



Bullying Prevention & Intervention Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Quarry Hill Primary School

Purpose

Quarry Hill Primary School is committed to providing a safe and caring environment and culture which enables positive relationships to be formed amongst all students and staff and which encourages self-esteem, cooperation, personal growth and a positive attitude to learning and teaching. A clear policy on bullying (including cyber bullying) and harassment will inform the community that **bullying and harassment in any forms will not be tolerated.**

The purpose of this policy is to:

- Explain the definition of bullying so that there is shared understanding amongst all members of the Quarry Hill Primary School community
- Make clear that no form of bullying at Quarry Hill Primary School will be tolerated
- Outline the strategies and programs in place at Quarry Hill Primary School to build a positive school culture and prevent bullying behaviour
- Ask that everyone in our school community be alert to signs and evidence of bullying behaviour, and accept responsibility to report bullying behaviour to school staff.
- Ensure that all reported incidents of bullying are appropriately investigated and addressed
- Ensure that support is provided to students who may be affected by bullying behaviour (including targets, bystanders and students engaging in bullying behaviour)
- Seek parental and peer group support in addressing and preventing bullying behaviour at Quarry Hill Primary School.

When responding to bullying behaviour, Quarry Hill Primary School aims to:

- Be proportionate, consistent and responsive
- Find a constructive solution for everyone
- Stop the bullying from happening again
- Restore the relationships between the students involved.

Quarry Hill Primary School acknowledges that school staff owe a duty of care to students to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying behaviour.



Scope

This policy addresses how Quarry Hill Primary School aims to prevent, address and respond to student bullying behaviour. Quarry Hill Primary recognises that there are many other types of inappropriate student behaviours that do not meet the definition of bullying which are also unacceptable at our school. These other inappropriate behaviours will be managed in accordance with our Student Engagement and Wellbeing Policy and our Inclusion and Diversity policy.

This policy applies to all school activities, including camps and excursions.

Policy

Definitions

Bullying

In 2018 the Education Council of the Council of Australian Governments endorsed the following definition of bullying for use by all Australian schools:

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records)

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Bullying has three main features:

- It involves a misuse of power in a relationship
- It is ongoing and repeated, and
- It involves behaviours that can cause harm.

There are four main types of bullying behaviour:

- Physical – examples include hitting, pushing, shoving or intimidating or otherwise physically hurting another person, damaging or stealing their belongings. It includes threats of violence.
- Verbal/written – examples include name-calling or insulting someone about an attribute, quality or personal characteristic.
- Social (sometimes called relational or emotional bullying) – examples include deliberately excluding someone, spreading rumours, sharing information that will have a harmful effect on the other person and/or damaging a person's social reputation or social acceptance.
- Cyberbullying – any form of bullying behaviour that occurs online or via a mobile device. It can be verbal or written, and can include threats of violence as well as images, videos and/or audio.



Bullying can be a form of racism, sexism, homophobia, transphobia or other type of social prejudice when the behaviour is targeted at an individual or group because of a personal characteristic, such as race, religion, sex, sexual orientation, gender identity or disability.

For further information about bullying, refer to: [Bully Stoppers \(education.vic.gov.au\)](http://www.education.vic.gov.au) and the Department's [Bullying Prevention and Response](#) policy on the Policy and Advisory Library.

Other distressing and inappropriate behaviours

Many distressing and inappropriate behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing and inappropriate behaviours should report their concerns to school staff and our school will follow the Student Wellbeing and Engagement Policy.

Mutual conflict involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

Social rejection or dislike is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

Single episode acts of nastiness or physical aggression are not the same as bullying. However, single episodes of nastiness or physical aggression are not acceptable behaviours at our school and may have serious consequences for students engaging in this behaviour. Quarry Hill Primary School will use its Student Wellbeing and Engagement Policy to guide a response to single episodes of nastiness or physical aggression.

Harassment is language or actions that are demeaning, offensive or intimidating to a person. It can take many forms, including sexual harassment and disability harassment. Further information about these two forms of harassment, including definitions, is set out in our Inclusion and Diversity Policy. Harassment of any kind will not be tolerated at Quarry Hill Primary School and may have serious consequences for students engaging in this behaviour. Quarry Hill Primary School will use its Student Wellbeing and Engagement Policy to guide a response to students demonstrating harassing behaviour, unless the behaviour also constitutes bullying, in which case the behaviour will be managed in accordance with this Bullying Prevention Policy.

Discrimination, harassment, and any other inappropriate behaviour is not tolerated at our school and there may be serious consequences for students engaging in this behaviour. This includes any form of racism, religious or disability discrimination, sexism, homophobia, transphobia, or any other behaviour that targets an individual or group. Further information about discrimination and harassment, including definitions, is set out in our Inclusion and Diversity Policy.

Signs of Bullying

Major behaviour changes in a student may be indicative of bullying. Such behaviour changes may include:

- Crying at night and having nightmares.
- Refusing to talk when asked "What's wrong?"
- Having unexplained bruises, cuts or scratches.
- An unwillingness or refusal to go to school.
- Feeling ill in the mornings.
- Becoming withdrawn or lacking confidence



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- A decline in the quality of schoolwork.
- Beginning to bully siblings.

Parents/carers are encouraged to recognise signs of bullying and notify the school through the classroom teacher or assistant principal if they suspect their child is a victim of bullying.

Bullying Prevention Strategies

Quarry Hill Primary School has several programs and strategies in place to build a positive and inclusive school culture. We strive to foster a school culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness, and respect.

Bullying prevention at Quarry Hill Primary School is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effect way to prevent and address bullying.

At our school:

- We have a positive school environment that provides safety, security and support for students and promotes positive relationships and wellbeing.
- We identify and implement evidence-based programs and initiatives, such as eSmart schools framework and eSafety commissioner resources from the [Schools Mental Health Menu](#) that are relevant to preventing and addressing bullying and help us to build a positive and inclusive school climate.
- We strive to build strong partnerships between the school, families and the broader community that means all members work together to ensure the safety of students.
- We participate in the Respectful Relationships initiative, which aims to embed a culture of respect and equality across our school.
- As required, we participate in the Safe Schools program to help us foster a safe environment that is supportive and inclusive of LGBTIQ+ students.
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour.
- A range of year level incursions and programs are planned for each year to raise awareness about bullying and its impacts.
- We promote upstander behaviour as a way of empowering our students to positively and safely take appropriate action when they see or hear of a peer being bullied.
- In the classroom, our social and emotional learning curriculum teaches students what constitutes bullying and how to respond to bullying behaviour assertively. This promotes resilience, assertiveness, conflict resolution and problem solving.
- The Peer Support Program and the Peer Mediation program encourage positive relationships between students in different year levels. We seek to empower students to be confident communicators and to resolve conflict in a non-aggressive and constructive way.
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed.
- We participate in the National Day of Action against Bullying and Violence.

For further information about our engagement and wellbeing initiatives, please see our Student Wellbeing and Engagement policy.



Incident Response

Reporting concerns to Quarry Hill Primary School

Bullying is not tolerated at our school. We ensure bullying behaviour is identified and addressed with appropriate and proportionate consequences. Bullying complaints will be taken seriously and responded to sensitively at our school.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff as soon as possible.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by Quarry Hill Primary School are timely and appropriate in the circumstances.

We encourage students to speak to their teacher/s. However, students are welcome to discuss their concerns with any trusted member of staff.

Parents or carers who develop concerns that their child is involved in, or has witnessed, bullying behaviour at Quarry Hill Primary School should contact the Assistant Principal by calling 5443 3537.

Investigations

When notified of alleged bullying behaviour, school staff are required to:

1. Record the details of the allegations on Compass and
2. Inform the Principal and/or Assistant Principal.

The classroom teacher or Assistant Principal is responsible for investigating allegations of bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying, the staff member may:

- Speak to the those involved in the allegations, including the target/s, the students allegedly engaging in bullying behaviour/s and any witnesses to the incidents
- Speak to the parent/s or carer/s of the students involved
- Speak to the teacher/s of the students involved
- Take detailed notes of all discussions for future reference
- Obtain written statements from all or any of the above, where appropriate to do so.

All communications with the Assistant Principal while investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to implement an appropriate response most effectively to that behaviour.

Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).



Responses to bullying behaviours

When the Assistant Principal has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with the Wellbeing Team, teachers, Principal, Department of Education and Training Specialist Staff.

There are a number of factors that will be considered when determining the most Quarry Hill Primary School will consider:

- The age, maturity and individual circumstances of the students involved
- The severity and frequency of the bullying, and the impact it has had on the target student
- Whether the student/s engaging in bullying behaviour have displayed similar behaviour before
- Whether the bullying took place in a group or one-to-one context
- Whether the students engaging in bullying behaviour demonstrates insight or remorse for their behaviour
- The alleged motive of the behaviour, including any element of provocation.

The Assistant Principal may implement all, or some of the following responses to bullying behaviours:

- Offer wellbeing support, including referral to the wellbeing worker, or health and wellbeing coordinator to:
 - The target student or students
 - The students engaging in the bullying behaviour
 - Affected students, including witnesses and/or friends of the target student.
- When required, facilitate a restorative practice meeting with all or some of the students involved. The objective of restorative practice is to repair relationships that have been damaged by bringing about a sense of remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied.
- Facilitate a mediation between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance. Mediation is only suitable if all students are involved voluntarily and demonstrate a willingness to engage in the mediation process.
- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare a Safety Plan restricting contact between target and students engaging in bullying behaviour.
- Provide discussion and/or mentoring for different social and emotional learning competencies of the students involved, including working with the Wellbeing Worker.
- Monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary.
- Implement proportionate disciplinary consequences for the students engaging in bullying behaviour, which may include removal of privileges, detention, suspension and/or expulsion consistent with our Student Wellbeing and Engagement policy, the Ministerial Order on Suspensions and Expulsions and any other relevant Department policy.
- Implement cohort, year group, or whole school targeted strategies to reinforce positive behaviours, for example Art wellbeing groups.

Quarry Hill Primary School understands the importance of monitoring and following up on the progress of students who have been involved in or affected by bullying behaviour. Where appropriate, school staff will also endeavour to provide parents and carers with updates on the management of bullying incidents.

The Assistant Principal is responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

The role of stakeholders in support of our bullying prevention policy:

Children should



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- Practise strategies taught in the classroom.
- Use positive language and behaviour towards others.
- Be a responsible upstander and take appropriate action.
- Identify a network of trusted adults they can talk to for support.
- Let an adult know what is happening
- Keep on telling until the bullying stops
- Say no to bullying behaviours.

Staff should

- Teach and model appropriate behaviours and strategies to deal with bullying.
- Teach and clarify for children the terms, meanings and distinct differences between bullying, social isolation, conflict, one of acts.
- Teach and promote resilience and tolerance.
- Keep up to date and maintain their classroom records of incidences.
- Teach and model active listening so that all incidents are treated seriously.
- Recognise and value the partnership between home and school.
- Provide support for the families through the school's wellbeing structure.
- Initiate and arrange meetings as required.
- Document fully any actions taken in response to student bullying and/or harassment (see Appendix B).

Parents/carers should

- Remain calm...to act not react.
- Be aware of the policy and the strategies being implemented in the school and actively discuss the policy with their children.
- Teach and model appropriate behaviours at home.
- Let your child know that bullying is totally unacceptable because it affects the emotional wellbeing and rights of others.
- Ensure the school is informed of all bullying.
- Advise their child to report incidents of bullying immediately to a teacher. If possible encourage your child to report the incident themselves.
- Encourage your child to use their nominated support network when at school.
- Encourage their children to speak openly with them and to look at positive strategies to deal with their feelings.
- Stress to their children that taking part in any bullying still makes them responsible for their actions.
- Recognise and value the partnership between home and school.
- Support their child in the knowledge that the resolution of the situation may take some time.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Through the school newsletter



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- Made available in hard copy from school administration upon request.

Further information and resources

This policy should be read in conjunction with the following school policies:

- [Statement of Values and School Philosophy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Parent Complaints policy](#)
- [Duty of Care Policy](#)
- [Inclusion and Diversity Policy](#)

Our school also follows Department of Education and Training policy relating to bullying including:

- [Bullying Prevention and Response](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Equal Opportunity and Human Rights - Students](#)
- [LGBTIQ Student Support Policy](#)

The following websites and resources provide useful information on prevention and responding to bullying, as well as supporting students who have been the target of bullying behaviours:

- [Bully Stoppers](#)
- [Report racism or religious discrimination in schools](#)
- [Kids Helpline](#)
- [ReachOut Australia](#)
- [Lifeline](#)
- [Bullying. No way!](#)
- [Student Wellbeing Hub](#)
- [eSafety Commissioner](#)
- [Australian Student Wellbeing Framework](#)

Evaluation

This policy will be reviewed every 2 years, or earlier as required following an incident or analysis of new research or school data relating to bullying, to ensure that the policy remains up to date, practical and effective.

Data will be collected through:

- Discussion and consultation with students and parent/carers
- Attitudes to School Survey
- Parent Opinion Survey

Proposed amendments to this policy will be discussed with student representative groups, parent groups, and school council.

POLICY Review and approval



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Policy reviewed	May, 2022
Consultation	June Student Group June 8 Staff June 20 School council July/August School community
Approved by	Principal
Next scheduled review date	May, 2024
