



ANTI-BULLYING POLICY & PROCEDURE

BACKGROUND & PURPOSE

The purpose of this policy and procedure is to set out the steps that Christadelphian Heritage College Sydney (“CHCS”) will take:

- to prevent bullying; and
- in the event that bullying occurs.

This policy and procedure focusses only on bullying involving students of the College. The Code of Conduct addresses bullying in relation to College employees.

POLICY STATEMENT

The vision of CHCS is to honour God by working together as a community to provide quality education within a safe and Christ-centred environment. Bullying in any form is contrary to this vision and is therefore not acceptable. CHCS will strive to take steps to minimise such behaviour and ensure bullying is reported and dealt with promptly and appropriately. The entire College community has a role to play in preventing bullying and maintaining a safe and harmonious environment.

In particular, CHCS will:

- reinforce within the College community that bullying is unacceptable
- plan and implement positive prevention strategies to reduce the incidence of bullying
- educate staff and students of the signs of bullying and their responsibility to report suspicions or incidents of bullying
- implement intervention strategies so that reported incidents of bullying are followed up and appropriately actioned
- provide support to students, families and staff.

PROCEDURE

1. Prevention:

- Professional development will be provided to staff relating to anti-bullying.
- Raise awareness of the College’s policy and relevant programs, as well as strategies

to prevent and deal with bullying.

- Implement teaching and learning programs that promote values, resilience, life and social skills, assertiveness, conflict resolution, problem solving and positive online behaviour.
- At the start of each year, Year Advisors and Primary class teachers to clarify with their students the College's position on bullying, expectations and reporting mechanisms (including reporting incidents confidentially).
- Development of leadership and peer mentoring programs.
- Access to social networking sites is restricted at the College.
- Public recognition and reward for positive behaviour and effective resolution of problems.
- Supervised safe lunchtime and recess venues, along with some publicised structured activities available to students.
- Feedback from students and the College community to monitor effectiveness of programs and identify incidents of bullying or emerging trends.

2. Intervention:

- Classroom teachers and Year Advisors regularly remind students to report incidents whether as a victim or a bystander, emphasising that 'reporting' is not 'dobbing'.
- Parents/caregivers encouraged to contact teacher, executive or Principal if they suspect or become aware of a problem involving bullying.
- Executive staff informed of all bullying incidents.
- Once identified, bully, victim and witnesses are spoken to, and all incidents or allegations of bullying are investigated and documented on incident report forms.
- The victim and their family are supported with counselling and strategies to counter bullying in individual meetings and/or at a mediated meeting with the bully and their family, if appropriate.
- Assist the bully to recognise and change their behaviour, apologise and make restitution if appropriate. Consequences, in line with the College's Student Welfare policy, may also be taken, including placement on levels and executive detention.
- If necessary, work with the family of the bully to establish an individual behaviour modification plan for the child.
- Advise the bully and family that resistance to behaviour change and repeated offences, including retaliation for reporting, will lead to more severe consequences, consistent with the College's Student Welfare Policy. This may include exclusion from class, playground and/or excursions, suspension or expulsion. The severity of the incident, level of remorse, age of those involved and previous history of the bully will be taken into consideration.
- Monitor identified victims and bullies to ensure their safety and wellbeing are maintained.
- Recommend counselling from an appropriate external agency for both the victim

and the bully if deemed necessary.

- Contact details for the School Liaison Police, Youth LO and other support contacts are available on the College's welfare drive.

3. Monitoring & Awareness:

- Monitor documentation of incidents
- Document ongoing professional development of staff
- Checks conducted by Executive staff that teaching and learning programs are being taught
- Monitor awareness and feedback from College community
- Communicate positive behaviour in newsletters and at assemblies
- Review procedures, including opportunities to improve processes (taking into account any advice/case studies provided by the AIS).

ACCOUNTABILITIES

Position	Accountabilities
Students	<ul style="list-style-type: none">• Use positive strategies to deal with incidents• Report to staff if they are being bullied or if they see someone else being bullied• Help someone who is being bullied• Not bully others
Staff	<ul style="list-style-type: none">• Model appropriate behaviour at all times• Ensure that students are adequately supervised at all times• Provide teaching/learning programs which educate students about appropriate strategies to maintain positive relationships and prevent bullying• Treat each report of bullying behaviour seriously, and act on the report promptly, following this Policy and the Student Welfare Policy• Not bully others (including students and other staff)
Parents/caregivers	<ul style="list-style-type: none">• Support their child in developing positive responses to bullying behaviours consistent with the College's Anti-Bullying Policy• Listen sympathetically to reports of bullying and encourage child to report to staff• Contact staff if they suspect their child is being bullied or is bullying others• Work with the College in seeking a resolution to a problem involving bullying

AWARENESS

All staff should be made aware of this policy and procedure.

DEFINITIONS

Term	Definition
Bullying	<p>A person is bullied when they are intentionally exposed regularly and over time to negative or harmful actions by one or more people. Bullies deliberately set out to intimidate, exclude, threaten and/or hurt one or more people repeatedly.</p> <p>Kinds of bullying:</p> <ol style="list-style-type: none">Physical bullying e.g. hitting, poking, punching, kicking, scratching, pushing, spittingVerbal bullying e.g. name calling, teasing, abuse, putdowns, sarcasm and insults such as racist or sexual remarksSocial bullying e.g. ignoring, excluding, lying, playing nasty jokes, mimicking and deliberately excluding someone and making inappropriate gesturesPsychological bullying e.g. threatening, manipulation, stalking, spreading rumours, giving dirty looks, hiding or damaging possessionsCyberbullying using technology (e.g. email, mobile phones, chat rooms, social networking sites) to bully verbally, socially or psychologically. <p>Bullying is not:</p> <ul style="list-style-type: none">mutual disagreements or argumentssingle episodes of social rejection, dislike, nastiness or spiterandom acts of intimidation or aggressiondisciplinary action for breach of College policies or rules, or performance management

REFERENCES

Documents that should be referred to in conjunction with this policy and procedure are listed below:

Document Type	Title
Policy	<ul style="list-style-type: none">Child Protection PolicyCode of Conduct (which covers anti-bullying in relation to staff)Discrimination, Harassment and Bullying PolicyStudent Welfare Policy

Procedures	<ul style="list-style-type: none"> • Student Welfare and Special Needs Provisions • Welfare Services Procedures
Forms	Incident report form

DOCUMENT CONTROL

1. Ownership and Approval of this Document

Role	Name	Position title	Date
Owner	F Shields	Principal	August 2018
Approver	College Board		August 2018

2. Review

Stage	Date
Original Policy/Procedure	March 2011
Policy/Procedure revised	March 2014
This review	August 2018
Next review due	August 2019