



Education &  
Communities

# Anti-bullying Plan

Normanhurst Public School

Revised 2017





# 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

## 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.

The school community, including staff, the parent community and students provided input into the development of this plan through Tell Them From Me surveys and consultation regarding the Positive Behaviour for Learning (PBL) program. The draft policy was presented to all stakeholder groups for input and consultation.

### Statement of purpose

At Normanhurst Public School we believe that all students have the right to learn in an environment where they feel safe and secure, physically and emotionally. We believe that all members of the school community have a responsibility to model and reinforce the high standards of behaviour expected of students and that these reflect the values of the community. At Normanhurst Public School our approach to student wellbeing is centred on the PBL program.

### Protection

Students, staff, parents, carers and members of the wider school community have the right to feel safe and respected. All members of the school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying (physical, verbal, cyber,

social, psychological). We believe that a positive school climate of respectful relationships, that fosters student connection with both the school and the wider community, reduces the likelihood of bullying occurring. Any inappropriate behaviour that interferes with the wellbeing of the school community will not be accepted.

It is important that the school and its community have a clear understanding as to what constitutes bullying. Conflict, social difficulties or single incidents are not defined as bullying.

### Prevention

The school community has a responsibility to address the underlying causes of bullying relating to school organisational issues, teaching and learning issues and relationship issues. Preventative strategies implemented by the school community will include:

- promotion of the school's Anti-Bullying Plan
- explicit teaching of expectations through the PBL program
- cyberbullying module and instruction on safe and appropriate use of technology within school technology lessons
- regular activities and sessions that address positive behaviours, such as Brainstorm Productions, cyberbullying talks with the Police Youth Liaison Officer, Harmony Days and PDHPE lessons
- Peer Support Program across K-6, strengthening relationships between students across the school
- promotion of productive and respectful relationships between all members of the school community
- active supervision of students at all times in all school settings

### Staff Responsibilities:

1. Model appropriate behaviour at all times
2. Implement the PBL program including monitoring and tracking students as per PBL procedures

3. Communicate any bullying behaviour to the stage supervisor / Principal and parents as required

**Parent/ Carer Responsibilities:**

1. Model appropriate behaviour at all times
2. Be aware of and support the school's Anti-Bullying Plan and PBL program
3. Encourage their child to adopt learnt strategies to deal with bullying and promote positive social skills
4. Monitor their child's use of social media where it affects school life

**Student Responsibilities:**

1. Behave in accordance with the school values at all times
2. Inform a staff member if they are being bullied or they see someone being bullied
3. Attempt to learn strategies to deal with bullying incidents in line with school programs

## Early Intervention

If a student is identified as being at risk of developing long-term difficulties with social relationships, or has been identified as having previously experienced bullying or engaged in bullying behaviour, strategies to support them may include:

- Referral to LST or School Psychologist
- Social support strategies (e.g. social stories, extra-curricular activities)
- Behavioural / cognitive assessment
- Individual behaviour plans and strategies

## Response

**Staff Response:**

All staff members are committed to a common response to bullying. Immediate intervention is crucial and clear procedures are to be followed when a case of bullying is identified.

Teachers have a responsibility to address incidents of bullying in a timely manner as appropriate to the circumstances. Classrooms are to be positive, safe and supportive environments where negative behaviour is recognised and dealt with. The executive will provide support to teachers so that they are able to maintain a safe classroom environment.

**Staff will:**

- Watch for signs of distress, isolation and suspected incidents of bullying
- Follow the school PBL procedures and discipline plan for addressing incidents
- Recognise bullying behaviours as per definition detailed in this policy
- Educate students as to recognising and responding to bullying incidents
- Discuss student wellbeing concerns in stage and staff meetings as appropriate

**Student Response:**

The students will participate in a range of programs centred on anti-bullying. Students will:

- Recognise bullying as per definition detailed in this policy
- Report incidences of bullying to a staff member – for both students who have been bullied and students who have witnessed bullying

### **Parent / Carer Response:**

Through the publication of this policy through the P & C and school website, parents / carers will be informed about procedures for addressing incidents of bullying.

Parents will:

- Recognise bullying behaviours as per definition in this policy
- Take a pro-active approach and talk with children if they suspect they are victims of bullying
- Approach the child's teacher to discuss concerns
- Model and be responsible for encouraging anti-bullying behaviours

### **Procedures for dealing with reported bullying incidences:**

Incidents involving assaults, serious threats, intimidation or harassment will be reported to police in accordance with Department of Education Incident and Reporting Policy.

All substantiated instances of bullying behaviour will be treated in accordance with the school's Discipline Plan and all relevant NSW Department of Education policies and procedures. Staff members are to report concerns of child wellbeing to the Principal. The Principal will assess the situation and a decision will be made on the appropriate action to be taken.

Counselling and support will be offered to all concerned parties and ongoing monitoring of students will be observed in line with the PBL program.

Parents will be informed of the allegations as appropriate.

The school implements the Department of Education School Community and Consumer Complaint Procedure. The Principal will deal with formal complaints by following the procedures outlined in the policy.

Through the PBL program, patterns of bullying behaviour will be identified and addressed.

The Anti-Bullying Plan will be distributed to all staff members and the P & C Association. The Plan will be placed on the school website and parents informed of its location in the school newsletter.

The Anti-Bullying Plan will be examined annually for effectiveness. Data collected through the PBL program will be analysed, discussed with staff and presented at a P & C meeting as appropriate at regular intervals. The executive will assess the data collected and make recommendations to the school community on future improvements. The Anti-Bullying Plan will be formally reviewed every three years.

### **Additional Information**

The Police Youth Liaison Officer can be contacted at Hornsby Police Station.

Kids Helpline: 1800 331 859

### **Principal's comment**

This Anti-Bullying Plan aligns with the guidelines determined by the Department of Education. It has been developed in consultation with staff and community members. It is one part of Normanhurst Public School's overall approach to student wellbeing which has an overriding philosophy of promoting positive interpersonal relationships.

This plan was developed in 2017 by:

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### **School contact information**

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