

# **Bullying & Cyber Bullying Prevention**

## **POLICY**

### **PURPOSE**

Coburg North Primary School (CNPS) is committed to providing a safe and respectful learning environment where bullying and cyber 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 CNPS community
- make clear that no form of bullying including cyber bullying at CNPS will not be tolerated
- outline the strategies and programs in place at CNPS 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/staff 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 CNPS.

When responding to bullying or cyber bullying behaviour, CNPS aims to:

- be proportionate, consistent and responsive
- find a constructive solution for everyone
- stop the bullying or cyber bullying from happening again
- restore the relationships through [restorative justice](#) practices with the students/staff involved.

CNPS acknowledges that school staff have a duty of care to students/staff to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying (including cyber bullying) behaviour.

### **SCOPE**

This policy addresses how CNPS aims to prevent, address and respond to bullying (including cyber bullying) behaviour. CNPS recognises that there are many other types of inappropriate 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 Wellbeing and Engagement Policy.

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

## **POLICY 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 as soon as possible and our school will follow the Student Wellbeing and Engagement 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, aggression 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. CNPS will use its Student Wellbeing and Engagement 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 Inclusion and Diversity Policy. Harassment of any kind will not be tolerated at CNPS and may have serious consequences for students engaging in this behaviour. CNPS will use its Student Wellbeing and Engagement 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.

## **BULLYING & CYBER BULLYING PREVENTION**

CNPS 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 and cyber bullying prevention at CNPS 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 are adopting a School Wide Positive Behaviour framework that has been developed from evidence and data, demonstrating the most effective ways to prevent and respond to problem behaviour at school.
- We have a positive school environment that provides safety, security and support for students/staff 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 will incorporate classroom management strategies that discourage bullying and promote positive behaviour.
- A range of year level activities and programs are planned for each year to raise awareness about bullying and cyber bullying and its impacts. These programs encourage positive relationships between students in different year levels. We seek to empower students/staff to be confident communicators and to resolve conflict in a non-aggressive and constructive way.
- We seek to identify any areas of the school building and grounds that may require additional supervision or conditions of use, to reduce risk of bullying.

- 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.
- The school recognises and celebrates diversity within the school community to promote inclusion of all students/staff.

For further information about our engagement and wellbeing initiatives, please see our *Student Wellbeing and Engagement* policy.

## **INCIDENT RESPONSE**

### Reporting concerns to Coburg North Primary School

Bullying and cyber bullying complaints will be taken seriously and responded to sensitively at our school.

Students who may be experiencing bullying/cyber bullying behaviour, or students who have witnessed bullying/cyber 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 CNPS are timely and appropriate in the circumstances.

Parents must report their concerns to CNPS staff and allow them to respond to the issue. At no stage should parents talk to other students or parents regarding inappropriate behaviour. Parents, guardians or carers who may develop concerns that their child is involved in or has witnessed bullying/cyber bullying behaviour at CNPS should contact the school directly by phone on 03 9354 1660 or by email at [coburg.north.ps@edumail.vic.gov.au](mailto:coburg.north.ps@edumail.vic.gov.au). These messages will be directed to the relevant staff member.

In the playground we encourage students to speak to the yard duty teacher. However, under any circumstances, students are welcome to discuss their concerns with any trusted member of staff including teachers and the Student Wellbeing Team. Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students, staff and/or parents, guardians and carers reporting concerning behaviour as soon as possible, so that the responses implemented by CNPS are timely and appropriate in the circumstances.

### Investigations

When notified of alleged bullying or cyber bullying behaviour, school staff are required to:

1. record the details of the allegations as a Compass chronical; and
2. inform the class teacher and the relevant representative of the student wellbeing team.

The Student Wellbeing Team is responsible for investigating allegations of bullying or cyber bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying or cyber bullying, the staff member will take action which will include:

- 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/guardian/carer of the students involved
- speak to the teachers of the students involved
- take detailed notes of all discussions for future reference

The staff member may also take action which could include:

- obtain and record statements from all or any of the above
- refer students to the Welfare Officer.

All communications with the Student Wellbeing Team in the course of investigating an allegation of bullying or cyber 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 or cyber bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying or cyber 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 the Student Wellbeing Team has sufficient information to understand the circumstances of the alleged bullying or cyber bullying and the students/staff involved, a number of strategies may be implemented to address the behaviour and support affected students/staff in consultation with the teachers, SSS (School Support Services), Assistant Principal, Principal, Department of Education and Training specialist staff.

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, CNPS 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
- whether the student or students/s engaging in bullying behaviour has/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.

The Student Wellbeing 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 external providers.
- Offer counselling support to the students engaging in bullying behaviour, including referral to SSS or external providers.

- Offer counselling support to affected students, including witnesses and/or friends of the target student, including referral including referral to SSS or external providers.
- 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 a resolution for 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.
- 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.
- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare an Individual Management Plan restricting contact between target student and the student/s engaging in bullying behaviour.
- 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.
- 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.

The Student Wellbeing Team is responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

CNPS understands the importance of monitoring and following up on the progress of students/staff who have been involved in or affected by bullying or cyber bullying behaviour. Where appropriate, school staff will also endeavour to provide parents/guardians/carers with updates on the management of bullying or cyber bullying incidents.

#### **FURTHER INFORMATION AND RESOURCES**

This policy should be read in conjunction with the following school policies:

- Student Wellbeing and Engagement Policy
- Digital Technologies 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](#)

- [Student Wellbeing Hub](#)
- [Office of the eSafety Commissioner](#)
- [Australian Student Wellbeing Framework](#)
- [Lifeline](#)
- [Bullying. No way!](#)
- [Restorative Justice practices](#)

## **EVALUATION**

This policy will be reviewed on an annual basis, or earlier as required, following analysis of school data (by the Student Wellbeing Team) on reported incidents of, and responses to bullying and cyber bullying to ensure that the policy remains up to date, practical and effective.

Data will be collected through:

- discussion and consultation with students and parent/carers
- regular student bullying surveys
- regular staff surveys
- assessment of other school-based data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented.

Proposed amendments to this policy will be discussed with staff, school council and the well-being team.

## **REVIEW CYCLE**

This policy was ratified by School Council August 2019 and is scheduled for review in June 2020.