

ALLEGRA SCHOOL COFFS HARBOUR ANTI-BULLYING AND HARASSMENT POLICY

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Preamble

Allegra School Coffs Harbour is committed to providing a safe and secure environment for Students to learn without fear of bullying or harassment. Students are made aware that all Staff at Allegra School Coffs Harbour take any form of bullying and harassment behaviour very seriously and that they, the Student, have every right to feel safe and supported in our School environment.

Scope

This policy relates to Principal, Staff and Students, Parents/Guardians or Caregivers to ensure all Students feel that Allegra is a safe place where they can learn. Students and Staff must respect and accept that people have different beliefs, values and backgrounds.

Policy

Allegra School values respect and shows tolerance and acceptance of others in a safe and supportive environment. The School fosters positive relationships through strong welfare programs and aims to deal effectively with, and prevent incidences of bullying. Bullying can be defined as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure. The School strives to develop a positive School culture that consistently reinforces the message that bullying is never acceptable.

Bullying is not acceptable in any form. Staff and Students have the right to expect that they will be safe at School and spend each day free from the fear of bullying, harassment and intimidation. The Principal, Teachers, Staff, Students, Parents/Guardians or Carers, and members of the wider community all have a responsibility to work together to address bullying. By working together, the community contributes to the prevention of bullying by promoting appropriate behaviour and respectful relationships.

Definition

Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or gender.

Bullying of any form or for any reason can have long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Bullying behaviour can be:

- Verbal (e.g. name calling, teasing, threats, putdowns, abuse, sarcasm, insulting someone about weight, height, race, sexuality, culture or religion)
- Social (e.g. ignoring, excluding, alienating, sharing information or images that will have a harmful effect on the other person)
- Physical (e.g. hitting, punching, shoving, kicking, scratching, tripping, spitting, intimidating another person or damaging or stealing their belongings)

- Psychological (e.g. spreading rumours, dirty looks, hiding/damaging possessions, malicious SMS/email messages, sexting, inappropriate use of camera/phones)

Bullying can happen anywhere

- At School
- In cyberspace
- Travelling to and from School
- Any extra-curricular activity

What type of harm is done and where it occurs

- Setting – in person and online
 - In person (e.g. verbal, physical, and social bullying)
 - Online/cyberspace (e.g. verbal and social bullying and threats of physical bullying)
 - Bullying online can potentially have an enormous audience
 - Students who are bullied online are often also bullied in person.
- Means – direct and indirect
 - Direct bullying occurs between the people involved
 - Indirect bullying mostly inflicts harm by damaging another's social reputation, peer relationships and self-esteem
- Visibility – overt and covert
 - Overt (e.g. physical actions such as punching, kicking or name-calling and insults)
 - Covert (e.g. repeatedly using hand gestures, threatening looks, whispering, excluding or turning your back on a person)
- Harm – physical and psychological
 - Physical harm
 - Psychological harm can result from bullying (e.g. harm to a person's social standing, fear of bullying)

Prevention of Bullying

Our School does not tolerate bullying and harassment behaviours of any kind. All members of Staff have the responsibility to report conduct that may be bullying and harassment. Teachers and Staff play a pivotal role by creating a safe, respectful, welcoming and supportive classroom environment.

The prevention of bullying is implemented by ensuring Students are encouraged to talk about their feelings, have positive and meaningful social interaction, diversity, inclusiveness, and understand discrimination, power and conflict. Our Staff foster a positive sense of self and promote respectful relationships, acceptance and build the Student's capacity to manage their emotions.

Our School employs a Student Support Officer to provide assistance to Students for their wellbeing. Group discussions in class are held to openly discuss bullying and harassment behaviours.

Staff, including new and casual Teachers, are given an induction pack upon employment which details the School's Behaviour Policy including the Behaviour Pyramid. Students are issued the Student Handbook which details the Student Behaviour Policy, Anti-Bullying and Harassment Policy and Student Code of Conduct.

Procedure

Students and Staff of Allegra have the right to feel safe and to be protected from bullying and harassment. The School acts rapidly and firmly against bullying wherever and whenever it occurs in line with the Student Behaviour Policy and Behaviour Pyramid.

Students are to report any forms of bullying to their Classroom Teacher, Student Support Officer or Head Teacher who will act in accordance with the School policy.

The Head Teacher and Student Support Officer meet to discuss reports of bullying and harassment by Students. If the bullying involves a member of Staff, the Principal is the contact.

The following actions may occur to a Student who is displaying bullying behaviour:

- Verbal warning issued to the Student
- Written warning issued to the Student
- Interview conducted with the Student and Parent/guardian or caregiver
- Student placed on a Behaviour Contract
- Student placed on Detention
- Student Suspended
- Withdrawal or Expulsion from the School

Students are encouraged to speak with the Student Support Officer to discuss issues and feelings surrounding bullying and harassment.

Weekly Student Welfare meetings are held to discuss various issues the Students may be experiencing which are affecting their wellbeing at School.

Responsibilities

The Principal and/or delegate will ensure that Staff are aware of their roles and responsibilities in identifying and preventing bullying and harassment. A copy of this policy is issued to all Staff members.

The Principal and/or delegate has a responsibility to:

- Maintain a positive climate of respectful relationships where bullying is less likely to occur
- Developing and implementing programs for bullying prevention
- Developing and implementing early intervention support for Students who are identified by the School as being at risk
- Empowering the whole School community to recognise and respond appropriately to bullying, harassment and victimisation and behave as responsible bystanders
- Respond to incidents of bullying that have been reported quickly and effectively
- Providing support to any Student who has been affected by, engage in or witnessed bullying behaviour
- Provide Professional Development training for Staff including new and casual Staff

Staff have a responsibility to:

- Model and promote appropriate behaviour, respecting individual differences and diversity
- Reinforce the message that bullying is not accepted or tolerated
- Treat seriously all reports or observed incidences of bullying
- Report incidences of bullying to the Principal and/or delegate in a timely manner
- Record incidents of bullying into the Sentral database system

- Be observant to signs of distress or suspected incidents of bullying
- Supervise Students at all times

Students have a responsibility to:

- Behave appropriately; respecting individual differences and diversity
- Respond to incidents of bullying accordingly to the School anti-bullying policy
- Understand how bystanders can positively impact on incidents of bullying and respond accordingly
- Report incidents of bullying

Parents/Guardians and Caregivers have a responsibility to:

- Support their children to become responsible citizens and to develop responsible behaviour, including their behaviour online
- Be aware of the School anti-bullying policy and assist their children in understanding bullying behaviour
- Assist their children in developing effective responses to incidents of bullying
- Support their children to deal effectively with bullying
- Notify the School when incidents of bullying are suspected
- Work collaboratively with the School to resolve incidents of bullying when they occur

Reporting

Our Students are encouraged to report concerns of bullying and harassment, either for themselves or for another Student. This is considered by the Principal and Staff as being a positive decision and one that will be given due consideration and appropriate action.

Staff must take any observations they make or disclosures they hear of bullying and harassment seriously and must document (diarise) any information they receive regarding harassment occurring within the cohort and, at a minimum, bring this to the Weekly Staff meeting for discussion and actioning.

Students who have been identified as displaying bullying and harassment behaviour as described in this policy may find themselves at risk of having their placement at Allegra suspended or withdrawn. Additional detail about Student bullying is set out in the Student Behaviour Policy.

Incidents of bullying and harassment will be recorded in Sentral the electronic database of Student records as a Negative Incident with full details explained of the incident. All records of discussions and letters that are issued will be stored electronically in Sentral and backed up.

School Liaison Officer

A School Liaison Police Officer works with Allegra School Coffs Harbour to reduce youth crime, violence and anti-social behaviour through a range of School intervention strategies, educational programs which model respect and responsibility.

The School Liaison Police Officer develops and presents programs in conjunction with teaching Staff and acts as a central point of contact for Police, Community and School issues. They provide information, support and guidance on security, intervention strategies and child protection matters relating to the School as well as other issues relating to safety and community responsibility.

Support Contact numbers

- Police School Liaison Officers (0437 774 483) can provide support, advice, education programs and mentoring programs to Students
- Police Youth Liaison Officer (6691 0799)
- Crime Co-ordinator (6691 0870)
- Referral to other available services including Headspace, Groundworks, Pathfinders, Connect and Coffs Harbour Community Mental Health

Related Policies

Code of Conduct
Rights and Responsibilities
Student Behaviour
Conflict Resolution

Related Documents

Student Handbook

Registered and Accredited Individual Non-government Schools (NSW) Manual Reference No

3.6 Safe and Supportive Environment 3.6.2

Review of Policy

Policy to be reviewed one year from date of effect or earlier if required

Version History

Version	Approved By	Approval Date	Date of Effect	Sections Modified
Original	Board	21 Jan 2020	22 Jan 2020	Change of Name; minor edits; general review