



Anti Bullying Policy

Respect Safety Excellence

BULLYING

At Spalding Primary School bullying is defined as... **deliberately hurtful behaviour, repeated over a period of time, which leaves the victim feeling upset or hurt.**

- Bullying involves one or more students exerting power or dominance over another or others
- Bullying behaviour is deliberate, unwelcome, uninvited and often repeated
- Bullying involves behaviour which is physical, verbal or social
- Bullying includes a wide range of behaviour that causes another person to feel embarrassed, offended, hurt, humiliated, insulted, ridiculed, angry or afraid
- Bullying can have a serious long-term effect on the health and wellbeing of people

Forms of Bullying

At Spalding Primary School children are taught to identify three forms of Bullying:

- **Physical:** hitting, kicking, theft etc
- **Verbal:** name calling, racist remarks, put-downs, threats etc
- **Social:** spreading rumours either verbally or electronically, deliberately excluding from social groups, body language etc

Objectives

- To promote pro-active strategies to reduce the incidences of bullying
- To counter the view that bullying is an inevitable part of school life
- To provide staff, students and parents with options to respond to bullying
- To promote positive peer relationships
- To promote a sense of community belonging and responsibility
- To create a caring climate which reflects our school values of:

- **Respect**
- **Excellence**
- **Safety**

Symptoms of Bullying

Staff at Spalding Primary School are trained to identify signs of possible bullying. Parents are also reminded to be aware of indicators of possible bullying. Sudden changes in a child's behaviour '**may**' indicate the possibility of bullying. Examples may include when the child:

- Becomes frightened of walking to and from school alone
- Changes their usual route between home and school
- Does not want to travel on the school bus
- Begs parents to drive them to school
- Becomes unwilling to attend school
- Begins feeling ill in the mornings
- Begins truanting
- Begins doing poorly in their school work
- Comes home with clothes or belonging damaged
- Comes home complaining of hunger
- Becomes withdrawn, starts stammering, lack confidence
- Becomes distressed and anxious, stops eating
- Cries themselves to sleep, has nightmares
- Has their possessions go missing
- Asks for money or begins stealing
- Continually loses pocket money
- Refuses to talk about 'what is wrong'
- Has unexplained bruises, cuts, scratches
- Begins to bully other children, siblings
- Becomes aggressive and unreasonable
- Gives improbable excuses for any of the above issues

Shared Responsibilities to Address Bullying

Bullying behaviour is totally unacceptable at Spalding Primary School. Everybody within the school community has a shared responsibility to act against bullying.

Student Responsibilities

If a student feels they are being bullied or has witnessed bullying behaviour they should:

Tell the person that they are being a bully and to stop the behaviour. (See the 'ACT' Code)

Ask the person to stop... but if it continues

Collect an eyewitness... but if it continues

Take the eyewitness and report it to an adult

Support the person who is being bullied (see the 'REPORT' Code) and seek support from a teacher at the time of the incident. All students have a responsibility to:

Respond by caring

Eyewitness events

Play it cool don't get caught up in it

Offer support

Remove the victim and report to a teacher

Take care of the victim

Refrain from bullying others

Report all bullying

Teacher Responsibilities

If a student reports a bullying incident or a teacher witnesses incidents of bullying, they should:

- Listen and provide support to the victim by acknowledging the nature and seriousness of bullying behaviour.
- Find out the background and attempt to resolve the incident.
- Complete a Front Office Referral or Re-Think Room Referral form if appropriate.
- Refer the incident to Principal if necessary.
- Offer follow-up care and support to the victim.
- Support the school in implementing Student Behaviour Management Procedures.
- Keep Management informed of any on-going bullying.

Management Responsibilities

If a Front Office Referral involving bullying is reported to management, they should:

- Gather information from witnesses / bystanders.
- Offer support / counselling to the victim of the bullying behaviour.
- Offer support / counselling to the child bullying.
- Record and monitor incidents of bullying behaviour.
- Put in place Student Behaviour Management procedures as appropriate.
- Contact parent /s of the student who has been bullying others.
- Contact parent /s of the victim.
- Keep the class teacher informed / involved.
- Keep parents informed / involved.
- Encourage victim or witnesses to report similar behaviour if repeated.
- Offer follow-up care and support to the victim.

Parent / Caregiver Responsibilities

If a parent / caregiver believes that their child is being bullied, they should:

- Encourage their child to report any incidents of bullying.
- Try to gather information related to the bullying.
- Contact the school to discuss their concerns as soon as possible.
- Support the school in a collaborative and caring manner.
- Actively participate in meetings in order to address the issues.
- Keep the school informed of any on-going bullying.
- Follow the Parent Grievance Procedures if unsatisfied with the outcome.

If a parent / caregiver believes that their child is involved in bullying others, they should:

- Try to gather information related to the bullying.
- Contact the school to discuss their concerns as soon as possible.
- Support the school in a collaborative and caring manner.
- Actively participate in meetings in order to address the issues.

If you are concerned that your child could be being bullied please make an appointment to speak to the classroom teacher or leadership as soon as possible. The educational, social and emotional wellbeing of the child is the first priority of staff.

Behaviour Reflection Sheet

Details of Person Taking Report

Name: _____

Position: _____

Signature: _____

Date of Report: ___/___/___ Time: ___ am/pm

Details of Person(s) Reporting:

Name _____

Others: Name (s) _____

Class (s): _____

Witness(es)/ Bystanders Name(s) (if any): _____

Brief Details:

Person Reporting Bullying : Statement:

Person (People) Accused of Bullying : Statement:

Witness's Statement:

Have any of these people been named in a previous report? Yes/No (Circle)
Provide brief details.

Action taken by teacher(s) :

Name: _____ Class: _____

What I did

How my behaviour affected another person

How could I make better choices next time?

**I understand that my choice of behaviour is bullying.
If I continue with this kind of action, my parents will be contacted and ultimately
suspension.**

**I understand that my behaviour will be monitored for the next two (2) weeks
by: _____**

Signed: _____

Date: _____

SPALDING PRIMARY ANTI BULLYING POLICY

Bully Audit

A whole school Bully Audit is conducted at Spalding Primary School in week 9 each term to provide an opportunity for children to raise issues of bullying. This process enables the school to monitor issues and to respond with appropriate programs and initiatives to maintain positive relationships between all students.

Students complete the audit form individually in the classroom. If a child is unable to complete the form they are able to take it home and receive assistance from their parent / caregiver or assistance will be offered by an adult at school.

The survey asks each student to identify times they may have been bullied or have witnessed bullying both in the class and in the yard.

The results of the audit are then compiled. If students have been identified on five or more occasions a Parent Meeting may be requested and a plan established to support the child in making positive behavioural choices.

Data obtained from the audits is used to support the review and improvement of our policies and procedures and is reported to the school community and Governing Council.

Date Approved: _____

Review date:- _____

Principal :- _____

Governing Council Chairperson :- _____

Spalding Primary School

Wellbeing Audit

The information collected in this audit will be used to create a safer school environment for all students. Although there is a space for you to record your name, you may choose not to. When you have completed the questions, hand this sheet to your class teacher.

At Spalding Primary School bullying is defined as ... deliberately hurtful behaviour, often repeated over a period of time, which leaves the victim feeling upset or hurt.

Name:	Year Level:
Class Teacher:	Gender:

Have you been bullied within the past 5 weeks

NO <input type="checkbox"/> (If no, thank you, your audit is finished)	YES <input type="checkbox"/> (If yes, please continue to complete the survey)
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What does the bully usually do?	Names:
Call names <input type="checkbox"/>	
Text Message <input type="checkbox"/>	
Hit <input type="checkbox"/>	
Email <input type="checkbox"/>	
Kick <input type="checkbox"/>	
Tease <input type="checkbox"/>	
Threaten <input type="checkbox"/>	
Exclude you <input type="checkbox"/>	
Push <input type="checkbox"/>	
Spread rumours <input type="checkbox"/>	
Put-Downs <input type="checkbox"/>	
Other <input type="checkbox"/>	

Where does the bullying usually occur?	When does the Bullying usually occur?
In classroom <input type="checkbox"/>	On way to school <input type="checkbox"/>
At the classroom door <input type="checkbox"/>	Before school <input type="checkbox"/>
On the oval <input type="checkbox"/>	Recess time <input type="checkbox"/>
Canteen <input type="checkbox"/>	Lunch time <input type="checkbox"/>
Library <input type="checkbox"/>	Line-up time <input type="checkbox"/>
COLA <input type="checkbox"/>	During lesson <input type="checkbox"/>
Playground <input type="checkbox"/>	After school <input type="checkbox"/>
Around the Buildings <input type="checkbox"/>	On the way home <input type="checkbox"/>
Toilets <input type="checkbox"/>	While on the bus <input type="checkbox"/>
Online <input type="checkbox"/>	Other _____ <input type="checkbox"/>
Other <input type="checkbox"/>	<input type="checkbox"/>

How often has the bullying occurred?	What have you tried to stop the bullying?
2-3 times <input type="checkbox"/>	Ignored them <input type="checkbox"/>
4-5 times <input type="checkbox"/>	Bullied them back <input type="checkbox"/>
Most days <input type="checkbox"/>	Kept away from them <input type="checkbox"/>
Every day <input type="checkbox"/>	Asked them to stop <input type="checkbox"/>
	Told an adult at school <input type="checkbox"/>
	Told an adult at home <input type="checkbox"/>
	Used the A.C.T. steps <input type="checkbox"/>