

REPORTING BULLYING PROCEDURES

What is Bullying?

Bullying is any repeated, unprovoked behaviour by a student or students, designed to hurt, threaten, or frighten less powerful students, in such a way that they feel unable to prevent such behaviour. Bullying is the misuse of power by uninvited aggressive words or actions, and is hurtful.

Bullying comes in many forms including:

Calling hurtful or racist names, being picked on, deliberately punching, hitting, bumping, teasing, spreading rumours about someone, mocking, repeatedly 'putting down' someone, threatening, deliberately ignoring or avoiding someone or taking or damaging property.

Guidelines for detecting bullying:

- ✓ Teachers are to listen to student's concerns about being bullied.
- ✓ Duty teachers are to fill in details of bullying incidents on the Playground recording sheet on the duty board.
- ✓ Entries to be made in the Bullying Register in the Principal's office.

Guidelines for Prevention of Bullying:

- ✓ Promote the GOLDEN RULE, 'Respect other people by treating them the way you would like to be treated'.
- ✓ Promote 'It's Cool to be Kind, Uncool to be Cruel'.
- ✓ Actively promote school rules and school values on a daily basis.
- ✓ Give out Values Awards for positive behaviour in the playground.
- ✓ A Values Award is to be presented to a student at each Assembly.
- ✓ Use circle time in the classroom to promote discussion on treating people with respect.
- ✓ Play co-operative games.
- ✓ Keeping Ourselves Safe biannual unit to be taught school-wide.
- ✓ Organise school wide presentations based on bullying prevention through outside agencies when available.
- ✓ Provision of quality supervision at all times.

Teach the skills below to students to help them deal with bullying:

- **If you are bullied, or are a bystander of a bullying incident, tell the bully to 'Stop! I don't like it'.**
- **Tell the duty teacher or the classroom teacher**
- **Tell your parents or someone you trust**
- **If the bullying continues – tell someone else!!!**
- **Don't fight back with words or hands or feet – If you do, no one wins!!**
- **Aim to be in safe places with safe people at all times.**

Guidelines for Dealing with Bullying:

1. Follow school-wide Behaviour Programme (Mediation Plan and Support Plan)
2. Record each incident of bullying in the Bullying Register kept in Principal's office.
3. Discuss bullying issues with all staff at a staff meeting.
4. Keep the student's parents or caregivers fully informed if their son or daughter is involved in bullying.
5. Discuss with victim / bystanders strategies to assist if there are further occasions. Set an action plan in place.
6. Bullies and victims can work together to turn things around. Discuss with the bully ways in which they can respect other people. Set an action plan in place.
7. Action an Intervention Referral to an outside agency if deemed necessary.

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