

APPENDIX 2

Bullying (including Cyber Bullying) and Harassment

What is Bullying?

Bullying occurs when a person engages in unwelcome conduct that offends, humiliates or intimidates another person. It can be physical, verbal, social (covert), psychological or cyberbullying.

This is often on-going in nature and not a single act of nastiness, spite or social rejection or dislike.

If you are feeling....

Angry	Frightened	Embarrassed	Hurt	Humiliated
Helpless	Uncomfortable	Unsafe	Upset	

Then you could be experiencing bullying.

BULLYING IS WRONG AND WILL NOT BE ALLOWED TO CONTINUE!

WHAT DO BULLIES DO?

People who bully others might:

- Hit, punch, slap or trip others
- Call names
- Join in group "put downs"
- Set out to frighten others
- Hide or take others' property
- Tease
- Spread rumours 'just in fun'
- Set out to control or manipulate
- Just stand by supporting or silently watching others do these things
- Using ICT technology to post inappropriate content

All of these actions are done usually with the intent to hurt, to make people feel less confident or to intimidate.

They can happen once or be a pattern over time.

If you are being bullied you CAN do something about it.

If you are bullying others you MUST STOP.

BEING BULLIED? Use the 'High 5' Approach...

Here's what you can do...

Ignore it. Pretend you didn't hear it. Don't make eye contact. Maintain positive body posture. Count to 5 in your head slowly and take deep breaths.

If this doesn't work...

Talk friendly to the bully. Use a calm voice and maintain eye contact. Use "I" statements.

Then try...

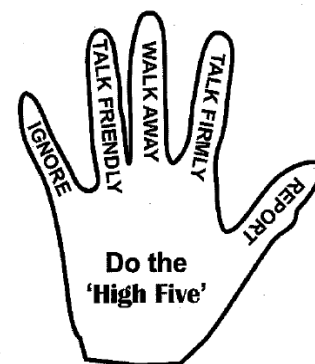
Walk away. Stand tall with your head held high. Look confident. Walk somewhere towards a busy area or safety zone. Do not look back.

Next..

Talk firmly with eye contact, confident body language and use an assertive voice. Tell them to stop it and state the consequences of continued bullying.

Finally...

Report. Walk away and tell a staff member. Report, report, report until someone listens.



If you feel unable to do the "High 5" then...

- Talk to your parents or friends.
- Talk to your teacher or Principal or Deputy Principal you feel you can trust.
- Talk to an older student.
- Talk to the School Chaplain.
- If bullying continues after you, your family or friends have reported the incident, then it is essential that you continue to report any further ongoing incidents to the Principal or Deputy Principal.

REMEMBER: If ignoring it fails, then keeping it to yourself only makes it worse!

You, your parents or your friends can report bullying to any staff member or you can send us a confidential email:

BullyingNoWay@gympiesouthss.eq.edu.au

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HOW WILL GYMPIE SOUTH RESPOND TO BULLYING?

All reports of bullying will be dealt with!

STEP ONE	STEP TWO
When appropriate, Gympie South will use a 'no blame' procedure in the first instance. Those involved will be made aware of bullying and that it is not acceptable at Gympie South. At this stage, there will be no consequence and parents will not be notified.	Continued bullying would lead to a student being placed on a Support Stage 2a (Low Level Support/Intervention) on the Responsible Plan for Students – Support Stages.
STEP THREE	STEP FOUR
A further incident would result in moving to Support Stage 2b (High Level Support/Intervention) on the Responsible Plan for Students – Support Stages.	Further instances may ultimately result in moving to Support Stage 3 (Suspension).

Dealing with Bullying at Gympie South State School

- Roles and Responsibilities -

What Staff Members Can Do	<ul style="list-style-type: none"> • CARE. • Treat claims of bullying seriously. • Encourage students to have an adult that they can confide in i.e. class teacher, other teachers, other staff members, chaplain, parents, Principal. The person confided in must take on the responsibility of advocating for the child concerned. • Consult with appropriate people for support and guidance as required. • Maintain effective communication lines with parents. Often problems are best solved when student, teacher and parents all work together. • Be aware of students who may be exhibiting signs of bullying. Do not ignore this even if the student is not complaining. • Include the bullied student in any plan to act on their behalf. Action will be far more effective if an agreed upon plan is put into place. • Encourage the bullied student to 'face' those doing the bullying through meetings guided by an appropriate school person. • Where appropriate, contact the parents (for support) of the child/children doing the bullying. • The Principal/Deputy Principal is there to provide support. Report serious or unresolved matters to them. • Use the 'no blame' approach. Discussions with all parties concerned should aim to resolve the issue. Ask the bullies for their support in solving the problems being experienced by the bullied student. If the behaviour that is causing the bullying continues then be prepared to implement the School Responsible Behaviour Plan and report to the Administration. • FOLLOW UP. Never assume that because a problem has been solved that the issue is over. Regularly check with the parties involved that all is going as planned. • Students have to have confidence in staff members that they will support them. Students will not report bullying if the adult response is inadequate. • Ignoring student's reports about bullying or associated behaviour is in fact condoning the behaviour and empowering those engaging in the inappropriate behaviour. • Create a positive environment in which all students are treated equally and all are valued. • Provide quality instruction and classroom management that does not breed discontent and inappropriate behaviour. • Refer regularly to the School "Keys to Success". • MODEL the desired behaviour. Adults who model aggressive, bullying behaviour are not send the correct message.
What Parents Can Do	<ul style="list-style-type: none"> • Encourage their children to engage in appropriate behaviour. • Model appropriate behaviours. • When visiting the school conduct themselves in the appropriate manner. • Commit to solving issues in a peaceful and constructive way. • Work with their child and the school to achieve appropriate outcomes. • Not take "the law" into their own hands by confronting students and parents at school. • Read school materials on bullying.
What Students Can Do	<ul style="list-style-type: none"> • Understand that bullying and the behaviours that are associated with it are not to be tolerated. • Be aware that "watching" is in fact condoning bullying. • Model appropriate behaviour for other students. • Report bullying whether it directly involves them or not. • Follow school rules and values. • Be a KIND person and be CONSIDERATE of others. • GETTING ALONG. • RESPECT.

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What Administration Can Do	<ul style="list-style-type: none">• Provide another layer of support for students, staff and parents.• Regularly provide information on bullying.• Co-ordinate “support” when it is required by a student.• Implement Responsible Behaviour Plan when discussion doesn't work.• Monitor students and staff reactions to bullying.• Make appropriate decisions to deal with identified needs related to bullying.• Constantly review the bullying referral process.• Ensure provision of professional development to support program.• Provide a ROLE MODEL.
Communication	<ul style="list-style-type: none">• Regular articles, comments, alerts through the newsletter.• Policy documents on the School website.• Recognise students who are excellent role models.• Information regularly given on parade.• Frequently asked questions available for parents, staff and students.• Regularly include bullying issues on meeting timetables.

What happens when a serious incident is reported?

A report could come from a parent, student, other students, other staff members or from an observation.

Whether a report is deemed serious requires a judgement to be made. Serious could be determined if the bullying is on-going and previous attempts to solve the issue have failed; if the student has reached a very depressed/distressed state; if the issue is causing absenteeism from school; if the student/parent are requesting that the school administration be involved; if violence (physical/verbal) is involved.

If after considering the facts, the person receiving the bullying report considers it to be serious then the following steps are put into place:

- 1) Notify and report to Administration – Principal/Deputy Principal.
- 2) Administration meets with the person (e.g. parent, student) making the report to gather information.
- 3) Administration meets with the student being bullied to gather information.
- 4) A plan of action is devised that has the support of the parties concerned.
- 5) If the parent has not been notified by this point, they are notified.
- 6) Behaviour entry is made on One School.
- 7) Plan of Action is put into place. Often this will involve a meeting between Administration, the bullied student and those doing the bullying.
- 8) The focus of the meeting is a positive outcome for all. A plan is devised for ending the bullying. The responsibilities for all concerned are clearly defined. The consequences for failing to meet the responsibilities are clearly defined.
- 9) A follow up meeting date is planned.
- 10) Parents involved are notified. This could be the parents of both the bullied student and the bully.
- 11) Outcomes are discussed at the follow up meeting and consequences applied if necessary. Alterations may need to be made to the Action Plan at this stage and the process recommenced.
- 12) Administration may at any point involve “outside” support e.g. Social Justice Committee, Behaviour Management – AVT, Guidance Officer, Mental Health etc.

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What to do if the matter is deemed less serious?

In these cases the classroom teacher may decide that they are in a position to solve the problem.

Steps to be taken are:

- 1) Determine the nature of the problem.
- 2) Develop a plan of action with the bullied student.
- 3) Meet with all parties if that is what is decided upon in Step 2 or implement the decided upon action plan.
- 4) Notify/ involve parents.
- 5) Review how things are going. Make alterations to the plan if need be.