RATIONALE: Every person has a right to feel safe and be free from bullying, harassment, vilification and violence. The school community should be educated as to appropriate behaviours and be aware of policy and procedures to combat bullying.

Definitions

Bullying:
“A person is being bullied or picked on when another person or group of people say nasty and unpleasant things to him or her.

It is also bullying for example, when a person is hit, kicked or threatened, locked inside a room, sent nasty notes or when no one talks to the person.

These things can happen frequently and it is difficult for the person to defend himself or herself. It is also bullying when a person is teased repeatedly in a nasty way.

But it is NOT bullying when two people of about the same strength have the odd fight or quarrel.” (Olweus, 1989)

Bullying………

1. Is a repetitive attack, which causes distress not only at the time of the attack, but also by the threat of future attacks.
2. Is characterised by an imbalance of power.
3. In its nature may be:
   - Verbal – name calling, teasing, abuse, putdowns, sarcasm, insults, threats
   - Physical – hitting, punching, kicking, scratching, tripping, spitting
   - Social – ignoring, excluding, ostracizing, alienating, making inappropriate gestures
   - Psychological – spreading rumours, stalking, dirty looks, hiding or damaging possessions, malicious SMS & email messages, inappropriate use of camera phones
4. It may be unintentional or planned and organised.
5. It may involve individuals or groups
6. Can be defined by measuring the effects the acts have on the vulnerable child.

“Bullying is an attitude rather than an act.”
( Besag, 1989 )

When mentioned in this policy, bullying also includes;

Harassment:
Harassment is repeated behaviour that is not welcome, not asked for or not returned, and that offends, intimidates or humiliates.

Vilification:
Vilification is a public act which encourages others to hate, have contempt for, or ridicule a person or group because of their race, religion, sexuality or HIV/Aids status.
Violence:
Violence is any extreme behaviour that may cause physical harm or damage to people or property.

AIM:
Bullying has been identified as a priority concern affecting, through its wider definition, girls as much as boys at Mount View High School.

This policy aims to bring together the various proactive programs operating in the school in PDHPE, Peer Support, Peer Mediation and other Welfare initiatives, in order to present a whole school systematic approach to the reduction of bullying.

At Mount View High School we want a school where every student can expect that he or she will spend the day, both in and out of the classroom, free from bullying and intimidation.

This is consistent with our core belief statements;

“People and property should be respected and valued” and
“Learning should be enjoyable in a safe and caring environment”.

For this to be successful we need a partnership between teachers, students and the wider community.

Department of Education
Good Discipline Effective Learning

Anti Bullying Code

<table>
<thead>
<tr>
<th>Can expect to</th>
<th>Students</th>
<th>Parents / Caregivers</th>
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<tr>
<td></td>
<td>*Be safe at school</td>
<td>*To know their children will be safe at school</td>
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<td></td>
<td>*Be involved in development of Anti–Bullying policies</td>
<td>*To be involved in a collaborative development of the Anti–Bullying policy</td>
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<td>*Know what is expected of them</td>
<td>*Know what is expected of them in relation to the policy</td>
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<td>*Know their concerns will be responded to</td>
<td>*Know their concerns will be responded to</td>
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<tr>
<td></td>
<td>*Provided with appropriate support</td>
<td>*Know their children will be provided with appropriate support</td>
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<tr>
<th>Have a responsibility to</th>
<th>Students</th>
<th>Parents / Caregivers</th>
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<td></td>
<td>*Behave appropriately</td>
<td>*Support their children in all aspects of their learning</td>
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<td></td>
<td>*Follow Anti- Bullying policy</td>
<td>*Be aware of the Anti–Bullying Code</td>
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<tr>
<td></td>
<td>*Respond to incidents of bullying according to the policy</td>
<td>*Support their children in developing appropriate responses to incidents of bullying</td>
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Implementation:

We will focus on whole school behaviour change through:

1. Staff Awareness

   - Raise awareness through whole staff meetings, ongoing evaluation and regular reporting
   - Implement programs to involve ALL school staff. Features of these programs to include:
     - Bullying is ..........
     - Rights, Responsibilities and Respect
     - What everyone can do about it
     - Walk through the Harassment Form
   - Adopt whole school procedures for dealing with bullying incidents
   - Welfare meetings
   - Explicit teaching in Year Groups, welfare team responsibility

2. Student Awareness

   - Raise awareness of ‘Hands Off’ and ‘It’s OK to tell’ through SRC speakers on assemblies and class discussions
   - Displays and posters to promote a safe environment
   - Year Advisers, Head Teacher Welfare / DP’s visits to Year Assemblies to explain procedures
   - Speak Up Day
   - Pastoral Care lessons on Bullying

3. Parent / Community Awareness

   - Awareness raising through the Mount View High School newsletter
   - Advice to parents in Student Information Booklets
   - P & C support of policy
   - Published policy and procedures through the Mount View High School newsletter

Procedures:

A. Reporting Bullying Incidents

1. Parent Reporting

Parents who feel their child may be a victim of bullying should contact their child’s Year Adviser, Head Teacher Welfare, Anti-discrimination Officer, Anti-racism officer or Deputy Principal in order that the school may support the child in a caring, protective manner. After initial contact and a feeling of cooperation have been established, the procedures for managing a bullying incident should be implemented.

2. Student Reporting

The staff member MUST investigate all reports made by students to teaching staff as the bullying act may, in some cases, appear to be minor, but its effect on the victim may be more serious. Students are encouraged to report any incident that they feel constitutes bullying in the following ways:
In the classroom; to the classroom teacher or Head Teacher
In the playground; to the teacher on duty or the Head Teacher on Duty
Travelling to and from school; to the Year Advisers, Head teacher Welfare Parent, Bus Driver
At Sport; to the supervising teacher or Teacher in Charge of Sport

In all cases students must complete a HARASSMENT FORM, which is available in all staff rooms, with Year Advisers and the Head Teacher Welfare.

3. Staff Reporting:

When incidents of bullying are reported to staff AT ANY TIME, staff will implement intervention strategies and report this process through the Harassment Form. This information must be forwarded to the Head Teacher Welfare to be entered on the Bullying Register.

B. Dealing with Bullying Incidents

1. Dealing with it straight away. It is essential that staff members to whom a report has been made deal with the report and attempt a resolution. If you cannot deal with the situation immediately, use your Head Teacher or the Head Teacher on playground duty.

NB: Incidents involving violence should be referred to the relevant Deputy Principal.

2. Request the student complete a Harassment Form. This step is essential in order to follow through to a resolution and then monitor the case. Once the situation has been dealt with, pass onto the Head Teacher Welfare.

3. Reassure the student that the school sees the problem as real and serious, Be SUPPORTIVE.

4. Investigate the incident. Establish whether bullying has occurred.

5. Mediate - utilise Head Teacher Welfare, Head Teacher or Deputy support as required. Interview both parties. Remind the offender of the definition of bullying and the school’s policy regarding bullying. Apply consequences (See strategies).

6. Monitor behaviour. If it continues the Deputy may proceed with Formal procedures.

7. Notify. In all cases of identified bullying, a notification should be made to parents and victims. (See proforma).

8. File. Ensure Harassment Forms are recorded in Bullying Register then filed with the student’s record.

9. Update. Report at Welfare meetings, staff meetings, Executive meetings or through the Newsletter as appropriate.

C. Strategies

1. Role of the CARE Coordinator/Head Teacher Welfare

- To support the staff in classroom and playground strategies for dealing with bullies
- To liaise between staff, parents and students and provide information
- To ensure that Harassment Forms are available at a number of points in the school and that forms are checked and collated regularly
It is NOT the role of the Head Teacher Welfare to accept referrals to deal with offending students. ALL STAFF MUST ACCEPT RESPONSIBILITY to act in instances of reported or observed bullying.

2. Support for the VICTIMS of Bullying

- Teachers to deal with incidents as soon as possible. Head Teacher Welfare to speak with the student when 3 notifications have been made
- Confirm student awareness/understanding of bullying. Assure them they have the right to report – It’s OK to tell
- Investigate possible reason for bullying behaviour. Is the victim at risk or vulnerable?
- Give support and assurances to the victim for the future. These may include:
  - SAFE areas such as A Block
  - Improving Social Skills – referrals to specific welfare programs
  - Peer mediation
  - Counsellor referral

3. Dealing with the Bully

The consequences should reflect and be appropriate to the action of the bully and should assist the bully in choosing more appropriate behaviour in the future. Responses should not be purely punitive, but should offer RESTITUTION and be appropriate to the level of bullying encountered.

STAGE 1 – Isolated or Initial Occurrence (Teacher level)

Options
- Verbal apology
- Written apology
- Detention
- Time out (in class or out)
- Notification to the Head Teacher Welfare + recorded in Bullying Register.

STAGE 2 – Three Incidents (Head Teacher Welfare)

Options
- Interview student / s concerned
- Issue verbal warning to student

STAGE 3 – Four Incidents (Head Teacher Welfare)

Options
- Anti – Bullying worksheet (withdrawal from class)
- Student agreement
- Referral to School Counsellor
- Peer Mediation (if appropriate)
- Notify parents (ACADEMY letter – Bullying Notification)
- Bully notification letter
STAGE 4 – Five Incidents (Deputy)

Options
- Supporting Students Program (Support Card, Senior Class Placement)
- DP Detentions
- Loss of privileges (eg: withdrawal from excursions, socials)
- Bullying Notification
- Parent Interview
- Suspension

D. Monitoring And Evaluation

Head Teacher Welfare will coordinate:
- Data collection via harassment forms on Bullying database
- Systematic evaluation of each semester data
- Evaluate effectiveness of procedures and strategies with criteria such as number of complaint forms, number of mediations, student / parent / staff surveys
Notification of Student Harassment

Name: _________________________________ Roll: _________________

Form of Harassment:

☐ Name calling ☐ Physical pushing
☐ Deliberate exclusion from group ☐ Physical hitting
☐ Physical threats ☐ other: __________________

Brief description of the harassment (when and how does this harassment occur):

__________________________________________________________________
__________________________________________________________________

Names of person / people causing harassment:

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Names of person / people who have witnessed this harassment: ______________

__________________________________________________________________

What things have you tried to help solve the harassment? ___________________

__________________________________________________________________

Student Signature: ________________________ Date: __________________

Teacher follow–up and possible recommended action:

Eg verbal/written apology; detention; time out - in school or room

☐ Peer Mediation ☐ Counsellor referral ☐ Talk to other students
☐ DP / HT referral ☐ Welfare / Adviser / s ☐ other: ____________

Comments / Resolution: ______________________________________________

__________________________________________________________________

Teacher Signature: ________________________ Date: __________________

Head Teacher Welfare (entered in bullying Register) ☐

Please ensure this form is given to Head Teacher Welfare
Student Agreement

Student Name: _____________________________ Year: _____________

Date: _____________________

I ____________________________________ accept that I have demonstrated bullying
behaviour involving:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

____________________________________

I agree to:

• Treat others with respect
• Refrain from encouraging others to bully

• ________________________________________________________________________

• ________________________________________________________________________

• ________________________________________________________________________

I understand that the consequences of breaking this agreement may include:

• Interview with a Counsellor about ways to change my behaviour
• Interview with a member of the Senior Executive which may also involve my parents
• Involvement in an anti – bullying program
• Suspension

I understand that if I have a problem in resolving conflict, I will ask a teacher for help in order
to learn better ways to deal with my problems.

Student’s Signature: __________________________

Teacher: _________________________________