ANTI-BULLYING POLICY

COMMUNITY

Tamworth High School is an inclusive centre of innovation, creativity and excellence.
INTRODUCTION
Tamworth High School utilises the Positive Behaviour for Learning philosophy as a whole school culture that supports the ongoing development of a positive learning environment for all students. Our aim is to teach, model, recognise and encourage the social, cultural and learning behaviours that maximise a student’s learning outcomes, both academic and socially. Positive Behaviour for Learning seeks to develop SAFE RESPECTFUL LEARNERS.

An important aspect of the Tamworth High School Positive Behaviour for Learning philosophy is the zero tolerance of bullying in any form. All members of the educational community are committed to ensuring a safe and respectful learning environment that promotes personal growth and positive self-esteem for all.

DEFINITION OF BULLYING
Bullying is repeated behaviour by one person towards another, which is meant to hurt, injure, embarrass, upset or discomfort. Bullying behaviour can be:

- **Verbal** eg. name calling, teasing, abuse, putdowns, sarcasm, insults, and threats
- **Physical** eg. hitting, punching, kicking, scratching, tripping, and spitting
- **Social** eg. ignoring, excluding, ostracising, alienating, and making inappropriate gestures
- **Psychological** eg. spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, malicious Facebook messages or posts at school, inappropriate use of camera phones.

Schools exist in a society where incidents of bullying may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all departmental staff, students, parents, carers and members of the wider school community.

DUTIES
Members of the school community have the following duties:

**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 Policy.

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 Policy
- Behave as responsible bystanders and report incidents of bullying according to the school Anti-Bullying Policy.

**Head Teacher Student Welfare**
- Ensure collection of Bullying/Harassment Reports occurs on a daily basis.
- Monitor Anti-Bullying procedures and follow up significant cases.
- Ensure the Anti-Bullying database is maintained and up to date.
- Apply discipline measures where appropriate.
- Allocate Bullying/Harassment Reports to appropriate staff for follow up.
- Refer ongoing cases to Senior Executive for further follow up.
**Nominated Teacher**
- Communicate with the Head Teacher Student Welfare or Student Support Officer regarding the interview process
- Interview the students involved in the incident in accordance with the policy
- Provide effective follow up and / or support as appropriate
- Document the process / outcome on the THS Anti-Bullying Notification Database

**Student Support Officer**
- Ensure Bullying/Harassment Reports are collected daily, priorities identified and data entered on the THS Anti-Bullying Notification Database.
- Assist Head Teacher Student Welfare with Anti-Bullying procedures
- Maintain THS Anti-Bullying Notification Database

**PROCEDURES FOR REPORTING INCIDENT OF BULLYING**

**Parent Reporting**
Parents, who feel that their child may be a victim of bullying, should contact the school. The Head Teacher Student Welfare or Student Support Officer, Year Adviser or any staff member are willing to receive information so that the school gets early advice of the incident and can respond in the appropriate manner. At this time, the school procedures for dealing with these incidents will be discussed with the parent. It is essential that the school and the family work together to resolve this matter, and to provide the support needed to the child.

**Staff Reporting**
All incidences of bullying witnessed by staff or reported by students to staff will be investigated. In most cases, the student of concern should complete a Bullying/Harassment Report with the assistance of a staff member.

Head Teacher Student Welfare with the support of the Student Support Officer will either delegate the issue to the nominated Teacher, or deal directly with the issue.

When resolved, the teacher, dealing with the issue will report back to Head Teacher Student Welfare and / or Student Support Officer to make an entry in the THS Anti-Bullying Notification Database and report back to the Student Wellbeing Team meeting.

**Student Reporting**
All reports made by students to staff will be investigated appropriately. Students are encouraged to report any incident that they either observed or are involved in, the following is advised:
- In the classroom: to the classroom teacher or the Head Teacher of that faculty. Student Learning Support Officer / Aboriginal Education Officer
- In the playground: to the teacher on duty, or the Head Teacher in the playground.
- At sport: to the supervising teacher.
- By completing the Bullying/Harassment Report and placing the report into the box attached to the Student Services Officer's office door.

In most cases, students will be required to complete a Bullying/Harassment Report, which is available from:
- Head Teacher Student Welfare
- Student Support Officer
- Student Administration Office (SAO)
- Front Office

Students will be given assistance to complete the report when necessary. A Bullying/Harassment Report can also be completed by those who observe incidents that are of concern to them eg. student witnesses, members of staff, or parents and carers. Completed reports should be placed in the box attached to the Student Services Officer's office door or any staff member where they will hand the report to the Head Teacher Student Welfare or Student Support Officer.
DETERMINING SUCCESS

With the implementation of this Anti- Bullying Policy in our school we will achieve:

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<th>Indicators</th>
<th>Measurements</th>
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| The raised awareness throughout the school community of the Anti-Bullying Policy and its processes | - Communication through the school newsletter *The Buzz*. Parent, carers and student interviews.  
- Continued reporting of any incidences of bullying.  
- Increased levels of awareness as evident in all aspects of the learning environment.  
- Successful resolution of incidences without the need for disciplinary action. |
| The reduction in the incidences of bullying                               | - Repeat offenders names do not reoccur on the Anti-Bullying database.    
- Reduction in suspensions related to bullying.                             |

Through the implementation of the Anti-Bullying Policy our students should feel safe, in a respectful learning environment. They should also understand the importance of treating everyone with kindness, respect and understanding.
A Bullying/Harassment Form is completed by:
- Student
- Observer
- Staff
and given to SAO

The Bullying/Harassment Form is collected from SAO:
- THS Anti-Bullying Notification Database & Sentral entry
- Follow-up allocated to a staff member

Does the behaviour contravene the School Discipline Code?

Yes
Deputy Principal to undertake the appropriate discipline measures.

No
Nominated Staff Member will:
- Interview the students concerned
- Send the Preliminary Letter home to both participants

The nominated staff member should record the progress on Sentral and discuss it with HTSW.

Has the situation been resolved?

Yes
HTSW
The nominated staff member will notify the HTSW who will distribute the Follow-up Letter.

No
Nominated Staff Member

Continue Monitoring

HTSW will make a referral to Deputy Principal for further action.
Deputy Principal will distribute appropriate letter (Ongoing & Final) and any other associated correspondence.

Nominated Staff Member

Nominated Staff Member

Deputy Principal

Nominated Staff Member
Date: ______/_____/______  Time: _________________________________________________

Person completing the form: _______________________________________________________________

Name of the student being bullied: __________________________________   Year: __________________

Name of students involved: ____________________________________   Year: __________________

____________________________________   Year: __________________

____________________________________   Year: __________________

Witnesses:  __________________________________________   Year: __________________

__________________________________________   Year: __________________

Type of incident: (Tick the appropriate box)

☐ Verbal:  e.g. Name calling, causing embarrassment

☐ Physical:  e.g. Pushing, hitting, threatening etc.

☐ Isolation:  e.g. Exclusion from your playground area

☐ Cyber Bullying  e.g. phone, internet, social media

☐ Other: ____________________________

How often does it happen?  □ Once  □ Several times □ Every week □ Every day

Where did it happen?  □ Classroom  □ Playground  □ Toilets  □ Hallway

□ Bus Lines  □ Email  □ SMS

Other: ________________________________________________

Describe what happened: ____________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Have you already spoken to someone about this? If so who?

________________________________________________________________________________

If you have been bullied/harassed who do you feel comfortable talking to?

________________________________________________________________________________