

# Bullying Prevention Key Process Statement

## Overview

To allow every student to feel respected and safe in an environment free from bullying and harassment.

## Detail

When responding to a claim of bullying follow the steps in the [flowchart](#) to ensure that the process is correctly followed in order to support the students and retain the appropriate documentation including the [Bullying Incident Report Form](#).

Bullying support steps are outlined in further detail [here](#).

Role	Responsibilities
Leadership	<ul style="list-style-type: none"> <li>• Model courtesy and consideration of others.</li> <li>• Clarify system responses of bullying and harassment.</li> <li>• Alert Caregroup teachers to their roles as promoters of timely and proactive discussion.</li> <li>• Ensure all document policy statements are written in up-to-date terms.</li> <li>• Place information in the staff and student handbooks, newsletters, website and social media platforms, staff, parent and student notices, highlight expectations at staff meetings, parent meetings and student assemblies.</li> <li>• Ensure all reports acted upon, documented and stored correctly.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Model courtesy and consideration of others.</li> <li>• Be aware of and watch for signs of bullying.</li> <li>• Be aware of the underlying principles of this policy and act to create a supportive teaching and learning environment, free of bullying and harassment.</li> <li>• Be aware of incidents of harassment in their classes and while on duty in the school.</li> <li>• Be aware of the serious nature of sexual harassment and the legal implications for this misconduct by any member of the school community.</li> <li>• Support students in developing confidence in making a stand against bullying and harassment.</li> <li>• Report all incidents of bullying so that those bullied can see that the school acts to prevent bullying.</li> <li>• Complete a <a href="#">Bullying Incident Report Form</a> and pass it on to a leader.</li> <li>• Advise Counsellor and Leadership of the impact of bullying on their students.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Treat everyone with courtesy.</li> <li>• Be aware of what can be interpreted as harassing or bullying comments and behaviours.</li> <li>• Be aware of the serious nature of sexual harassment and the legal implications for this misconduct by any member of the school community.</li> <li>• Tell a bullying person that he/she doesn't like the behaviour and to stop. If not confident, ask an adult to act on his/her behalf.</li> <li>• Take appropriate action when they observe others being bullied.</li> <li>• Be compassionate, empathetic and understand the effects of bullying on individuals and groups in our society.</li> <li>• Report incidents of bullying whether it happens to you or not.</li> </ul>
Parents/ Guardians	<ul style="list-style-type: none"> <li>• Model courtesy and consideration of others.</li> <li>• Know the signs of possible bullying and watch for them.</li> </ul>

- Be aware of the range of bullying comments and behaviours.
- Speak to own children about what constitutes bullying and harassment.
- Be aware of the serious nature of sexual harassment and the legal implications for this misconduct by any member of the school community.
- Inform the school of any incidents of bullying.
- Support the school in addressing bullying.
- Remind children and young adults that they are highly valued and assist them in maintaining a positive self-worth.
- Discuss positive strategies rather than getting even.
- Be available and ready to listen to reports of bullying.

## Definitions

Bullying - '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.'

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 a hostile environment. Harassment may be an ongoing pattern of behaviour, or it may be a single act.

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 e-mail, 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 the recipient.

## Appendices

[Bullying Reporting and Action Process Flowchart](#)

[Bullying support steps](#)

[Bullying Incident Report Form](#)

[WSC Respectful Behaviour Policy](#)

[WSC Learning Expectations](#)

[National school chaplaincy program procedure for schools](#)

[Sexual Harassment Prevention Policy 2021](#)

[WSC Records Management Policy](#)