Policy statement against bullying:
Schools are responsible for providing a safe and supportive learning environment where all students can participate equally without discrimination or fear (4.0.1, 5.0.2). The school recognises that bullying occurs and that it needs to be dealt with swiftly and with due thoughtful procedural fairness (6.2.1). The school needs to build a strong supportive culture so that bullying and anti social behaviour is not acceptable under any circumstances (5.01.).

The school encourages effective communication strategies whilst working together to change inappropriate bullying behaviours (5.0.4).

Affects of bullying:
Bullying:
- Devalues, isolates and frightens
- Affects an individuals ability to achieve
- Has long term effects on those engaging in bullying behaviour, those who are the subjects of bullying behaviour and the on lookers or by standers (5.0.3).

What is bullying:
Bullying:
- can be defined as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure (5.1.1).
- involves the abuse of power in relationships. Bullying can involve all forms of harassment (including sex, race, disability, homosexuality or transgender), humiliation, domination and intimidation of others (5.1.2).

Bullying behaviours 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 (5.1.3).

Statement of Purpose:
Students attend school to participate in quality education that will help them to become self directed, lifelong learners who can create a positive future for themselves and the wider community (5.2.1). Inappropriate behaviour that prevents teaching and learning at the school and interferes with the well being of students will not be accepted (5.2.2).

Nowra East Public School aims to eliminate bullying of any person at the school by developing a school environment, which promotes tolerance and respect, and accepts differences in others. It is the responsibility of students, staff, families and the community to contribute to the development of a happy, safe school based policy on the principle that NOBODY WANTS BULLYING.
It is important for staff, students, parents/caregivers and community to be aware that we have a shared responsibility in managing bullying at our school (5.2.3). Students, teachers, caregivers and members of the wider school community can expect:

- that students will be safe at school, free from fear of bullying, harassment and intimidation
- to be involved in the collaborative development of the school Anti-bullying Plan
- to know what is expected of them and others in relation to the Anti-bullying Plan
- all students will be provided with appropriate support when bullying occurs (5.2.4)

Students, teachers, caregivers and members of the wider school community have a responsibility to:

- promote positive relationships that respect and accept individual differences and diversity within the whole school community
- contribute to the development of the Anti-bullying Plan and support it through words and actions
- actively work together to resolve incidents of bullying behaviour when they occur (5.2.5)

Students can expect that:

- their concerns will be responded to by school staff
- be provided with appropriate support
- they will take part in learning experiences relating to issues relative to bullying and harassment as listed in the PDH/PE syllabus and other KLAs (5.2.7)

Staff need to be treated with dignity and respect and in return staff treat parents/caregivers, colleagues and students in the same manner.

**Responsible**

**Students have a responsibility to:**

- behave appropriately, respecting individual differences and diversity
- follow the school Anti-bullying Plan
- respond to incidents of bullying according to their school Anti-bullying Plan

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

- support their children in all aspects of their learning
- 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 to bullying consistent with the school Anti-bullying Plan
- support all students of the school to deal effectively with bullying through the strategies of the Anti-bullying Plan (5.2.9, 6.2.5)

**Nowra East Public School has a responsibility to:**

- develop an Anti-bullying Plan through consultation with stakeholders to identify unacceptable behaviours and strategies to deal with those behaviours at school
- monitor and maintain accurate records
- inform stakeholders of the School Discipline Code and the Anti-bullying Plan
- provide students with strategies to respond positively to bullying behaviour including responsibilities of by-standers
- provide stakeholders with information on appropriate behaviour strategies that promote appropriate behaviour and consequences for inappropriate behaviour
• communicate to whole school community that they have an important role in resolving incidents of bullying behaviour involving their children
• follow up complaints of bullying, harassment and intimidation (5.2.10, 6.2.2)

Nowra East Public School Teachers have a responsibility to:
• Respect and support students in all aspects of their learning
• Model appropriate behaviour
• Respond in an appropriate and timely manner to incidents of bullying according to the school Anti-bullying Plan (5.2.11)

Whole School Strategies (6.1.1, 6.1.2, 6.1.3):
Each group within the school community has a specific role in preventing and dealing with bullying (5.2.6). Focus on behaviour change through whole-school involvement by, reporting, education, intervention, community involvement and peer mediation. This partnership is central to success of the partnership (4.0.5).
Strategies to support change include:
• Survey - staff, students and parents/caregivers
• Identifying issues from the survey, using a school map identify areas that students and staff consider areas where and when bullying may occur
• The well being, safety and health of students inform school policies, programs and practices (4.0.4)
• Inform the school community of Anti-bullying procedures via the school newsletter. Information regarding Departmental appeal procedures will also be outlined (6.2.6)
• Regular reinforcement of school rules and policy regarding bullying at the school assembly
• Staff training and development (6.2.6)
• Teaching and learning will occur in context of Student Welfare (4.0.3)
• Developing by-stander skills - “Don’t be a bully by-stander” (6.2.6)
• Peer mediation
• Whole school anti-bullying activities
• Strategies will be reinforced constantly through school practices that promote respectful relationships
• Encourage a climate of “It’s OK to tell” rather than “Don’t dob”
• All stakeholders will be provided with clear procedures to intervene, access support and report incidents of bullying (5.0.5, 6.2.6)
• Record bullying incidents on RISC
• Parent awareness workshop which could include strategies for assisting their child/children eg. Burnside information sheets (5.0.6)

Strategies to empower the school community will be promoted through explicit teaching of strategies to students, support for parents/caregivers via the school newsletter, and information sessions. These strategies are designed to eliminate bullying behaviour through education.

Whole school anti bullying activities have been developed to teach strategies to identify bullying behaviours, develop strategies to prevent bullying and understand how to access support. All lessons are stage appropriate and do cross curriculum areas.

For students who continue to display bullying behaviours more intensive instruction will be offered individual/small group instruction with a specialist teacher.
Procedure and Process:
Continual review of the whole school Anti bullying Policy will include:
- Collating staff, student and parent/caregiver surveys
- Procedural documentations on RISC
- Parent feedback (complaints or phone calls) will be recorded on RISC
- Students displaying bullying behaviours, victims of bullying or those identified as "at risk" of being bullied to be referred to the PBS Team.

Management of Bullying Incidents:
Strategies to prevent bullying are outlined in eh following steps. The steps support the school’s Disciplinary Policy (5.0.5, 6.2.3).

Step 1:
Incident reported to teacher - this may be directly reported to the teacher, and recorded on RISC as a bullying incident or parents/caregivers raising concerns.

Step 2:
Interview the victim of the bullying/students involved in the incident in a non threatening manner.

Provide support for the victim. Offer strategies outlining the correct action to take if bullying reoccurs. Strategies include telling someone, walking away, standing tall etc.

Step 3:
If necessary, the name of the bully/bullies victim/victims will be recorded on RISC. It is important to follow the guidelines of what constitutes bullying. If it is a warranted immediate suspension could occur, or in school isolation based on the OH&S guidelines.

Step 4:
As a representative measure when a student’s name is place don RISC as a bullying incident, the student will participate in a discussion peer group to identify that their behaviour is an act of bullying. Strategies are offered in an attempt to change the behaviour. Further, strategies that raise awareness about how their behaviours impact on others as it is important that everyone is safe in the school environment.

Teachers will model positive practices and activities that promote respect, empathy and develop confidence and assertiveness.

Students, whose names appear on RISC as bullying, will have their parents/caregivers notified in writing of the incident.

Step 5:
A student whose name reappears on RISC for the second time (for bullying) will have a letter sent home requesting a parent interview. During the interview parents/caregivers will be actively encouraged to work in collaboration with school staff to support behavioural changes. The student and their parent/caregiver will be advised if a third incident is recorded in the Bully Register this may lead to a suspension (this will be determined by the principal).

Students who re-offend will be referred to the PBS Team to develop strategies to prevent further incidents of bullying. Should the incident occur in the playground and be placed in the R&R or Pink room (6.2.4).
Step 6:
For a third incident reported on RISC another notification will be sent to the parents/caregivers. Parents may be informed that a suspension is to be imposed - the principal will determine if a suspension will occur and the length of a suspension. On return to school the student, the parent and an executive teacher will conduct a resolution meeting. At this meeting follow up procedure will be established. The victim can be present at this meeting so that they are reassured that the bullying behaviour won’t continue.

It is necessary to design individual programs to meet the needs of these students both bullies and victims. Programs can be formulated with the assistance of parents, Learning Support Teams and counsellors.

Evaluation:
Entries will be checked in the R&R records, RISC bully register and anecdotal records.

Repeat surveys using a modified format to ensure formative results are collected. During the first year of implementation, assessment/formative data collection will occur every ten weeks (5.0.5).

General Staff Welfare Policy
Everyone in the workplace, irrespective of their position, deserves to be treated with dignity and respect. No one should suffer bullying while going about their work. This can put at risk the health, safety and wellbeing of all employees.

The leadership of the school have responsibility to model ethical behaviour and maintain a professional working environment. Safety and healthy workplaces, which are free of bullying should be promoted and maintained.

Specific Staff Rights and Responsibilities
- To accept responsibility, with all staff and the families, for the education of our students.
- To develop in students, positive attitudes to school, learning and other individuals.
- To look after the physical, social and emotional needs of our students, so that they are ready and able to learn to the best of their ability when at school.

Rights
- To be treated with respect and dignity by all students, staff and members of the community
- To be informed about any changes that may impact on our students learning or behaviour
- To have concerns listened to at a mutually convenient time
- To negotiate extra curricula roles
- To access professional development
- To feel safe, valued and comfortable in the school setting
- To be involved in decision making.

Communication
Effective communication with internal and external stakeholders is the key to the smooth running of the school.
All staff members have the right to be informed by clear and accurate information as required.
All staff members have the responsibility of communicating with other staff members as required.
**Code of Ethics**

Members should be loyal to colleagues at all times and refrain from adversely criticising them in the hearing of the public or of students. Members should zealously guard civil liberties and support colleagues in defending those rights. No members should, in the hearing of other members or of students, criticise the work of members. Comments by members in supervisory positions about the work of other teachers should be made directly and privately to the member concerned. Members shall not engage in racist behaviour, harassment, victimisation or intimidation of members or students.

All staff needs to refer to the NSW Department of Education and Training Code of Conduct Policy on the website at:

https://www.det.edu.au/policies/staff/ethical_behav/conduct/PD