

Cairnlea Park Primary School Policy Manual	800 Student Management 802 Welfare 802.1 Bullying & Harassment	Page 1:3 Date: 11/11
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Rationale:

Every member of Cairnlea Park P.S. has the right to a safe and caring environment, which promotes learning, personal growth and positive self esteem. The school is committed to providing this approach and each person has the responsibility to contribute to its success.

Bullying is contrary to the school vision and will not be tolerated in any form. A comprehensive education program in relation to bullying and harassment will be implemented at Cairnlea Park P.S.

Definition of Bullying:

Bullying is an act of aggression causing embarrassment, pain or discomfort to another person or persons. It can take many forms: physical, verbal, gestures, intimidation or exclusion. It is an abuse of power. It is planned and organised or it may be unintentional; individuals or groups may be involved.

Outcomes of bullying.

If we are bullied:

- we may feel frightened, unsafe, embarrassed, angry or unfairly treated
- our school work, sleep and ability to concentrate may suffer
- our relationships with our family and friends may deteriorate
- we may feel confused and not know what to do to fix the situation.

Rights of Individuals

All individuals at Cairnlea Park P.S. have the right to a safe environment, free from harassment. The school recognises its obligation to take steps to do what it can to prevent bullying and to assist all individuals who may be subjected to forms of harassment

It should be noted that the above statement applies equally to all members of the school community, students, staff and parents.

Responsibilities of those who witness bullying.

- For the Cairnlea Park P.S. policy on bullying and harassment to be effective each member of the school community must be prepared to recognise that each one of us has a role to play in its success. Our role must be to actively oppose bullying by speaking up if we witness bullying occurring
- In taking this position the school recognises that for some, especially children, this in itself may present a concern
- All staff must be open to talking to individual children and groups of children who seek help in relation to problems, which may arise through bullying
- Staff and Parents are strongly encouraged to discuss matters of suspected bullying or harassment by other members of the school community with the school leadership team

Steps For Prevention

As a school community we will not accept bullying / harassment in our school

Staff will:

- not allow cases of bullying to go unreported but instead we will speak up
- be role models, (ie by what we say and do)
- be observant of signs of a child being bullied, ie distressed, or bullying others
- be visible in all areas of the playground while on yard duty
- arrive to take classes on time and thereby not leave groups of children unattended
- follow up any incidents brought to their attention, with due consideration for the welfare of the victim
- bring the matter to the attention of senior members of staff, (Prin / A.P./ Leading Teacher)

Students will be encouraged to:

- talk to staff members and their parents about issues that concern them in relation to school, ie. Bullying / harassment
- refuse to join in bullying situations that may occur at school
- attempt to take some sort of appropriate action if they see bullying occurring, ie. Assist the victim, seek a staff member's assistance
- speak out against bullying. It may help themselves or others in the future.

Parents are encouraged to:

- watch for signs that their child may have a concern at school
- take an active interest in their child's friendships, meet their friends and encourage their children to socialise with their friends out of school hours
- advise their child to report any incidents to a staff member. Initially encourage the child to report the problem and allow the school to deal with it
- inform the school if bullying of your child is suspected. Always allow the school to deal with the matter. Under no circumstances approach the child whom you suspect to be the bully
- refrain from advising their child to retaliate. This will often cause your child far greater problems
- notify the school if you witness an act of bullying while at school or going to or from school, even if it does not involve your child
- follow protocol and make appointments through the office to meet with staff members.

What can a child do if he / she is bullied?

One or more of the steps below may be taken.

1. Ignore it, showing that you are not upset by it
2. Indicate to the bully that you do not like the way they are treating you. Make a strong ' I feel ... ' statement
3. Talk it over with a friend and your parents
4. Let your teacher or another staff member know what has happened
5. Take the matter to a senior member of staff at school ie. Principal or Assistant Principal or Student Engagement Coordinator if necessary.

What will Cairnlea Park PS do if an incident of bullying or harassment is reported?

1. Support and counsel the victim. Contact the victim's parents and inform them what has taken place and how the school is dealing with it
2. Seek witnesses; listen to and record their viewpoint
3. Discuss the matter with the child/ren accused of bullying; allow them to explain their actions, relay to them what has been reported
4. If it is clear that an act of bullying or harassment has occurred:
 - Reinforce the school's policy
 - Point out the effects of the child's actions
 - Follow a Restorative Justice Approach to a solution ie. offer an apology, an agreement not to repeat the actions.
5. Inform parents of what has happened, either by telephone or note.
6. Ascertain appropriate, logical consequences for the bullying behaviour:
 - loss of privileges
 - detention
 - suspension
 - refer to the School Psychologist.

Evaluation:

Cairnlea Park P.S. undertakes to monitor and review the Policy on Bullying and Harassment via the following:

- Staff will be asked to discuss the development of the policy in their teams and to bring issues to the attention of the leadership team.
- Children will be asked to provide information and feedback on the Policy via the Junior School Council.
- Parents will be asked to provide feedback via such avenues as the annual Parents Opinion Survey.
- Evaluate school / classroom behaviour data as recorded on SMaRT (Student Management and Reporting Tool)

This policy was last ratified by school council in November