



# PARRAMATTA EAST PUBLIC SCHOOL

## *Anti-Bullying Procedure*

### 1. Rationale

Parramatta East Public School acknowledges that effective schools have high levels of parental and community involvement. We strive to promote this involvement, as it is strongly related to improved student learning, attendance and behaviour. Our school leaders work hard to establish approaches and procedures that promote a positive school climate in which bullying is less likely to occur. Student engagement, the curriculum and teaching cooperative and interpersonal skills, which support appropriate social and emotional behaviours, are consistent features of a safe and supportive school. By swiftly identifying 'at risk' students and providing support before an issue emerges or escalates, we help build and maintain a safe environment. Hence, our intention is to prevent and respond to bullying by widely communicating anti-bullying strategies and practices. As wellbeing contributes significantly to the learning outcomes of our students, we encourage student voice to promote the important role students play in developing a positive school culture.

### 2. What is Bullying?

**Bullying has three key features. It:**

1. involves a misuse of power in a relationship,
2. is ongoing and repeated,
3. involves behaviours that can cause harm.

#### **Bullying**

- devalues, isolates and frightens
- affects an individual's ability to achieve
- has long-term effects on those engaging in bullying behaviour, those who are the subjects of bullying behaviour and the onlookers or bystanders
- can be illegal if it involves behaviours that include physical violence, threats of violence, damaging property or stalking

Conflict or fights that are reoccurring are NOT necessarily defined as bullying.

## What is 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. Bullying can involve all forms of harassment (including sex, race, disability, homosexuality or transgender), humiliation, domination and intimidation of others. Bullying is the intentional harming or hurting of a person, or their belongings, by another person or persons. It is distinguished by how the targeted person feels. Cyber bullying refers to bullying through information and communication technologies.

Bullying is damaging to both the person who does it and the person who is bullied and often perpetuates itself. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Bullying can include racist language, behaviours, attitudes and actions which hurt or harm a person or persons. Eradicating expressions of racism in learning and working environments, and challenging the attitudes that allow them to emerge, is the shared responsibility of all staff of Parramatta East Public School.

A person can be bullied about many different things such as how they look, sound or speak; their background, religion, race or culture including Aboriginality; having a disability; their sex; because they are lesbian, gay, bisexual, transgender, and/or intersex, queer/questioning, asexual and many other terms (such as non-binary and pansexual); their size or body shape or any other ways they may be different. Some students are bullied about their academic or sporting achievements or hobbies.

## What bullying is not...

A single incident or disagreement between peers is not bullying. However, these behaviours may lead to bullying and should be resolved.

## 3. In the Classroom

### Whole-school culture and classroom climate

Preventing and responding to bullying is the shared responsibility of all stakeholders in a school, including school staff, volunteers, contracted staff employed by schools, students, parents and carers.

Teachers play a vital role by creating a safe, respectful, welcoming and supportive classroom environment. This helps to reduce the likelihood of bullying behaviour. Bullying is also reduced by explicitly teaching students safe and effective ways to respond if and when it occurs.

### Teaching about bullying in the classroom

Teaching about bullying is part of a comprehensive and coordinated whole-school approach at Parramatta East Public School. We address bullying by teaching students about:

- feelings
- positive social interaction
- diversity
- discrimination
- power
- resilience
- conflict resolution through our Positive Behaviour for Learning and Strong Minds Programs

(Bullying. No Way! provides a series of [lesson plans and discussion starters that can help.](#))

### Social and emotional learning

We identify that social and emotional learning can help students develop understandings, strategies and skills they need to:

- foster a positive sense of self
- promote respectful relationships
- build their capacity to manage their emotions, behaviours and interactions with others

Research shows that teaching specific social and emotional skills across curriculum areas enhances existing skills and promotes new skills. There are five broad areas of social and emotional learning:

1. **Self-awareness** - Recognising and understanding our feelings and our strengths
2. **Self-management** - Regulating and expressing our emotions appropriately
3. **Social awareness** - Understanding what others are feeling, being able to acknowledge their perspective, and appreciating and interacting positively with diverse groups
4. **Relationship skills** - Establishing and maintaining healthy relationships, constructively resolving interpersonal conflict and seeking help when needed
5. **Responsible decision-making** - Being aware of the consequences for ourselves and others when we make decisions

<https://antibullying.nsw.gov.au/educators/Preventing-and-responding-to-bullying/in-the-classroom>

This document supports the teaching and supporting of diversity in the classroom.

## 4. On the Playground

<https://antibullying.nsw.gov.au/educators/Preventing-and-responding-to-bullying/on-the-playground>

Areas such as the playground, the canteen and toilets are less structured environments than classrooms and usually have lower levels of teacher supervision. As a result bullying behaviour is more likely to occur in these areas. The way spaces are organised and used can either encourage or discourage positive student behaviour and interactions.

At Parramatta East Public School we have clear expectations for student behaviour and cater for areas around the school to be well supervised to minimise the likelihood of bullying behaviour.

**Teachers at Parramatta East Public School teach students strategies that support their reactions and decisions when being bullied. They:**

- teach students strategies to use if they feel safe to try to stop the bullying. They also teach students why and when it is best to walk away and get help
- teach students how to use the Bullying. No Way! website
- teach students when and how to [report](#) bullying. It is important that students are taught how to seek help and what they can expect from the school when they ask for help

## 5. Support Individual Students

If a student is being bullied or is bullying others, Parramatta East Public School has clear and consistent processes of support such as:

- providing safe and highly supervised areas during school breaks for children who feel vulnerable (such as the library, specific areas of the playground and organised activities such as Play Mat)
- referring students to the school learning and support team or wellbeing team, where appropriate
- using [teaching and learning programs](#) to develop students communication, social, resilience, assertiveness and coping skills
- using buddy systems to increase social connections and friendships
- increasing supervision of students at particular times or in particular places
- applying evidence based, responsive approaches such as direct sanctions, restorative practices, mediation, support group method, method of shared concern

## 6. Active supervision strategies in out of classroom areas

All school staff at Parramatta East Public School have a duty of care to take reasonable measures to protect students from injury or harm. Teachers being observant and responsive in all areas of our school help to maintain a positive school climate. Students are less likely to engage in inappropriate behaviour if they see that staff are vigilant in monitoring the environment, addressing any inappropriate behaviour, and taking action when required.

Our school has organised a games trolley and outdoor table tennis tables to use at lunch, to encourage and praise prosocial, inclusive behaviour. Parramatta East Public School providing a range of games or activities helps to ensure that students with different needs and skills can join in. These include a quiet reading area, games at the front of the school, lunch time Visual Arts Club and the Green Team.

Staff are aware and reminded of their responsibility to provide active supervision in the playground, monitor 'hot spots' of potential student misbehaviour and interact with students. This includes:

- being visible and responsive to situations in the playground
- engaging in positive interactions with students
- constantly scanning and proactively intervening to avoid potential problems
- reminding students about expectations, rules and responsibilities
- managing inappropriate behaviour quickly and consistently
- ensuring the correct use of playground equipment
- encouraging a clean, safe environment
- implementing the anti-bullying procedure consistently

## 7. Online Bullying

### The benefits and risks of using technology

Technology is an important part of life. It contributes to how we socialise, connect, play and learn.

When used inappropriately, such as for online bullying, technology can cause harm. Online bullying is different from face-to-face bullying in several ways:

- the person being bullied cannot always tell or identify who the person bullying them is. Those doing the bullying may feel empowered to say and do more destructive things than they would face-to-face
- getting rid of offensive material on the internet can be very difficult
- it can be more public and wide-spread. What may have been a school issue can escalate and 'go viral', reaching a much larger audience
- it can occur anytime of the day or night. This can create a sense of there being no escape

Students at Parramatta East Public School are equipped with the knowledge, understanding and skills to use technology in a way that both enhances their wellbeing and keeps themselves and others safe.

### What is online bullying?

Online bullying is using technology such as the internet or mobile devices to bully someone. It can include:

- sending abusive text messages and emails
- posting hurtful or threatening material on social media like Instagram, Facebook, Twitter and Snapchat, or on gaming networks
- imitating or excluding others online
- tagging inappropriate or unflattering images
- threatening another person to do something such as sending revealing images

Online bullying is generally covert in nature and kept out of sight from adults. This means that it is identified less often than overt forms of bullying. Signs that someone may be being bullied online include:

- an increased preoccupation with social media or technology
- visible tiredness
- being visibly upset after using the computer or mobile phone
- avoiding the use of technology
- being more vigilant and checking technology constantly
- nervousness while using technology

- being more withdrawn
- a change in engagement or school attendance patterns

Students at Parramatta East Public School are required to read, understand and sign (along with their parents) the 'Parramatta East Public School Technology and Internet Code of Conduct'. It is the responsibility of the teacher to ensure they explain, teach and supervise students to engage in safe and appropriate use of internet and technology in the classroom. Parents are encouraged to support the development and implementation of safe and appropriate internet and technology use at home and at school, which supports the school's Anti-Bullying Procedure.

The Department of Education, along with Parramatta East Public School reject all forms of online (or cyber) bullying.

## 8. Preventing and Responding to Bullying

### Our Aims:

1. To ensure all members of the school community contribute to preventing bullying by modelling and promoting appropriate behaviour and respectful relationships.
2. To enable students to attend school to participate in quality education that will help them become self-directed, lifelong learners who can create a positive future for themselves and the wider community.
3. To eradicate any inappropriate behaviour that gets in the way of teaching and learning and interferes with the well-being of students.
4. To develop in students the understanding that they have the right to expect that they will spend the school day free from the fear of bullying, harassment and intimidation.

### Procedures

The following procedure was implemented as part of Positive Behaviour for Learning in 2020 and professional development was provided by the PBL team. Any staff member at Parramatta East Public School can make a report of bullying which will be dealt with in a timely manner using the procedure below. Bullying is considered a major behaviour response on the 'Student Behaviour Management Flowchart'.

1. The problem behaviour is observed or reported by a student, parent or teacher to a staff member.
  - If there is immediate threat, the Executive staff will be contacted for assistance.
2. The teacher will problem solve with the students and inform the student of the violation and state the expected behaviour.

3. The teacher will apply immediate behaviour consequence:
  - If in the classroom, the student will be sent to the Assistant Principal office or classroom.
  - If in the playground, the student will be immediately removed from the playground and sent to the Assistant Principal office or the STOP Room.
4. The teacher that initially dealt with the issue before it was escalated to the Assistant Principal, is required to complete a **major incidence report** on Sentral.
5. The Assistant Principal will review the incident and determine the consequence.
6. The Assistant Principal will notify the parents of the students involved.
7. The student will attend the STOP room and conference with a member of the Executive Team.
8. If the behaviour continues:
  - A parent interview will be organised
  - Tier 2 intervention – A classroom/playground behaviour plan will be implemented

## Strategies to prevent bullying

Strategies are in place at Parramatta East Public School to effectively teach the skills and understandings that will lead to eliminating bullying behaviours. These strategies are taught across all learning areas and are reinforced consistently through school practices that promote respectful relationships.

## Strategies to deal with bullying:

- Strategies for dealing with bullying are linked to the School Wellbeing Procedure and encompass the range of options available to deal with unacceptable behaviours, including suspension and expulsion.
- In dealing with bullying behaviour, we recognise the repeated and recurring nature of bullying and have mechanisms in place to identify patterns of repeated offending.
- Students, their parents and caregivers are encouraged to be proactive in dealing with bullying, so that appropriate support can be provided to those students involved in any incident.

## Strategies for early intervention and to support students identified as experiencing bullying:

Students who are identified as being at risk of developing long-term difficulties with social relationships or have previously experienced bullying will be referred to the Learning Support Team. Appropriate interventions which include the School Counsellor, executive staff, parents and any relevant external agencies will be explored and social skills programs will be developed and implemented. Students will be monitored regularly and programs adjusted as needs are determined.

## Strategies to review the school's Anti-Bullying Plan include:

- Gathering and analysing all relevant information on the nature and extent of bullying and harassment, including data that highlights patterns and trends, such as suspension data;



- Evaluating the extent to which the school's Anti-bullying Plan has been effective in addressing bullying and harassment and promoting a safe and secure environment.

## 9. Responsibilities

Each group within the school community has a specific role in preventing and dealing with bullying.

### Students can expect to:

- know that their concerns will be responded to by school staff
- be provided with appropriate support (for both the subjects of and those responsible for the behaviour).
- take part in learning experiences that address key understandings and skills relating to positive relationships, safety, gender equity, discrimination, bullying and harassment. These experiences will be guided by the Personal Development Health and Physical Education syllabus and other Key Learning Areas.

### Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the Parramatta East Public School Anti-Bullying Procedure
- behave as responsible bystanders
- report incidents of bullying

### 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 Procedure and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the school's anti-bullying procedures
- report incidents of school related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur
- organise a meeting to discuss an incident if a parent or carer believes the matter has not been dealt with effectively
- understand and accept the difference between bullying and unacceptable behaviour by referring to the severity scale in this procedure

### Teachers have a responsibility to:

- respect and support students in all aspects of their learning and maintain a safe and inclusive learning environment.

- identify and respond to patterns of bullying behaviour accordingly
- model appropriate behaviour and relationships
- respond in an appropriate and timely manner to incidents of bullying according to Parramatta East Public School Anti-Bullying Procedure
- promote a school culture where bullying is not accepted.

### **Parramatta East Public School has a responsibility to:**

- regularly revise our Anti-Bullying Procedure through consultation with parents, caregivers students and the community, clearly identifying both the behaviours that are unacceptable and the strategies for dealing with bullying in the classroom and playground
- match a planned combination of interventions to particular incidences of bullying
- inform students, parents, caregivers and the community about the *School Behaviour* and the *Bullying: Preventing and responding to Student Bullying in Schools Policy*.
- provide students with support and strategies to respond positively to incidents of bullying behaviour, including responsibilities as bystanders or observers.
- provide parents, caregivers and students with clear information on strategies that promote appropriate behaviour, and the consequences for inappropriate behaviour
- communicate to parents and caregivers that they have an important role to play in resolving incidents of bullying behaviour involving their children
- follow up incidents of bullying, harassment and intimidation quickly and effectively.

### **The Principal is responsible for:**

- implementing the procedure within the school and ensuring all staff are aware of and have read the Anti-Bullying Procedure.
- submitting a copy of the school's Anti-Bullying Procedure to the School Education Director whenever it is reviewed.
- report annually to the school community on the effectiveness of the school's Anti-Bullying Procedure

## **10. Related Documents**

[Student behaviour code](#)

DoE Anti-Bullying Policy