



# Anti-bullying Plan



**Pennant Hills 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.

Pennant Hills Public School Anti-bullying policy has been developed in consultation with students, staff and the community.

## Statement of purpose

The aim of the anti-bullying policy is to ensure students learn in a supportive, caring and safe environment without fear of being bullied. The school does not tolerate bullying in any form. Every member of the school community has the right to learn, work and teach in a happy and safe environment. The school promotes positive and respectful relationships between all members of the school community.

## Protection

Pennant Hills Public School rejects all forms of bullying. We value, respect and show tolerance of others in a safe and supportive environment. We foster positive relationships through the implementation of the programs outlined in the Wellbeing Policy.

Bullying is the repeated wilful and conscious desire to hurt, threaten, frighten, isolate, exclude or embarrass someone and involves the misuse of power by an individual or group toward one or more persons. It is recognised as physical, verbal, social or psychological. It can occur face-to-face, in written form or through the use of technology in the form of cyber bullying.

Bullying behaviour can be:

**Verbal** - any form of verbal behaviour designed to hurt another e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats

**Physical** - any form of physical behaviour which hurts others e.g. hitting, punching, kicking

**Social** - any form of social behaviour that causes distress e.g. ignoring, excluding, alienating, making inappropriate gestures, cyber bullying

**Psychological** - any form of psychological behaviour which causes distress e.g. spreading rumours, non-verbal gestures, mean jokes, hiding or damaging possessions, cyber bullying (malicious SMS, texting or email messages, inappropriate use of camera phones)

Every member of Pennant Hills Public School community has an individual and shared responsibility in preventing and responding to bullying behaviour.

School staff will listen to the person making the report and acknowledge the seriousness of bullying behaviour. Staff will take steps to respond in a sensitive manner.

Parents and caregivers will play a proactive role in the prevention of bullying and work alongside the school to promote an anti-bullying culture.

Students should feel empowered to recognise bullying and feel safe to report bullying behaviour. Students should support the person who they believe is being bullied and request help from an adult.

Proactive prevention strategies are fundamental in minimising bullying behaviour.

- Communicating regularly with all members of the community regarding anti-bullying processes and procedures.

- Teachers promoting positive behaviours through the embedding of social skills programs in everyday teaching and learning.
- The school promoting reporting procedures that recognise the signs of bullying behaviour and encouraging open talk about bullying at all levels of the school.

## Prevention

Appropriate anti-bullying, bystander training and social skills programs will be implemented across all stages both formally and incidentally. Examples include but are not limited to - Bounce Back, SRC, Buddies and assembly discussions.

The school rules help foster citizenship through positive, proactive, social and tolerant behaviour. The school rules are: *Be a Learner, Be Respectful, Be Responsible, Be Kind and Be Fair.*

Learning opportunities are embedded in all curriculum areas K-6.

A Pamphlet outlining Pennant Hills Public School overview of definition of bullying and strategies for students to report and manage bullying behaviours.

Students adhere to the Code of Conduct for Bring Your Own Device (BYOD). This code complies with the departmental policies concerning the use of devices at school while connected to the Department of Education (DoE) WiFi network.

Staff will undertake regular professional learning in current anti-bullying strategies and keep up to date with DoE policies.

Regular communication through the newsletter and parent groups will ensure that the school community is familiar with, and supportive of, the school's Anti-bullying Policy. This may assist parents in having a greater awareness of the signs that their child may be being bullied or bullying others.

## Early Intervention

Students are provided with strategies to support them in dealing with bullying e.g. confidential talk with teacher, class talks, small group

discussions, confronting the bully, guest speakers.

Prompt identification of students requiring intervention.

Monitoring of records detailing students' behaviours.

Parents and caregivers who recognise that their child is experiencing difficulties in any aspect of their school life are encouraged to discuss these issues with the class teacher. The class teacher will determine an appropriate course of action.

Principal/Executive are available to meet with students, staff and parents if problems continue or if there are further issues.

Involvement of the school counsellor.

Access to Learning and Support Team.

Use of specialist staff e.g. DoE personnel, Anti-Racism Contact Officer (ARCO) and external agency support.

## Response

Instances of bullying can be reported to any teacher or member of staff by any member of the school community. All reports will be recorded, monitored and the following procedure followed:

1. The incident is investigated by the teacher to whom it has been reported.
2. Teacher will interview all parties involved. The teacher determines whether or not the incident is bullying, according to the agreed definition. Immediate disciplinary action may be required.
3. A clear account of the incident will be recorded and given to the Assistant Principal.
4. The Assistant Principal will speak with all concerned and record relevant details.
5. Consequences and appropriate measures will be used in consultation with relevant parties. The strategies for dealing with bullying are linked to the Student Welfare Policy and encompass a range of options available to deal with unacceptable behaviours. Our Restorative Practice Framework provides a common language and practice to build respectful relationships, and foster effective

communication with students, staff, parents and the wider community.

6. Parents will be notified in writing and kept informed. The class teacher will be kept informed. Meetings may be scheduled dependent upon individual circumstances.
7. The Assistant Principals will inform the Deputy Principal/Principal of all incidents.
8. Notes sent home to parents to be returned to the Assistant Principal as described in Student Welfare Policy. The Deputy Principal/Principal kept informed.
9. The school's Executive Team will monitor behaviour for patterns of repeated or recurring offences of bullying. The Learning Support Team will offer support and advice on further directions including the involvement of specialist staff, such as school counsellor and DoE personnel, if necessary.

### **Communicating Bullying Plan and Procedures**

At least once each year, the whole school community is reminded of the school's Anti-bullying Policy. This will be done through the school weekly newsletter. It is important to emphasise at this time that it is appropriate and expected for students to tell an adult if they are being bullied or witness bullying of others.

New teachers are inducted regarding anti-bullying procedures each year.

All incidents of bullying reported to the school will be communicated to the parents and caregivers in a confidential manner in line with current legislation. Any communication to the wider school community of bullying incidents at the school will be of a general nature protecting the privacy of all individuals involved, according to privacy laws.

**The Principal / Delegate will follow DoE guidelines and report incidents involving assaults, threats, intimidation or harassment to the Police, Child Wellbeing Unit and/or Community Services where appropriate.**

### **Students, Parents and Caregivers:**

Students, their parents and caregivers are encouraged to be proactive in reporting bullying to the school so that appropriate support and/or disciplinary action is provided for those students involved in any incident.

#### **Students can expect to:**

Have their concerns investigated by school staff.

Be reassured and offered ongoing support.

Take part in learning experiences that address key understandings and skills relating to positive relationships, safety, gender equity, discrimination, bullying and harassment, bystander training and social skills.

#### **Parents/Caregivers can expect to:**

Be informed of instances at school involving bullying of their child and consequent actions implemented by the school.

Have the opportunity to appeal decisions made by the school by accessing the Department of Education and Communities Complaint Handling Policy. This is located at: Complaints Handling Policy.

<https://education.nsw.gov.au/policy-library/policies/complaints-handling-policy>

### ***Review of Anti-bullying Policy***

The school executive will monitor the number and type of incidents reported and recorded requiring interventions. They will use this information to evaluate the effectiveness of the Anti-bullying Policy and make revisions as necessary.

Pennant Hills Public School and the community will review this plan at least every three years. This will be communicated to the wider school community through the P & C Association, the school website and the newsletter.

## ***Additional Information***

Police Youth Liaison Officer (YLO): Senior Constable Debbie Crystal  
Bullying: Preventing and Responding to Student Bullying in Schools  
Policy:

<https://education.nsw.gov.au/policy-library/policies/bullying-preventing-and-responding-to-student-bullying-in-schools-policy>

Kids Helpline <http://www.kidshelp.com.au/>

Cybersmart School Gateway: <https://www.esafety.gov.au/>

Cyber bullying Stories: <http://cyberbullying.org/stories>

Bullying. No Way! <https://bullyingnoway.gov.au/>

Racism. No Way! <http://www.racismnoway.com.au/>

National Centre against bullying: <https://www.ncab.org.au/>

Bullying among Young Children: a guide for parents:

<https://aifs.gov.au/cfca/sites/default/files/publication-documents/helping-parent-guide.pdf>

### ***Principal's comment***

Pennant Hills Public School has a strong commitment to the promotion of positive behaviours as a focused anti-bullying strategy. Our Anti-bullying Policy demonstrates this commitment.

### **Committee members**

Glen McAnally Assistant Principal

Mark Bryant Classroom Teacher (Federation Representative)

Kristie O'Toole Classroom Teacher

Rhonda Gosman Deputy Principal

## ***School contact information***

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