



Anti-Bullying Procedure (Students)

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 Connect/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.

3 Managing bullying behavior

3.1 Watch for early signs of distress in students including:

- Changes in mood and facial expressions
- Sitting alone in class and the playground
- Decline in performance
- Difficulty in concentrating
- Finding it hard to relate to friends
- Frequent visits to the Health Care Centre
- Avoiding some lessons or activities, not wanting to come to school and/or
- Being excluded from groups.

3.2 Refer any cases or suspected cases of bullying to the relevant Head of 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.

4 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 the relevant Head of School who will inform the Director of Boarding as appropriate.

4.2 The Head of School may delegate the investigation and management of the allegation to the Head of Year (Secondary) or Year Coordinator (Preparatory and Junior Schools) if appropriate.

4.3 The parents of the alleged bully and the alleged victim will be informed.

4.4 For any investigation the alleged bully, alleged victim and any witnesses will be interviewed separately, and the events recorded in writing, reiterating to the student what they have stated.

4.5 Students may be required to provide a written statement.

- 4.6 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.
- 4.7 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.
- 4.8 If it is clear that bullying has occurred, then it is expected that there will be a commitment from the person displaying the bullying behaviour to change to appropriate behaviour. The victim should feel secure enough to agree that should it occur again she will report it immediately.
- 4.9 The parents of both parties will be informed of the outcome of the investigation by the College. In some instances, the students may be required to inform their parents who would be asked to confirm in writing or by phone their understanding of the situation.
- 4.10 At this stage, an appropriate consequence will be invoked. The aim is to support both parties and make them aware of:
- The impact of their behaviour
 - The College policy with regard to bullying and
 - Further consequences or actions if the behaviour does not change.
- 4.11 The matter and outcome will be noted on Edumate in each of the student files.
- 4.12 This may involve strategies, including follow-up interviews, with all parties to monitor the situation.
- 4.13 The consequences involved may vary according to the seriousness of the incident. This could include but is not limited to a reflection letter, written apology, research piece reflecting on the impact of bullying, suspension or termination of enrolment.
- 4.14 Counselling sessions may be organised either internally or with an external agent for both parties.

Second Occasion

- 4.15 If the behaviour reoccurs, the same process as above will occur with the Head of School and one of the staff previously involved will conduct the investigation. Parents will be asked to attend an interview with their daughter.
- 4.16 At the interview, the behaviour will be clearly identified with the student to take reasonable steps to ensure that the student and her parents have a clear understanding of the issue. If appropriate, the Counsellor may be involved in devising

strategies for future behaviour modification including the use of external agencies if necessary.

- 4.17 There will be a consequence for this incident which will be dependent on the seriousness of the incident and may include but not limited to:
- Writing a reflection letter
 - A written apology
 - Researching a piece reflecting on the impact of bullying.
 - Phone confiscation
 - Detention
 - Isolation from her peers
 - Special duties, such as community service or
 - Suspension or termination of enrolment.
- 4.18 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.
- 4.19 A written contract detailing how the student proposes to change their behaviour may be drawn up.
- 4.20 The matter may be referred to the Dean of Students, depending on the severity of the incident.

Third Occasion

- 4.21 Should the girl re-offend it will be referred to the Dean of Students. The same procedure as above will occur to ensure the student has a clear understanding of the issue.
- 4.22 The consequence invoked is at the discretion of the Principal. Depending on the particular incident, consequences may include suspension or termination of enrolment.

5 Authorisation

- 5.1 Principal

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