/carer (where possible), will determine additional support strategies to be implemented. This may involve recommending to parents/carers that additional support from appropriate external agencies would be of benefit.

4. Strategies to be implemented are to be communicated to all relevant personnel, including the student/s.

5. Follow-up with bullies and victims will occur. Daily follow-up should initially be carried out, and then tapered off as positive results are deemed sufficiently evident. This should involve staff questioning the bully/bullies individually on how they have followed through with agreed actions to help the victim and stop bullying behaviours. The victim will also be questioned on how they are progressing, whether or not there have been any further negative incidents or if any further support is required.

6. Parents/Carers will be updated on the progress of their child and the success of actions undertaken.

7. If student bullying persists, consequences will be implemented, consistent with the school's Student Welfare and Discipline Policy under the 'Consequence for Negative Behaviours' section. Ongoing counselling and support from the school will continue. At this stage, support from appropriate external agencies for both the bully and victim should continue if in place, or again be recommended if deemed appropriate.

*Note: If reports of bullying also demonstrate that a child or young person is at risk of significant harm, staff will follow mandatory reporting guidelines and contact the child wellbeing unit or Family and Community Services where required.*

## Communicating Anti-bullying Plan and Procedures

The Anti-bullying Plan will be made available to the wider school community through the school website. It is important that at least once each year, the whole school community is reminded of the school's Anti-bullying Plan. This will be done through the school's fortnightly newsletter. It is important to re-emphasise at this time the

definition of bullying and that students are expected to report if they are being bullied.

Professional learning regarding these procedures will be offered to new staff, or if there are any significant changes to the procedures. Surveys may be completed to evaluate the effectiveness of the anti-bullying plan. The Anti-bullying Plan will be reviewed with the community every three years through the P&C.

## Additional Information

Any complaints about the handling of bullying by the school and executive staff will be handled in accordance with the *school Community and Consumer Complaint Procedure (2017)*.

### Additional Contacts:

*Police Youth Liaison Officer and School Liaison Police Officer*

*Campbelltown Police Station      02 4620 1199*

*Kids Helpline 1800 55 1800*

## Principal's comment

Ambarvale Public School does not tolerate bullying behaviours. We will continue to work with staff, students and the wider community to ensure that all aspects of this Anti-bullying Plan are implemented and that the correct processes are followed. We encourage our parent community to work closely with their children to promote resilience and ensure appropriate responses to any potential incidents of bullying in accordance with this Anti-bullying Plan.

## School contact information

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