



Kapinara Primary School

Bullying Policy

Statement

Our aim is to establish a community in which everybody feels valued, respected and safe, and where individual differences are appreciated, understood and accepted.

At Kapinara everyone has the right to enjoy school, feel safe and valued. Every member of the school community has a responsibility to ensure this happens. Therefore any form of bullying or harassment is totally unacceptable behaviour.

Desired Outcomes of the Kapinara Bullying Policy

- The implementation of a bullying policy will enable the school to make clear statements about its expectations relating to acceptable behaviour and consequences of unacceptable behaviour to all members of its community;
- The school will regularly communicate statements to its community that it will not tolerate, or support in any way, acts of bullying;
- Kapinara and its community will continue to work towards ensuring that Kapinara is a safe and welcoming environment for all students, staff and community members.
- Students, staff and parents will have the knowledge, skills and attitudes necessary to deal with bullying situations;
- Staff will have the necessary skills and confidence to educate students about bullying and its prevention.

What Is Bullying?

Bullying

- is a **repeated** unjustifiable behaviour;
- may be physical, verbal and/or psychological;
- is intended to cause fear, distress, or harm to another;
- is conducted by a more powerful individual or group;
- is against a less powerful individual who is unable to effectively resist.

Types of Bullying

Bullying takes many forms:-

Emotional

- excluding peers from groups;
- spreading rumours;
- stalking;
- interference with, or damage to personal property;
- cyber bullying i.e. Chatlines, SMS mobile phones,
- relational aggression i.e. systematic diminishing of a person's sense of self through
 - ignoring, isolating, excluding or shunning; the purposeful ruining of a relationship.

Verbal

- name-calling;
- constant teasing;
- mocking;
- insults;
- racist comments;

Physical

- hitting, punching or kicking the victim;
- taking or damaging the victim's property.

Pastoral Care Policies and Programs at Kapinara

Pastoral care policies and programs at Kapinara are developed under the principles of the National Safe Schools Framework and promote care, respect and cooperation amongst all school community members and value diversity. Our philosophy is to be proactive, developing policies through processes that engage the whole community and target proactive and intervention strategies. We continually review the programs that promote the physical, social and emotional wellbeing of students. Positive self-esteem, resilience and problem solving are developed through school priorities and whole school initiatives such as the Friendly Schools and Families program.

Feedback on the effectiveness of these strategies is sought through feedback and staff, parent and student surveys.

The Purpose of Kapinara's Bullying Prevention Policy

The purpose of our bullying prevention policy is to:

- reduce the incidence of bullying in school;
- create the opportunity for students, staff and parents to develop the skills necessary to handle these situations with the minimum of distress
- assist the school's community to manage frustration and conflict in passive ways
- prepare students to manage and resolve conflict in non-aggressive and non-violent ways;

Elements of the Kapinara Policy

Our bullying policy reinforces and reflects the purpose and practices of the wider School Behaviour Management Plan.

The prevention policy endeavours to ensure that at Kapinara:

- ways of preventing bullying are outlined;
- the school's community knows that bullying is unacceptable;
- clear procedures are established to combat bullying;
- consistent monitoring occurs;
- provision is made to follow up the detection and reporting of incidents;
- the curriculum is used as an instrument to combat bullying; and
- mechanisms are established to enable prompt action to be taken upon specific complaint.

School Environment

Kapinara has a safe, welcoming, caring, bully free environment that promotes:

- positive behaviour that is acknowledged, rewarded and modelled by all members of the school community;
- discipline strategies that are fair, firm and non-violent; and
- a sense of belonging and empowerment of all members of the school community.

Curriculum

At Kapinara the curriculum provides opportunities for students to:

- understand the nature of bullying;
- understand personal safety issues;
- develop interpersonal, communication and problem solving skills, such as negotiation, mediation, conflict resolution and assertiveness;
- develop self-confidence and enhance self-esteem; and
- acquire the ability to understand, respect and care for others.

Response Plan

The school details its response to incidents of bullying and takes into account the following:

- the nature of the incident;
- harm caused to victim and school community;
- personal factors of individuals involved;
- involvement of care-giver(s);
- involvement of external agents such as police, etc;
- underlying causes;
- repeated occurrence;
- support for those being bullied, witnesses and school community;
- consequences and remediation for the perpetrator

After a 'critical incident'

Kapinara, with the assistance of our community, will develop strategies to ensure that we quickly resume normal operation following a critical incident.

These strategies will be designed to:

- assist the person who has been bullied
- re-integrate and support the ongoing education of the perpetrator and the person who has been bullied
- ensure the well being of witnesses to the incident; and
- address the underlying problems that have contributed to the incident
- support the parents of the perpetrator, the parents of the student who has been bullied and parents of the witnesses
- involve external agencies if required

Bullying in the workplace

Bullying is also an issue in the workplace where repeated inappropriate behaviour by one or more persons undermines the individual's right to dignity at work.

Bullying occurs in the workplace if it harms, intimidates, threatens, victimises, undermines, offends, degrades or humiliates an employee, whether alone or in front of others.

Bullying in the workplace can be treated as a safety and health risk and as such is covered by the:

- Occupational Safety and Health Act 1984; and
- Occupational Safety and Health Regulations 1996.

Workplace bullying may also involve other laws including:

- Equal Opportunity Act 1984 (under sexual discrimination or harassment);
- Industrial Relations Act 1979;
- Workplace Agreements Act 1993;
- Workers' Compensation and Rehabilitation Act 1981;
- Criminal Code (assault); and
- Common law.

The steps involved in dealing with bullying in the workplace are very similar to the steps suggested in the development of a School Behaviour Management Plan. Kapinara reflects the Department of Education and Training's policies and procedures that includes the following:

- a code of behaviour for staff and parents
- continuous reflection of practices within the school;
- training to all staff and parents on bullying;
- the establishment of a Grievance Committee;
- review people management practices and ensure that senior staff have the skills to lead by example'
- ensure that prompt action is taken when workplace bullying occurs;
- set up a complaint handling and investigation procedure that is fair and equitable, ensures privacy, allows both parties to state their case, and is designed to resolve the problem quickly;
- procedures on what action is required if a complaint of bullying is found to be correct. This could include disciplinary action, changing the workplace to ensure that bullying ceases and to rectify any breaches to various legislation, including the Occupational Safety and Health Act.

It is important that the policy is displayed in a place where staff has easy access to it.

ENDORSEMENT

We, the undersigned, hereby certify that this document was ratified at the Kapinara School Council meeting of

KAPINARA SCHOOL COUNCIL CHAIR

KAPINARA SCHOOL PRINCIPAL

NAME _____

NAME _____