Anti-Bullying (Students) Procedure

This procedure should be read in conjunction with the Anti-Bullying Policy and the Student Code of Behaviour.

1 Background

1.1 The following procedures have been developed as a guide to managing allegations of bullying behaviour.

2 Actions for Staff

2.1 Take reasonable steps to ensure all new staff members understand the College Anti-Bullying Policy as part of the induction process.

2.2 Model the College values and appropriate behaviours at all times in interactions with each other and with students.

2.3 Be conscious of the "power imbalance" in the teacher/student relationship when dealing with behaviour management issues and when outlining clear expectations and directions for students to follow.

2.4 Review the College Student Code of Behaviour and Anti-Bullying Policy with Pastoral Care/class groups at appropriate times. Take reasonable steps to ensure students understand bullying, what to do and who to go to in the case of being bullied or seeing someone else bullied. Outline the consequences for students who are involved in bullying.

2.5 Reinforce with students the College values and how we demonstrate them in our interactions with others, whenever appropriate opportunities arise in class.

2.6 Create an atmosphere in the learning environment which allows non-threatening discussion and encourages students to speak openly.

2.7 Create opportunities to develop each student’s self-esteem, resilience and confidence to be able to deal with the situation should it arise.

2.8 Reinforce that the "Code of Silence" is not acceptable, that it takes courage and integrity to report bullying. To do so is not "dobbing" but responsible and expected behaviour.
Dealing with bullying

3.1 Watch for early signs of distress in students including:
- difficulty in concentrating
- finding it hard to relate to friends
- frequent visits to the Health Care Centre
- avoiding some lessons, not wanting to come to school and/or
- being excluded from groups.

3.2 Refer any cases or suspected cases of bullying to the Student Coordinators in the Secondary Schools or to the Heads of School in the Junior and Preparatory School.

3.3 Offer the victim immediate support and help and outline what will happen. Let them know that you take their information seriously.

3.4 Include appropriate learning activities to counter bullying in the learning environment.

3.5 Enlist the support of all students as a positive resource in taking responsibility for each other.

Procedures in responding to reports of bullying

First Occasion

4.1 Staff members who have received information about an incident of bullying, should refer it to a Student Coordinator / Deputy or Head of Junior/ Head of Prep/ Director of Boarding.

4.2 In the Junior School, the Deputy Head of School deals directly with the incident using the principles of restorative justice conferencing. A report is forwarded to the Head of School and an appropriate consequence may be invoked at the discretion of the Head of School. The parents of the alleged bully will be informed.

4.3 In the Secondary School, the Student Coordinators and/or the Deputy Head of School will interview the alleged bully, alleged victim and any witnesses separately. The staff are asked to record the events in writing.

4.4 All parties will discuss their reports with the Student Coordinators and Deputy Heads of School. The behaviour will be clearly identified with the students to check that the alleged bully has a clear understanding of the issue. All parties will be made aware of the policy and the consequences of such behaviour and the issues surrounding the particular incident. Students will be given opportunities to respond. The feelings and effect of the conflict on the victim will be discussed.

A written report will be forwarded to the relevant Head of School and strategies will be devised for resolution of the conflict including mediation and/or conferencing as necessary. The School Counsellor may be involved at this time.

If it is clear that bullying has occurred, then it is expected that there will be a commitment from the perpetrator to change to appropriate behaviour. The victim
should feel secure enough to agree that should it occur again she will report it immediately.

4.5 The parents of the alleged bully will be informed by the College, or the student may be required to inform her parents and this should be confirmed by the parents in writing or by phone.

4.6 At this stage, an appropriate consequence will be invoked. The aim is to support the victim and to make the perpetrator aware of:

- the impact of their behaviour
- the school policy with regard to bullying and
- further consequences if the behaviour does not change.

4.7 It will be noted on the student's file and monitoring of both students will occur.

4.8 This may involve strategies, including follow-up interviews, with both perpetrator and victim to monitor the situation.

4.9 The consequences involved will vary according to the seriousness of the incident.

4.10 Counselling sessions may be organised either internally or with an external agent.

4.11 The consequences of further incidents will be clearly stated.

Second Occasion

4.12 If the behaviour reoccurs, the same process as above will occur with the Head of School and one of the pastoral staff previously involved. Parents will be asked to attend an interview with their daughter. In the Junior School, the Deputy and Head of school will conduct the interview with the student and then with the parents.

4.13 The behaviour will be clearly identified with the student to take reasonable steps to ensure that the student has a clear understanding of the issue. The consequences as outlined in the initial interview will be restated and the implications of harassment outlined. If appropriate, the Counsellor may be involved in devising strategies for future behaviour modification including the use of external agencies if necessary.

4.14 There will be a direct consequence for this incident which may be:

- detention
- isolation from her peers and/or
- special duties, such as community service.

4.15 The consequences of further incidents will be outlined to the student and parents at the interview, including the possibility of suspension or termination of enrolment.

4.16 A written contract detailing how the student proposes to change their behaviour may be drawn up.

4.17 The matter may be referred to the Deputy Principal/ Dean of Students, depending on the severity of the incident.
Third Occasion

4.18 Should the girl re-offend it will be referred to the Deputy Principal/Dean of Students. The same procedure as above will occur to ensure the student has a clear understanding of the issue.

4.19 The consequence invoked is at the discretion of the Principal. Depending on the particular incident, consequences may include termination of enrolment.

5 Authorisation

5.1 Principal .......................................................... Date 30-3-2014

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