



## **Anti-Bullying Policy**

***Kapunda Primary School aims to provide a safe, secure and caring environment for our children.***

***Our school does not tolerate bullying, including cyber bullying, harassment and violence and expects all members of our school community to treat each other with respect.***

***Issues relating to these will be dealt with seriously and expediently.***

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## Types of Bullying

### Bullying

Bullying is repeated verbal, physical or social behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Examples are: Physical: Hitting, pushing, touching, grabbing, looks, stares, taking/damaging property  
Verbal or written: Spoken or written insults, threats, name-calling, spreading rumours

### Harassment

Harassment is behaviour that targets an individual or group due to their identity, race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parenting or economic status; age; and/or ability or disability and that offends, humiliates, intimidates or creates hostile environment. Harassment maybe an ongoing pattern of behaviour, or it maybe a single act.

### Violence

Violence is intentional use of physical force or power, threatened or actual, against another person/s that results in psychological harm, injury or in some cases death. Violence may involve provoked or unprovoked acts and can be a single incident, a random act or can occur over time.

### Discrimination

Discrimination occurs when people are treated less favourably than others because of their race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parenting or economic status; age; and/or ability or disability. Discrimination is often ongoing and commonly involves exclusion or rejection.

### Cyber Bullying

Cyber-bullying is bullying which uses e-technology as a means of victimising others.

It is the use of an internet service or mobile technologies-such as email, chat room, discussion groups, instant messaging, web pages or SMS (text messaging)-with the intention of harming another person.

Examples include communications that seek to intimidate, control, manipulate, put down or humiliate he recipient. ***(See appendix 1 for specific strategies to deal with Cyber Bullying)***

### Sexual Harassment

Sexual harassment is unwelcome sexual conduct which makes a person (male or female, of the same or opposite gender, same sex attracted, bisexual or transgender) feel offended, humiliated and/or intimidated, where the reaction to the conduct is reasonable in the circumstances.

Sexual harassment can be a single incident, repeated or continuous, direct or indirect, and take various forms.

Examples are: Unwelcome touching, hugging, kissing, staring or leering, rubbing up against a person suggestive comments or jokes, sexually explicit pictures, accessing sexually explicit websites.

## Warning Signs that a child is being bullied at school

There are some signs that suggest that a child may be being bullied at school. Parents should inquire as to whether the child is being bullied if these signs are present

### Physical

- Unexplained bruises, scratches or cuts
- Torn or damaged clothes or belongings

### Psychosomatic

- Non-specific pains, headaches, abdominal pain

### Behavioural

- Fear of walking to or from school
- Change of route to school
- Asking to be driven to school
- Unwilling to go to school
- Deterioration in school work
- Coming home starving (because lunch money was taken)
- “Loss” of possessions/pocket money
- Asking for or stealing money (to pay the bully)
- Having few friends
- Rarely being invited to parties

### Change in Behaviour

- Become withdrawn
- Stammer
- Unexpected mood change
- Irritability and temper outbursts
- Appear upset, unhappy, tearful, distressed
- Stop eating
- Attempt suicide
- Appear anxious: may wet the bed, bite nails, seem afraid, develop tic, sleep poorly, cry out in sleep
- Refuse to say what is wrong
- Give improbable excuses or explanations for any of the above.

## What can you do as a parent?

- Encourage your children to respect other people – and lead by example.
- Teach your children to bounce back from life’s uncertainties.
- Encourage your child to report bullying whether it is happening at school or on the sports field.
- Be prepared to listen because in most cases, parents are the first points of contact if a child is being bullied.
- Actively contributes to developing your child’s self-esteem.
- Talk to your children and help them become confident communicators. Communication skills involve our eyes, face and body language, our voice and our words.

- Encourage your child to pick their friends carefully and for the right reasons.
- Give all your children equal time. Do not favour one over another.
- Concentrate on your child's positives, not the negatives.
- Explore alternative courses of action with the child; for example, acting more assertively, making friends who can help, speaking with a teacher or counsellor about it.
- If you discover that your child is bullying others at school, take the matter very seriously and exercise whatever influence you can to stop this behaviour.
- Don't be too overprotective either, for example by saying: "Never mind. I will look after you. You don't have to go to school. Stay home with us".
- Remember that the school needs to know what has been happening to your child for the good of all other children at the school.
- If the school informs you that your child has been bullying other children and requests an interview, be prepared to work out a plan with the school to bring about a change in your child's bullying behaviour.

## What if my children see bullying happening?

Most children will be a witness (or bystander) to a bullying incident. A bystander can either support or discourage the bullying. Children who stand by and watch the bullying without saying or doing anything are (knowingly or unknowingly) encouraging the bullying behaviour.

It is important for parents to talk with their children about what they can do if they see someone being bullied.

Discuss the following bystander actions:

- Let the person doing the bullying know that what she is doing is wrong;
- Refuse to join in with the bullying and walk away;
- Support the student who is being bullied, for example, ask the student to join in your group so that he or she is not alone; or
- Ask a teacher or another support person for help.

## What if my children are bullying others?

It is important to remember that all children are capable of bullying others. It is normal for parents to feel shocked, embarrassed and even doubtful if they find their child has been bullying others.

To help discourage your children from bullying, parents can:

- Talk about bullying behaviour with them and discuss why they may want to bully someone;
- Suggest other more positive actions than bullying;
- Help your children to be aware of the effects of bullying others;
- Be alert and discourage bullying behaviour at home;
- Encourage and provide opportunities for children to openly discuss any issues or concerns; and
- Teach your children what is appropriate behaviour and how you expect them to treat others.

## How can I help my children to know if they are bullying others?

If your children are unsure or not convinced that their behaviour is bullying, the following questions can help them define their behaviour.

- Are your actions or words hurting someone else's feelings?
- Are your actions hurting someone else physically?
- Are your actions or words making someone else feel afraid?
- Are you trying to control someone else?
- Are you fairly taking out your feelings of anger or frustration on someone else?
- Would you like someone else to do this to you?

Sometimes children are unaware of the effects of their bullying behaviour on others. It may be useful to use stories or television to show children examples of bullying behaviours and the effects of these behaviours.

## What should I do if my child is being bullied?

If your child is being bullied or harassed you may feel anxious or sad. However, it is important that you try to stay calm and take the following steps:

- Listen calmly to your child.
- Let your child know that telling you about the bullying or harassment was the right thing to do.
- Find out:
  - what happened
  - who was involved
  - where it happened
  - if anyone else saw it.
- Talk with your child about what should be done.

Make a note of what your child tells you to help you talk to the school.

These steps are also useful if you find out that your child has been involved in bullying or harassing others.

### Tell the school

Your child may not want to tell the school about the bullying or harassment. However, it is very important that you let the school know. Talking about the problem with your child's teachers is an important step in solving it.

If you believe that your child is being bullied or harassed or is bullying or harassing others, tell the school immediately so that you and the school, and your child, can work the problem out together.

- Make a time to talk to your child's teacher or other school staff such as the school counsellor, the deputy principal or the principal.
- Be as clear as possible about what happened.
- Ask what else you can do to help your child and the school to stop the bullying or harassment from happening again.
- Keep in touch with the school and let the staff know if problems continue.

## From a Child's Perspective

### *What can I do?*

#### **If it happens to me:**

- Tell the student who is bullying to stop. State quite clearly that the behaviour is unwelcome and offensive
- Ignore them and walk away
- Seek help. Talk about it to someone you trust
- Report it to a member of staff, a trustworthy friend or buddy. Feel confident that an incident can be solved
- Feel confident that an incident can be solved
- Talk it over openly with your parents – they can help you make a decision
- Do NOT retaliate with physical or verbal abuse
- If you are experiencing bullying on the way to or from school, tell your parents and walk home with a friend

#### **What to do if you know someone is being bullied**

1. Care enough to do something about it whether it affects you personally or not.
2. Support the person being bullied.
3. Don't stand by and watch – get help.
4. Show that you and your friends disapprove of bullying.
5. If you know of bullying tell a staff member, counsellor or buddy.

#### **Standing up for yourself**

- At school we are trying to create resilient children by:
- Being assertive
- Telling bullies to stop annoying them or firmly ignore the bully's behaviour and walk away
- Speaking in a firm, even, but not angry voice and using "I" statements eg. "I don't like you calling me names".
- Act confident. Hold your head up, stand up straight, and make eye contact.
- Stay in control of yourself.
- If you see someone being bullied, help support the victim. Be a pro active bystander.
- Don't cry, get angry, or show you are upset. That's what the bullies want.
- Avoid situations or places where bullying occurs.
- If you can, turn a comment into a joke.  
**Example:** The bully says, "Stupid outfit!"  
**You respond by:** "Thanks! I'm glad you noticed" and walk away
- Tell an adult.



## Addressing Bullying Incidents

Children are strongly encouraged to report bullying incidents to our teachers, school counsellor or senior staff.

From the time of the report staff will work through a process that will ultimately address the range of issues relating to the alleged bullying. It must be kept in mind that this can be a complex process. All cases are considered on an individual basis and resulting strategies or consequences will be relevant to those children that are involved.

### Step 1

The bullying has been brought to the attention of a staff member.

This staff member may initiate the investigative process or that role may be taken on by the school counsellor, deputy principal or principal. Details relating to the situation are taken from the child or children that have been allegedly bullied. In the case of the concern being raised by a parent or caregiver, details of their concerns will be recorded.

### Step 2

Other children that have been identified as having a degree of involvement in the incident will be interviewed.

### Step 3

Information that has been gathered will be considered carefully.

Further interviews with children may occur to clarify points that have been raised.

### Step 4

The case scenario is considered, often in consultation with other staff ie. class teachers, school counsellor, deputy principal and principal.

A strategy or course of action is agreed upon. The complexity or consequential outcome of these will be determined by the "severity" of the bullying behaviour(s) and if the child that is exhibiting that type of behaviour has previously done so.

### Step 5

The information from step four is communicated to the children and parents involved in the bullying incident(s). Discussion relating to the proposed course of action often occurs.

### Step 6

The strategy or suggested behaviour plan is implemented and monitored.

These strategies can vary in complexity, from a commitment from an individual to cease the inappropriate behaviour to stringent closely monitored behaviour plans. As previously mentioned these will be individualised and relevant to the children involved.

### Step 7

The social well-being and behaviour of the children are monitored.

This can be done in consultation with the children, class teachers and parents and caregivers.

Where necessary strategies may be adjusted or modified accordingly.



## Want to obtain further helpful information?

Other related School Policies

[http://www.kapundaps.sa.edu.au/docs/behaviour\\_policy.pdf](http://www.kapundaps.sa.edu.au/docs/behaviour_policy.pdf)

<http://www.kapundaps.sa.edu.au/docs/grievance.pdf>

The following websites and books may be helpful:

[www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)

**BULLYING. NO WAY!** – National program dealing with bullying and harassment

[www.schools.sa.gov.au/](http://www.schools.sa.gov.au/)

Click on Parents & Community, click on Bullying & Harassment

[www.headroom.net.au](http://www.headroom.net.au)

**Headroom** – S.A. Government, Flinders Medical Centre, Women's & Children's Hospital – An interactive site suitable for all ages and parents on how to handle conflict. Highly recommended.

[www.inyahead.com.au](http://www.inyahead.com.au)

*Andrew Fuller, Clinical Psychologist*

Also has a number of books available dealing with many issues in raising a family in today's world.

Evelyn M. Field author of **Bully Busting** – How to help children deal with teasing and bullying. Extremely good.

### **Helpful Phone contacts:**

Kids Helpline – 1800 551 800

Child and Youth Health

[www.cyh.com.au](http://www.cyh.com.au)

Parenting SA

[parenting.sa.gov.au](http://parenting.sa.gov.au)

Ken Rigby – **Children and Bullying** – Blackwell Publishing



## Appendix 1

# Cyberbullying

The same rules apply online as in the 'real world' about how to treat other people. Unfortunately, people don't always treat each other well online, and you, or a friend, may find that you are the target of cyberbullying. You might be teased or have rumours spread about you online, receive nasty messages or even threats. It can happen in school, or out of it, any hour of the day, from people you know, and sometimes people you don't know. It can leave you feeling unsafe and alone.

**No-one has the right to bully another person.** At its most serious, cyberbullying is illegal and can be investigated by the police.

### Tips

#### **If you are being cyberbullied**

**Ignore it.** Don't respond to the bully. If they don't get a response they may get bored and go away.

**Block** the person. This will stop you seeing messages or texts from a particular person.

**Tell someone.** Tell your mum or dad, or another adult you trust. Or you can call Kids Helpline on 1800 55 1800, visit their [website](#) or contact the [Cybersmart Online Helpline service](#).

**Keep the evidence.** This can be useful in tracking the bully down. Save texts, emails, online conversations or voicemails as proof.

#### **Report it to:**

your school—they should have policies in place about bullying and cyberbullying.

your ISP and/or phone provider or the website administrator—there are actions they can take to help.

the police—if there is a threat to your safety the police will help. Call Triple Zero (000) or Crime Stoppers on 1800 333 000.

#### **If a friend is being cyberbullied**

It can be hard to know if your friends are being cyberbullied. They might keep it to themselves. If they are being cyberbullied, you might notice that they may not chat with you online as much, suddenly receive lots of SMS messages or are unhappy after they have been on the computer or checked their phone messages. They may stop hanging around with friends or have lost interest in school or social activities.

#### **Help stop cyberbullying**

**Stand up and speak out!** If you see or know about cyberbullying happening to a friend, **support them and report the bullying.** You'd want them to do the same for you.

**Don't forward** on messages or pictures that may hurt or be upsetting to someone. Even though you may not have started it, you will be seen to be part of the cyberbullying cycle.

**Remember to treat others as you would like to be treated** when communicating online.