



Education &  
Communities

# Anti-bullying Plan





# 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

## Statement of purpose

At Marra Creek Public School we foster positive relationships between students, staff, parents, carers and the wider community. We value respect for others and show tolerance in a safe and supportive environment. The Anti-Bullying Policy aims to deal effectively with and prevent incidences of bullying.

At Marra Creek Public School, bullying is taken seriously and is not acceptable in any form. We will act proactively and reactively to eliminate it from our school. The Marra Creek Public School Anti-Bullying Policy is in effect while students are on school grounds, school-operated buses, vehicles, or chartered buses; while attending or engaged in school activities; and while away from school grounds if the student is at any school sponsored, school approved or school related activity or function. We are also concerned about cyber bullying when it impacts on the wellbeing of students at our school.

The school can only be effective in dealing with bullying if it enters into an effective partnership with parents and caregivers. We need to respond sensitively to the parents of bullies and their victims to work together to find positive solutions to problems involving bullying in any situation.

## Protection

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. Cyberbullying 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 is *“the intentional, repeated behaviour of an individual or group of individuals that causes distress, anxiety, hurt or undue pressure.”*

Bullying involves the abuse of power in relationships. Bullying can take many forms. The following behaviours are some examples of bullying:

### Physical

Hitting, punching, kicking, scratching, pinching, biting, pushing, spitting at someone and tripping

### Verbal

Name calling, teasing, abuse, put-downs, false accusations, insults and threats

### Indirect

Spreading rumours, inappropriate gestures, threatening looks, hiding/damaging possessions, malicious SMS messages/email/phone calls or written notes

## Staff Responsibilities

- To respect and support students
- To model appropriate behaviour
- To monitor the incidence of bullying and take appropriate action.
- To respond in a timely manner
- To implement the school's “anti-bullying” program

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.

## Parent and caregivers Responsibilities

- To support the school's Anti-Bullying Policy
- To assist their child in understanding bullying behaviour
- To encourage their child to adopt strategies to deal with bullying
- To encourage and support their child in reporting incidents of bullying to the school
- To inform their child's class teacher of suspected bullying

## Student Responsibilities

- To show consideration, respect and support of others
- To behave appropriately
- To “tell” if they are being bullied or if they see someone being bullied
- To follow the school’s Anti-Bullying Plan strategies

## School Community Responsibilities

- To model and promote positive relationships that respect and accept individual differences and diversity within the school community
- To support the school’s Anti-bullying Plan through words and actions
- To work collaboratively with the school to resolve incidents of bullying when they occur.

## Prevention

Bullying issues will be explored through the curriculum areas of HSIE, PD/Health/PE and Child Protection.

Strategies promoting respectful relationships will be evident in our school practices and in our dealings with students and with each other.

## Response

Any school employee who has witnessed, or has reliable information that a pupil has been the victim of bullying is required to report the incident to the principal of the school.

Students are encouraged to report issues of bullying to trusted adults, including principal, teachers, school support officers and parents.

School community members are encouraged to report incidents of bullying to the principal or their child's class teacher. Parents may be referred to the school counsellor for assistance if necessary.

All teachers will be made aware of any instances of bullying and what is being done about them.

Class teachers, the school counsellor, and the principal are key personnel in this process.

All students will be trained in using assertive "I statements" to solve problems. This training assists students to send a strong message to any bullies about how the act of bullying makes them feel. Students will also be involved in programs which encourage the expression of feelings, explore the reasons behind bullying, build self-esteem, improve communication and develop support networks. All students will be made aware that consequences arise from antisocial behaviour.

## Plan of Action

When a bullying incident is reported or observed, the school will:

- have discussions with the student/s involved
- take appropriate action e.g. timeout in playground/classroom, detention, behavior slips, orange cards.
- report major bullying incidents to all parents of students involved
- consider further action if necessary (including suspension)

*Repeated bullying will be looked at on an individual basis to determine action/response.*

## Police

Extreme incidences of bullying involving assaults, threats, intimidation or harassment will be reported to the police by the principal. Parents and carers of both victim and bully will be informed by way of letter from the principal.

## Child Wellbeing

The principal is required to report any worrying cases to the Child Wellbeing Unit where appropriate. Child Wellbeing Units are staffed by child protection professionals who will provide advice and support to mandatory reporters on how to respond to concerns relating to the safety, welfare and wellbeing of children and young people. This includes support in identifying whether or not concerns constitute *risk of significant harm*, use of the Mandatory Reporter Guide and providing advice on what action may be taken by reporters in response to all levels of concern.

## Complaints - A guide for parents and carers

In the event of any complaints arising from the school's response to bullying it is best to discuss your concerns with your child's teacher first. Make an appropriate time to meet with them or phone the school and ask for an appointment with the teacher.

If you are not happy with the result, or if you do not feel it is appropriate to talk to them, phone and make an appointment to discuss your concerns with the principal. You may bring a friend or relative to be your support.

If your complaint cannot be resolved in an informal way, we **may** ask you to put it in writing. It is important that you include specific details of the situation and tell us what you would like to happen as a result of your complaint. We can help you to put your complaint in writing, if you require it.

Alternatively a complaint form may also be used. Complete the form and send it to the principal. The complaint will be dealt with according the [NSW DET Complaints Handling Policy](#)

## Recording – Collection of data

All reports of bullying will be documented and a record will be kept of how the issue was resolved. This data will be monitored closely by the principal and teaching staff to identify patterns of bullying behaviour. The school will respond to patterns of bullying by meeting with parents/carers of both parties to work to resolve the issues. The school counsellor will be involved if necessary

The Anti-Bullying Policy will be made widely available to the school community by way of a link to the document on the school's website. The policy will be promoted and publicised at the beginning of each year through the weekly newsletter, whereby the link will be made available. Any families and community members without access to the Internet can request a hard copy for their information.

## Monitoring

The Anti-Bullying policy will be monitored and evaluated for its effectiveness

every three years. It is the responsibility of the principal to involve all staff, parents and the wider school community in the process.

A report on the effectiveness of the Anti-Bullying policy will be detailed annually in the Carinda Public School Annual School Report. This report will be based on surveys of staff, students, parents and the wider community.

The following information is available for students, parents and carers.

[Kids Helpline 1800 551800](#)

[NSW DEC Anti-Bullying information](#)

## Principal's comment

This policy has been developed in collaboration with the staff, parents and wider school community. We believe all students deserve to feel safe and happy while attending Carinda Public School. We will do our best to ensure our school is a bully free zone.

Mrs Marnie Hibbins (Principal)

Mrs Sophia Josephs (School Administrative Manager)

Mrs Leanne Hall (P & C President)

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