



Education &
Communities

Anti-bullying Plan

Holgate Public School





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

This plan 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.

This plan 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. This Anti-bullying Plan complements the Holgate Public School Wellbeing programs and the Department of Education Wellbeing Framework (2015) ensuring students are free from harassment, intimidation and bullying. The procedures outlined in this document have been designed to continue to uphold respectful relationships amongst all members of our learning community.

The National Safe Schools Framework provides a vision and a set of guiding principles for safe, supportive and respectful school communities which promote student wellbeing. Our plan is guided by this framework.

All stakeholders of Holgate Public School community reviewed and evaluated processes and procedures with anti-bullying via:

- An online survey to the community focusing on the prevalence of bullying, positive actions and use of social media
- Class lessons and an immediate survey of students in all classes conducted by the Principal and Assistant Principals
- Staff feedback through professional learning meetings

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- Student discussions through the Student Parliament
- Parent forums at P&C meetings

The Anti-bullying Plan will be evaluated as part of the Positive Behaviour for Learning (PBL) Action Plan and annual school evaluation linked to the School Excellence Framework.

This Anti-bullying plan along with its strong collaborative, planning process demonstrates the strong school culture at Holgate Public School where “Strong, Safe and Respectful Learners” are part of daily practice.

Statement of purpose

Holgate Public School promotes an environment of caring and nurturing which supports student learning. The school wide expectations through Positive Behaviour for Learning (PBL) underpin all aspects of positive student and community interaction.

The NSW Department of Education 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. At Holgate Public School, bullying is not acceptable in any form. Students, staff, parents and the community have the right to feel safe and secure in their learning environments.

Protection

Our PBL school values, fosters and develops expectations and a positive school culture.

Holgate Public School will:

- implement an Anti-bullying Plan which clearly identifies the appropriate safe and respectful behaviours expected at Holgate Public School as well as the behaviours that are unacceptable and the

strategies for dealing with bullying in the classroom and on the playground

- inform students, parents, caregivers and the community about the school discipline code, school rules and Anti-bullying Plan
- provide students with strategies to respond positively to incidents of bullying behaviour including responsibilities as upstanders not bystanders
- 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 complaints of bullying, harassment, intimidation and victimisation
- provide students with strategies to deal with cyberbullying and social networking etiquette
- explicitly teach Strong, Safe and Respectful Learners as well as how to demonstrate high expectations for learning
- implement Strong, Safe and Respectful Learners.

Holgate Public School will aim to create a respectful and safe environment for all students and staff.

Students, teachers, parents, caregivers and members of the Holgate Public School community can expect:

- that students will be safe at school, free from fear of bullying, harassment and intimidation

- to know what is expected of them and others in relation to the Anti-bullying Policy

- that all students will be provided with appropriate support when bullying occurs

- that all incidents of bullying will be reported and acted upon.

Students, teachers, parents/caregivers and members of the school community have a responsibility to:

- promote positive relationships that respect and accept individual differences and diversity within the whole school community
- promote resilience as a technique for discouraging bullying behaviour for individuals who are the victims of bullying
- support the Anti-bullying Plan through words and actions.

Students can expect to:

- know their concerns will be responded to by school staff.
- be provided with the appropriate support (both the victim and the perpetrator)
- take part in learning experiences that address key understandings and skills relating to positive relationships, safety, gender equality, discrimination, bullying and harassment.

The Holgate Public School community understands bullying can take many forms:

- verbal e.g. name calling, teasing, abuse, humiliation, sarcasm, insults, and threat
- physical e.g. hitting, punching, kicking, scratching, tripping, spitting

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- social e.g. ignoring, excluding, ostracising, alienating, making inappropriate gestures
- psychological e.g. spreading rumors, glaring, hiding or damaging possessions, cyberbullying, SMS or email messages, using social media such as Facebook to defame, demean, inappropriate use of camera phones
- Bullying, as outlined in the National Safe Schools Framework (2011), can be observed as overt (face-to-face or direct bullying) or covert (indirect bullying which is a subtle type of non-physical bullying which isn't easily seen by others).

Students, teachers, parents, caregivers and members of the wider community have a specific role in preventing and dealing with bullying.

- Students have a responsibility to :
 - behave appropriately, respecting individual differences and diversity
 - follow the Anti-bullying Plan
 - respond to incidents of bullying by adhering to the values of caring and supporting others.
- School staff have a responsibility to:
 - respect and support students in all aspects of their learning
 - 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.
- Parents and caregivers have a responsibility to:

- support their children to become responsible citizens and to develop responsible on-line behaviour
- 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 the 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
 - support the school's core values of Strong, Safe and Respectful Learners through words and actions.
- Principals are responsible for:
 - implementing the plan within the school
 - submitting a copy of the school's Anti-bullying Plan to the school Director of Education whenever it is developed and reviewed
 - reporting annually to their school community on the effectiveness of the school's Anti-bullying Plan.

Prevention

Holgate Public School promotes and encourages respectful and responsible relationships among students through involvement strategies to prevent bullying.

- Positive Behaviour for Learning (PBL) strategies underpin all systems and practices. Students are involved in explicit weekly lessons and are rewarded for demonstrating expected behaviours
- Buddies Program – Students in Kindergarten are buddied with a Stage 3 mentor who supports their transition into school while providing leadership opportunities for Stage 3 students
- Peer Support – Students K-6 are involved in small group activities led by students in Stage 3
- Playground opt –in alternatives such as Oasis, Green Dream Team, robotics, art and craft club, structured playground activities and Code Club
- Personal Development and Health – Students K-6 are involved in curriculum incorporating child protection and anti-bullying lessons.
- High Five – As part of prevention students in our school learn the High Five strategies to provide a scaffold for conflict resolution and to build independence
- High Five visuals and implementation of K-6 lesson plans for each step of the High Five strategy.

The five strategies are:

1. Ignore
2. Talk friendly
3. Walk away
4. Talk firmly
5. Report



'HIGH Five FLOWCHART' High Five is an effective strategy to develop problem solving strategies. It is a whole school approach that can eradicate bullying. The five step program can be used in the classroom, the playground and for personal use.



HIGH FIVE



STRONG

Ignore

- Ground
- Breathe, centre, focus

Talk Friendly

- Eye contact, calm eyes
- We don't do that at our school
- I feel... when you... because...
- Inclusion not exclusion...statements like – let's play something else together...

SAFE

Walk Away

- Beach Guy; calm, strong, confident, happy
- Think calm, strong thoughts
- Walk to another area, don't run! Focus on where I am going

RESPECTFUL

Talk Firmly

- Ground, centre, breathe
- Eye contact, calm strong voice,
- STOP!
- Restate: I feel... when you... because...
- Let them know the consequences for continuing their behaviour "I will have to report you if this continues"

LEARNERS

Report

- Stick together, help your friends out
- Inclusion not exclusion
- Talk to a teacher
- Go to a safety zone
- Use the reporting box
- Reporting not dobbing
- Not until I've already done the first 4 steps

EVERYBODY, EVERYWHERE, EVERY TIME

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What is High Five?

- It is an effective strategy to develop problem-solving skills for our students
- A whole school approach that can also eradicate bullying
- It is a 5 step problem solving strategy that can be used in the classroom, in the playground and for perceived bullying incidents.

Values and High Five

- Values - used to foster better relationships, personal achievement and improved student wellbeing
- High Five - used to build students social skills and resilience

As a staff we want to

- Teach our students the skills which will build their self-esteem and empower them to take responsibility for themselves and give them the power to practice these skills
- Promote pro-active strategies to prevent incidents becoming bullying.

Ignore

- Find the ground
- Breathe deep into your belly
- Connect to your centre
- Focus your mind, think positive, strong thoughts
- Pretend you didn't hear it, talk to another friend
- Be focused, responsible, proud and calm.

Talk friendly

- We don't do that at our school
- Use a calm voice
- Maintain eye contact
- Confident body language
- Maintain relatively close body proximity

- Use "I" statements - I feel when you..... because.....
- Inclusion not exclusion...statements like – let's play something else together...

Walk away

- Ground, centre, breathe
- Stand tall, head up high
- Walk somewhere, preferably towards a congested area or to a safety zone (teacher)
- Do not look back. Walk confidently, don't run, water strength walk
- Focus on where you are going.

Talk firmly

- As per Talk Friendly but now I mean business
- Ground, centre, breathe
- Use an assertive, rock voice, from your centre
- Tell them to STOP
- Re-state your "I" statement. eg. I said.....
- State the consequences of continued bullying.

Report

- Bystanders - support and report, stand by your friends
- Walk away and tell a staff member
- Use the Communication Report Box if you need it



The concepts are taught to students through whole school lesson plans, role play and posters placed around the school and in classrooms to remind and prompt all students. Parents can assist by discussing the 'High Five' at home with their children.

- Data analysis – Increased awareness of potential 'trouble spots' and ongoing concerns through data analysis and regular observations
- Behaviour intervention programs – Diverse strategies in place to support students in demonstrating appropriate school based behaviour including behaviour plans, communication books, green folders, alternate playgrounds, playground folders, Oh DEAR forms and school database
- Appropriate supervision to ensure safety of all
- Creation of a caring, cooperative school ethos which promotes respect for individuals
- Establishment of clear understandings regarding expectations
- Teaching students the effects that 'bystanders' and 'upstanders' can have on bullying incidents
- Establishment of clear and effective classroom and playground routines and expectations.

Early Intervention

At Holgate Public School we aim to promote positive choices around the issue of bullying in a number of ways:

- The implementation of Positive Behaviour for Learning strategies which underpin our values of Strong, Safe and Respectful Learners
- Continual promotion of students reporting all bullying incidents including cyberbullying for all members of our Holgate community
- Awareness of bullying issues raised at school and stage assemblies on a regular basis
- Visuals around school setting

- Communication with the Holgate Public School community through newsletter and other technology platforms
- High Five lessons implemented K-6
- Students regularly reminded to use strategies which include: asking a friend for help, using 'STOP' in a clear voice and firm hand signal, walk away when someone is directing non-respectful behaviour towards themselves or another student
- Reporting to an adult
- Class teachers regularly remind students to report incidents
- Conducting a three year review of the Anti-bullying Plan in the school as well as an annual parent satisfaction survey
- Parents are encouraged to contact the school if they become aware of any problems
- Sharing of good practice by staff at professional learning, stage, communication and learning support meetings
- Report box checked daily
- Student ideas are encouraged through the student parliament and peer support.

Response

The school will respond to bullying as per the Bullying: Preventing and Responding to Student Bullying in Schools Policy 2011.

The following section sets out the main elements of the normally expected response to incidents of bullying behaviour. The precise nature of the response needs to take account of the circumstances of the individual case. Teachers, parents and students all have a role to play.

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Teacher Response

Staff will use their professional judgement in regard to the strategy that best suits the situation and the needs of the students involved. However, the response strategy would normally be expected to include:

- Following up any possible instance of bullying of which they have been informed
- Encourage students to utilise High Five strategy
- Gathering information from victims, alleged bullies and witnesses
- Deciding on appropriate action (this could involve informal discussions including the students, referral to executive staff, involvement of the school counsellor and parents depending on the severity or complexity of the situation)
- Following up incidents of bullying which they have witnessed and seeking executive input if needed
- Informing parents of relevant students involved in a timely fashion and keeping parents informed of progress
- Ensuring that the bully (or group) is involved in some type of restorative justice with the victim(s) if applicable
- Informing all relevant members of staff about the incident and the action taken
- Recording their actions, meetings and phone calls.

Student Response

Students are taught the skills to display strong, safe and respectful behaviours.

They are given opportunities to practice and develop their skills that enhance resilience (in particular negotiation, conflict resolution and problem solving). They are encouraged to practice the following behaviours and communication:

- Strong, Safe, Respectful, Learners Everybody, Everywhere, Every Time

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- Use the High Five strategy
- Hands and feet to self
- Respect personal space
- Use 'nice words'
- Saying STOP in a clear voice and using a firm hand signal when someone is directing non-respectful behaviour towards them
- Walk away from non-respectful behaviour
- Talk to an adult
- Learn to stop what they are doing when asked by another student even if they don't agree with the request
- Intervene appropriately when they see non-respectful behaviour occurring by asking the student to stop, walk away and tell
- Discussing issues with the teacher
- Talking to parents and caregivers
- Talking to friends
- Use the Communication Reporting Box in the administration office
- Responsible use of technology
- Students are explicitly taught safe, respectful behaviour strategies and encouraged to report any instance of bullying where they may have been the victim or they may have witnessed an incident.

Parent Response

At Holgate Public School we want all students to develop, maintain and enjoy positive and respectful relationships at school, at play and at home. Bullying incidents can occur at all ages across all situations. Therefore it is part of the role of parents as co-educators to try to prepare their children to deal with potential conflicts. Parents should encourage their child/ren to:

- Have positive beliefs in themselves
- Encourage child/ren to use the High Five strategy

- Be resilient and bounce back from social difficulties which can occur in all group settings
- Be assertive and responsible in all their actions
- Encourage the use of the Communication Reporting Box
- Report any incident to teachers, parents or a trusted adult when they need help
- Use technology responsibly.

Parents need to respond to their child's report in a measured, supportive and positive way. Parents are encouraged to contact the school as soon as possible following a report.

Reporting Bullying Procedures

Bullying will be reported by: students, parents or community members and staff members. Should an incident of bullying occur, staff members take the following actions:

- Act as soon as possible
- Encourage telling by any student who is bullied or who has witnessed non respectful behaviour towards others
- Ensure that the victims are supported
- Ensure a consistent response in dealing with incidents
- Make consequences clear to students, parents and teachers
- Record and report incidents of bullying
- Explore options for providing specific support for identified students.

Victim Support

- Reassure him/her that it is not their fault; (recognition of positive action by student)

- Gather information from the reporting student(s)
- Confirm a common understanding of bullying
- Discuss reasons and attempt to resolve the situation
- Practice assertiveness techniques with the student if necessary
- Assign safe areas
- Establish contact with the alleged bully or group to explain the behaviours, the consequences and actions to follow
- Communication can include a phone call, notes and/or meetings with parents / caregivers
- Feedback to parents in a timely manner for all parties involved.

Considerations

As part of the school's Student Wellbeing Procedures the principal could report to police incidents involving assaults, threats, intimidation or harassment. The Suspension and Expulsion Procedures could also be used depending on the severity of the acts and behaviours.

Principals have the responsibility to report any concerns of children at risk of significant harm to the Child Wellbeing Unit or Family and Community Services depending on each individual case.

Parents and community members can utilise the Department of Education Complaints Handling Policy to appeal decisions made by the school if they consider that natural justice was not followed.

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Recording and monitoring of incidents

The school will

- Record incidents of bullying in playground folders and planning room documentation.
- The Learning Support Team, Positive Behaviour for Learning and School Executive will periodically reflect on data and respond to any identified needs.
- The Positive Behaviour for Learning Team (PBL) will analyse data and respond with actions through universal or tiered intervention.

Promotion and review of the Anti-bullying Plan

Holgate Public School Anti-bullying Plan will be tabled at the P&C after community consultation occurred through online surveys. The plan will be reviewed annually as part of regular school evaluation with a full review of the plan to occur at the end of 2019 in line with DoE policy review practices.

Additional Information

The Police Youth Liaison Officer (YLO) is able to deliver crime prevention and safety talks at schools, juvenile crime reduction programs and networking with other agencies. The Youth Liaison Officer can be contacted via Brisbane Water.

Local Area Command Office in Gosford on 4323 5599.

Links and Resources

- www.bullyingnoway.com.au

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- www.enoughisenough.org.au
- www.kidshelp.com.au
- <https://www.education.gov.au/national-safe-schoolsframework-0>
- <https://www.stopbullying.gov/kids/>

Principal's Comment

This plan has been developed following consultation with parents, students, staff and the P&C.

Contact Information

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The Anti-Bullying Plan – NSW Department of Education

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