



Anti-Bullying Procedure 2023

Bullying: Preventing and responding to student bullying in schools

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 Procedure sets out **the processes for preventing and responding to student bullying**. The school has a range of policies and practices, including wellbeing 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 Procedure.

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 Procedure
- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Procedure.

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 Anti-bullying Procedure
- 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 Procedure through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.



This procedure outlines the processes for preventing and responding to student bullying in our school and reflects the *Bullying: Preventing and Responding to Student Bullying in Schools Policy* of the New South Wales Department of Education and Communities.

The Woolgoolga High School Anti-Bullying Procedure has been written in consultation with representatives from across the school community, including staff, parents, caregivers and students. The procedure has gathered input from staff (staff meetings), parent, caregivers and community members (P&C meeting), and SRC (students).

Statement of purpose

Woolgoolga High School embraces the philosophy of a safe and happy school for all students. All school members have a right to feel safe and secure within their learning and teaching environment. This procedure aims to identify bullying behaviour and initiate a whole-school approach to address this issue.

Incidents of bullying are not isolated to schools; in fact they are prevalent increasingly in society at large, sometimes in prominent contexts from high-profile people. Despite this, the Woolgoolga High School community will not tolerate any form of bullying or harassment and will work hard to model respectful behaviour.

We expect all of our community - staff, students and parents - to share the responsibility for ensuring a safe, resilient and caring environment that promotes personal growth and positive self-esteem for all.

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. Cyber bullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, exclusion, 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** e.g. repeated and unwanted name calling, put downs, sarcasm, insults, threats
- **Physical** e.g. hitting, punching, kicking, scratching, tripping, spitting
- **Social** e.g. ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **Psychological** e.g. spreading rumours, dirty looks, intimidation, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

The school's Anti-Bullying Procedure sets out **the processes for preventing and responding to student bullying**.

Students have a responsibility to:

- Understand the definition of bullying as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure. **It is not an isolated incident.**
- **Be assertive** in saying "Stop it, I don't like it, go away" to anyone who demonstrates behaviours that are hurtful, offensive or insulting.
- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-Bullying Procedure
- behave as responsible witness
- report incidents of bullying to a teacher

School staff have a responsibility to:

- follow the school Anti-Bullying Procedure
- respect and support students
- model and promote appropriate behaviour
- behave appropriately, respecting individual differences and diversity
- have knowledge of school and departmental policies relating to bullying behaviour
- determine whether bullying has occurred
- respond in a timely manner to incidents of bullying
- investigate and report incidents of bullying and where necessary inform your supervisor, where possible by close of business on the day you became aware of the bullying



- be vigilant and intervene where necessary.
- assist in the provision and determination of appropriate support strategies for bullies and their targets.
- teach students 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 syllabuses and other Key Learning Areas.

Head Teachers have a responsibility to:

Assist classroom teachers in the managing bullying incidents by:

- processing documentation from classroom teacher and refer to Wellbeing Team where appropriate.
- investigating incident, interviewing and implementing strategies where necessary.
- Head Teacher is to begin investigation and decide if it is bullying and its nature, wherever possible within the next school day.
- providing ongoing support for all involved.

Year Advisers have a responsibility to:

- assist the Deputy Principal or Head Teacher where appropriate, in the effective liaison between the school and home, in the successful management of bullying cases.
- provide feedback to staff on bullies and targets, in order to enable effective support strategies to be determined.
- discuss and review incidents of bullying at school wellbeing committee meetings.

School Counsellor has a responsibility to:

- liaise with Executive, Wellbeing Committee members and Parents in regard to the Anti-Bullying Procedure.
- liaise with the relevant Deputy Principal regarding the case management of incidents of an extreme or critical nature.
- assist the relevant Deputy Principal, where appropriate, in the effective

liaison between the school and home in the successful management of bullying cases.

- manage the mediation and resolution of an incident, where appropriate.
- assist in the provision of training and development of all staff in anti-bullying and mediation strategies.
- assist, where appropriate, in the provision of conflict resolution and anti-bullying programs for students at Woolgoolga High School.
- assist, where appropriate, in the support of students who are at risk, e.g. inform staff and/or provide appropriate strategies to individuals where necessary.
- support, where appropriate, parents/caregiver in dealing with bullying issues of a general nature

Student Support Officer has a responsibility to:

Be one point of contact for students to refer concerns of bullying by:

- refer the incidents of Bullying to the appropriate executive member
- investigate incidents of suspected cases of Cyber-Bullying and refer it on to appropriate executive member

Deputy Principals have a responsibility to:

Manage bullying incidents referred by a member of the Woolgoolga High School community.

The Principal has a responsibility to:

Intervene as necessary.

Parents and caregivers have a responsibility to:

Support their children to become responsible citizens and to develop responsible online behaviour by:

- support their children in developing positive responses to incidents of bullying consistent with the school Anti-Bullying Procedure
- report incidents of school - related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur



Prevention

The following are some of the programs that support and help maintain a positive climate of respectful relationships and provision of the Anti-Bullying Procedure at Woolgoolga High School:

- SRC Leadership
- Merit and Discipline levels system
- proactive individual intensive Anti-Bullying program
- Assertiveness Training and Conflict Resolution
- peer programs, e.g. Peer Tutoring
- counselling
- Peer Mediation
- EMPOWER
- Anger Management
- Love Bites
- police talks on bullying and specifically cyber-bullying
- Harmony Day to promote positive and inclusive behaviours
- utilising a range of interagency and regional personnel to run workshops and forums for students, teachers and parents that guide preventative behaviours
- Year 7 have cyber safety classes
- Year 8 course the law relating to digital technology (police delivery)
- Year 9 drugs alcohol, mental health (police delivery)
- Year 10 love bites, relationships, domestic violence harassment discrimination and the law
- senior students have leadership responsibilities ensuring safety in the school community.
- S.M.I.L.E. Senior Peer Mentoring Program.

Early Intervention

The school has early intervention strategies for students who are identified as being at risk of developing long-term difficulties with social relationships and those students who are identified at, or after, enrolment as having previously experienced bullying or engaged in bullying behaviour.

For students at risk, the school will intervene to:

- work with relevant parents to support students encountering difficulties in social relationships
- the learning support team works with parents/caregivers to develop a negotiated personalised plan for students with disabilities who may encounter difficulties with social relationships
- use the expertise of the school's counsellor to develop intervention strategies and provide opportunities for counselling sessions
- mentor at - risk students using key personnel, for example, the Year Adviser, home room teacher, Head Teacher Wellbeing, Deputy Principal or a nominated person who can provide trust and support
- ensure students and parents know the school's Anti-Bullying Action Procedure so that appropriate action can be taken by the school to support all parties via the school website and newsletters
- seek outside agency support to further encourage resilience and self esteem
- utilise the expertise of regional personnel to provide support and guidance

Response

All reported incidents of bullying will have investigations initiated within a reasonable timeframe (usually within two school days). Consideration must be given to the reactive nature of schools and the difficulty in establishing concrete timelines.

Where significant bullying has been determined, parents/ caregivers of those concerned will be informed. In instances where appropriate the Child Wellbeing Unit and/or Community Services will be informed.

For serious bullying behaviours, the DoE School Safety and Response Unit will be called and the School Education Director informed. Such instances are those in which physical injury necessitating medical treatment has been required or where student/staff safety may be compromised. In the most serious of cases, the school will call the police immediately.

Parents can report suggestions, complaints and allegations to the Principal. These will be dealt with according to DoE Procedure: Responding to suggestions, complaints and allegations.



Additional Information

Contact information

Police Liaison Officer – 02 6652 0299

Department of Community Services – 133 627

Child Wellbeing Unit – 1300 480 420

Kids Helpline – 1800 551 800

School contact information

Woolgoolga High School

Centenary Drive Woolgoolga 2456

Phone: 6654 1500

Fax: 6654 1936

Email: woolgoolga-h.school@det.nsw.edu.au

Web: <https://woolgoolga-h.schools.nsw.gov.au>

Principal's comment

Woolgoolga High School's proactive anti-bullying approach has been developed over many years. The success of anti-bullying strategies will be gauged through annual surveys of students, parents/caregivers and staff. The content will be reviewed every three years as part of the school strategic planning. Bullying behaviour has no place at Woolgoolga High School.

Key members of the procedure development

Lyndall Nickell (Relieving Principal)

Iain Henderson (Deputy Principal)

Claire O'Halloran (Relieving Deputy Principal)

Kate March (Relieving Head Teacher Wellbeing)

Josie Athorn (Relieving Head Teacher Special Education)

Dianne Della P&C

School Captains

Student Representative Council (SRC)