



BULLYING AND HARASSMENT PREVENTION AND INTERVENTION A THREE-WAY APPROACH

PENRHOS COLLEGE'S POLICY

Penrhos College has a duty to provide a safe and positive learning environment where individual differences and diversity within the College are respected and accepted. Bullying is not tolerated at Penrhos and our policy is that:

- bullying incidents be managed through a 'community' approach involving students, staff and parents/guardians;
- bullying prevention strategies be implemented within the College with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/guardians to recognise bullying and respond appropriately;
- bullying response strategies be tailored to the circumstances of each incident;
- staff establish positive role models emphasising our no-bullying culture; and
- bullying prevention and intervention strategies are regularly reviewed against best practice

Penrhos College views all forms of bullying as unacceptable behaviour.

Bullying is seen as a repeated and deliberate intent to hurt, embarrass, cause distress, fear or discomfort. It can involve humiliation, domination, intimidation, victimisation and harassment. Bullying is an inappropriate use of power (physical, social and emotional) and can occur over a period of time. This behaviour can affect individuals as well as groups.

What Bullying is Not

There are many negative situations which, whilst being potentially distressing for students, are not bullying. These include:

- Conflict (including short term or once-off teasing and fighting amongst peers) situations which arise where there is disagreement between students but not an imbalance of power. Conflict situations may represent the normal dynamics of a particular friendship group and students need to develop the skills to deal with these situations. They need to be closely monitored as they may evolve into bullying situations
- One off Acts (of aggression or meanness) including single incidents of loss of temper, shouting or swearing do not normally constitute bullying

FORMS OF BULLYING

Bullying takes many forms but can be best categorised under the following headings:

Emotional Bullying:

- excluding others from group conversations and activities
- ignoring others
- making up or spreading rumours
- purposefully misleading or lying to others
- making stories up to get others into trouble
- writing offensive notes to/about a person
- stalking, threats or implied threats
- 'dirty looks'
- manipulation – pressuring others to do things they don't want to do
- intimidation – forcing students to do demeaning or embarrassing acts
- extortion – forcing someone to give money or material items

Verbal Bullying:

- teasing in a sarcastic and offensive manner
- name-calling and offensive nicknames
- swearing to unsettle or upset others
- racist or cultural comments

Physical Bullying:

- hitting, kicking, pinching, pushing, bumping, shoving, scratching, slapping, biting, punching or tripping someone repeatedly
- unwanted physical or sexual touching
- throwing objects with the intent to injure or annoy

Sexuality and Gender Bullying:

- discrimination of someone because of their sexual orientation
- unwelcome physical touching, hugging or kissing
- staring or leering at someone or at parts of their body
- suggestive comments or jokes
- insults or taunts based on sex
- sending sexually explicit pictures, emails or text messages, with the intent to harm
- intrusive questions about a person's private life

Property Abuse:

- stealing money repeatedly
- interfering with someone's belongings
- damaging someone's personal items
- repeatedly hiding someone's possessions

Cyber Bullying:

- spreading gossip and rumours through email, phone and internet
- sending offensive text/phone and email messages
- abusive phone calls
- posting personal information on internet sites without permission to cause distress and humiliate
- setting up a derogatory web site dedicated to a targeted student and inviting others to comment

INDICATORS THAT A CHILD MAY BE BULLIED

Parents may be the first to notice the signs that their child may be being bullied. Listed below are some indicators that a child may be being bullied.

Emotional

- Changes in mood, sleep and eating patterns

Physical

- Complaints such as headaches and stomach aches

Social

- Social withdrawal
- Increased desire to stay at home and in her bedroom
- Increased friction in relationships

Behavioural

- Outbursts of temper
- Problematic behaviour
- Decline in academic behaviour
- Disengagement in co-curricular activities
- Spending increased time on the computer and social networking sites
- Erratic/decline in school attendance, truancy

While all of the above are signs of possible bullying, they may also be signs that something else is happening with the child. Referral to a member of the Pastoral Care Team to investigate the issues is recommended.

PREVENTING AND RESPONDING TO BULLYING

Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all staff, students, parents, guardians and members of the wider school community.

School Staff have a responsibility to:

- Abide by the Staff Code of Conduct
- respect and support students
- model and promote appropriate behaviour
- have knowledge of school policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying following College procedure.

In addition, teachers have a responsibility to:

- provide curriculum and pedagogy that supports students to develop and understand bullying and its impact on individuals and the community.

Students have a responsibility to:

- Abide by the [Student Code of Conduct](#)
- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- abide by the Student Code of Conduct
- behave as responsible bystanders
- report incidents of bullying verbally, in writing or via the Reporting Bullying link on the portal:

<https://penrhoswa.sharepoint.com/sites/Home/Secondary/pastoral/reportingbullying/SitePages/Home.aspx>

Parents and guardians have a responsibility to:

- Abide by the Parent Code of Conduct
- support their children to become responsible citizens and to develop responsible online behaviour
- be aware of the College's approach to bullying prevention and intervention and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the
 - College's approach to bullying prevention and intervention
- report incidents of school related bullying behaviour to the College
- work collaboratively with the College to resolve incidents of bullying when they occur.

All members of the College community have a responsibility to:

- Model and promote positive relationships that respect and accept individual differences and diversity within the College community
- Support the College's Values and Codes of Conduct through words and actions
- Work collaboratively with the College to resolve incidents of bullying when they occur.

BULLYING PREVENTION STRATEGIES

Penrhos College recognises that the implementation of whole College prevention strategies is the most effective way of eliminating, or at least minimising incidents of bullying within our community.

The following initiatives form part of our overall bullying prevention strategy and our strategy to create a 'no bullying' culture within the College:

- Age appropriate programs and curriculum, PreK-12, to assist with the development of social skills and the prevention of bullying incidents;
- Education, training and professional development of staff in bullying prevention and response strategies;
- Provision of information to parents/guardians to raise awareness of bullying as a College community issue, to equip them to recognise signs of bullying, and to provide them with clear paths for raising any concerns they may have relating to bullying directly with the College;
- Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/guardians;

- Promotion of responsible bystander behaviour amongst students, staff and parents/guardians;
- Reporting of incidents of alleged bullying by students, bystanders, parents/guardians and staff are encouraged, and made easy through the establishment of multiple reporting channels (as specified below);
- Regular risk assessments of bullying within the College are undertaken by surveying students to identify bullying issues that may ordinarily go unnoticed by staff;
- Records of reported bullying incidents are maintained and analysed, in order to identify persistent bullies and/or victims and to implement targeted prevention strategies where appropriate;
- Statements supporting bullying prevention are included in students' College diaries;
- Anti-bullying posters and the College values are displayed strategically within the College; and
- Promotion of student awareness and a 'no bullying' environment by supporting/participating in events
 - such as the National Day of Action Against Bullying and Violence.

REPORTING BULLYING

Students and their parents/guardians are sometimes reluctant to pursue bullying incidents. A key part of Penrhos College's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well as providing assurance to students who experience bullying (and parents/guardians) that:

- Bullying is not tolerated within the College;
- Their concerns will be taken seriously; and
- the College has a clear strategy for dealing with bullying issues.

Bullying incidents can be advised to the College verbally (or in writing) through any of the following avenues:

- informing a trusted teacher;
- informing a College Counsellor;
- informing the Form Teacher;
- informing the Head of Year;
- reporting it online on the College portal;
- informing the Deputy Head/Head of Junior School;
- informing the Assistant Dean/Dean of Pastoral Care; or
- informing the Principal.

RESPONDING TO BULLYING - STUDENT/STAFF/PARENTS: A THREE-WAY APPROACH

Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with. In all circumstances the College takes bullying incidents seriously and provides assurance to the victim that they are not at fault and their confidentiality will be respected. Each incident will be properly investigated including discussing the incident with the victim, the bully, any bystanders and parents and to understand any concerns of the individuals involved. Records of reported bullying incidents are maintained and when dealing with persistent bullies and/or severe incidents the response may include a wider range of sanctions.

Students – What Can You Do?

What should you do if you are being bullied?

- Tell the bully to stop. State clearly that her behaviour is not right, and that you find it offensive.
- Ask for help. Talk about it with someone you trust. There is nothing so awful that you can't talk about
 - it with someone.
- Report it to your Classroom Teacher, Deputy Head/Head of Junior School, Head of Year, Form Teacher, Dean/Assistant Dean of Pastoral Care, one of the Counsellors or another member of staff. You will be listened to because the College will not tolerate bullying.
- Do not be afraid that reporting it will only make the bullying worse. It won't get better if you don't do
 - something about it.
- Tell your parents. Do not wait until it is so awful that you don't want to come to school.
- Report it online on the College Portal by clicking on the Reporting Bullying link (Pastoral Care tab)

<https://penrhoswa.sharepoint.com/sites/Home/Secondary/pastoral/reportingbullying/SitePages/Home.aspx>

What can you do if you know someone else is being bullied?

- Care enough to do something about it, even if it does not affect you personally.
- Tell the bully to stop. State clearly that her behaviour is not right and that you find it offensive.
- Tell someone - your Classroom Teacher, Deputy Head/Head of Junior School, Head of Year, Form
 - Teacher, Dean/Assistant Dean of Pastoral Care, one of the Counsellors or another member of staff.
- Report it to your Classroom Teacher, Deputy Head/Head of Junior School, Head of Year, Form
 - Teacher, Dean/Assistant Dean of Pastoral Care, one of the Counsellors or another member of staff.
- Alternatively, you can report it online on the portal by clicking on the Reporting Bullying link (Pastoral
 - Care tab). You will be listened to because the College will not tolerate bullying.

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Parents: What can you do if your child says she is being bullied?

- Listen sympathetically to what your child has to say and without blame.
- Tell your child she is understood and believed.
- Encourage your daughter to address the situation in a confident and assertive manner.
- Involve your child in making decisions about what to do.
- Act for your child if she is being bullied – alert the College so we can work together to support her. In the Junior School, contact your daughter's Classroom Teacher, Deputy Head/Head of Junior School or Counsellor. In the Secondary School, contact your daughter's Head of Year, the Assistant/Dean of Pastoral Care or a Counsellor.

How the College Will Respond.

- Talk with all parties concerned.
- Notification of/consultation with parent/guardians and relevant staff.
- Offer counselling to victims, bullies and bystanders.
- Implement effective management plans and follow up strategies such as liaising with relevant staff for the purposes of monitoring, preventing further occurrences and promoting positive interactions amongst
 - the students concerned.
- There is a range of sanctions when dealing with bullying. Disciplinary action may be imposed including suspension and expulsion.