

## For parents

### What parents can do

If you think your child is distressed and being bullied, discuss this with your child and offer immediate support. Decide which course of action to take as shown in the 'When you are bullied' section over the page. If it is a significant issue – ensure it is reported to an appropriate school contact immediately.

### Procedures for dealing with incidents of bullying

#### First incident

The School uses the 'No Blame Approach' initially in resolving incidents of bullying. This approach is based on NOT apportioning blame and usually involves, amongst other things, a conference involving the victim (if agreed to), the alleged bully and the staff member dealing with the incident. At all times the process is sensitive to the needs of the victim and offers appropriate support to both parties involved. This may include advice on assertiveness and behaviour modification.

In the vast majority of cases this method has been found to be effective, and the bullying behaviour has ceased. Written records of the incident and action taken are kept.

However, should there be repeated incidents of bullying the following procedure will be followed:

#### Second incident

1. The 'No Blame Approach' is again used and parents of both the victim and the alleged bully are informed of the incident and the action taken.
2. The victim is given further support. The alleged bully is given further advice on behaviour modification.
3. Records are kept by the staff member dealing with the incident.

#### Third incident

1. The alleged bully and his or her parents are asked to attend a round table conference with the relevant staff members concerned.
2. The 'No Blame Approach' is now deemed to have been unsuccessful and normal school discipline procedures operate. This includes the use of lunchtime, after school detentions. The Head of Secondary or Primary and Head of School are informed of resolutions made at the meeting.

#### Further incidents

The parents of the bully are ultimately invited to a meeting with the Head of School. Possible sanctions include, suspension from the School or withdrawal from the School should the bullying continue.

Please note that for very serious incidents of Bullying behaviour, the first and second steps shown above may be waived, and the School's discipline procedures would operate immediately. The decision to do this would lie with the Deputy Head (Pastoral) in Secondary, the Head of Secondary, the Head of Boarding or the Head of Primary. It may also be necessary to alter the procedures due to operational realities such as staff availability.



# A Place For Everyone



## Our Policy

Bunbury Cathedral Grammar School aims to maintain a safe, supportive environment in which every student has the opportunity to participate freely in all the activities offered.

Every student has the right to be valued and to have their individual differences understood and appreciated. Every student has the right to enjoy their schooling. It is the responsibility of every member of the School family to help maintain such an environment.

### **Bullying, in all its forms, has no place at Bunbury Cathedral Grammar School.**

This is an abridged version of the full School Policy for Addressing Bullying at the School.

A copy of the whole policy can be requested from the Head of School's office.

## What is bullying behaviour?

### **There are three important characteristics of bullying behaviour. It is**

- repetitive
- intended to hurt or put someone down by making them feel bad about themselves
- perceived by the victim as bullying

Bullying is a repeated misuse of power, it causes hurt and damages a person's self-esteem. Bullying can take the form of physical, verbal, social or cyber bullying.

### **What is not bullying behaviour**

There are unacceptable, one off incidents which may happen at school which are not examples of bullying. It is not bullying when two people of about the same strength have a fight. Such behaviour is equally unacceptable, but it is violent behaviour, not bullying.

### **Examples of bullying behaviour, which must reflect the above three characteristics**

1. A student hitting or being violent to someone younger, smaller or less physically able than themselves.
2. Any student threatening or frightening others.
3. Several students 'ganging up' on someone else to exclude, intimidate or control them in some way.
4. Teasing and/or put downs.
5. Any student making sexually suggestive or offensive comments or actions towards others of the opposite or same gender.
6. Use of a nasty nickname, silly noises, or a racist name.
7. The spreading of unkind rumours about someone.
8. Interfering or damaging other people's property.
9. Forcing someone to do jobs or run errands.
10. Sending nasty notes or messages, or using social media, email or the internet to say, share or spread things that are nasty, unwanted or untrue.
11. Making anonymous phone calls.
12. Any kind of behaviour which is used with the intention of making someone's life unpleasant.

## For students

### **Do you have a responsibility?**

All students have the responsibility to behave in a respectful manner to all other students. In social situations the response of people is important in modifying behaviour. The role of bystanders in preventing bullying is vital. Interventions that show that bullying behaviour is not wanted and support and comfort offered to an individual being bullied are encouraged, when they can safely take place.

It is your right, and responsibility to report bullying whether it happens to you or someone else.

### **Have you been bullied?**

Act now and get help. Speak to a responsible person you can trust (eg a teacher, Home Group Teacher, Head of House, Year Co-ordinators, Counsellor, Director of Students, senior student, a parent or a close friend).

### **When you are bullied**

Confront the person bullying you. Let them know that their actions are unwelcome and ask them to stop. Seek help if the person bullying you does not stop their harassment – action will be taken to help you. Talk to a responsible person you can trust, as listed above.

Do not fear repercussions for reporting incidents of bullying – the School does not tolerate bullying behaviour and will support students who seek help.

### **Do you bully?**

Recognise that most people exhibit bullying behaviour at some time in their lives. Help maintain a happy and safe environment at school by avoiding bullying behaviour yourself. We are all responsible for ensuring that the School's environment is a 'Bully Free' area.

### **If you know someone who is being bullied**

Care enough and be responsible enough to act, offer help or support to the victim and report the behaviour to a staff member, parent or other trusted adult.

### **What the School can do**

The School encourages positive relationships and friendly behaviour. Students are trained in peer mentoring and Student Leaders take an active role in orientation and caring for students. Programs on healthy relationships and education to support an environment where bullying is unwelcome are part of our Positive Education, Wellbeing and Pastoral programs. We strive to be a welcoming, caring and friendly community where strong relationships are built and children can flourish.