Williamstown Primary School
Anti-Bullying/Harassment Policy

Williamstown Primary School is committed to providing a safe and caring environment, which fosters respect for others and does not tolerate bullying/harassment. Our Policy links with our school behaviour code which is based on the following principles:

- Students should be able to work and play in a safe harassment free environment
- Teachers should be able to teach and students should be able to learn
- Students should behave in a manner that demonstrates respect for themselves, others and property
- Individuals should be responsible and accountable for their behaviour and positive behaviour is recognised and acknowledged

Bullying/Harassment ... What is it?

Bullying/harassment are repeated harmful behaviours that deprive individual and groups of their rights, jeopardise physical and emotional safety and undermine the wellbeing of our school community and society. (Based on a statement from the Bullying. No Way! Website)

Bullying/harassment can take many forms. The following behaviours as some examples of bullying and/or harassment.

**Physical:**
- Hitting, kicking, punching
- Pushing, shoving, spitting
- Making rude gestures
- Taking or damaging something which belongs to someone else
- Forcing others to hand over food, money or something which belongs to them
- Making someone do something they don't want to

**Verbal/Written** (done by direct comments or notes, SMS, internet, Facebook etc):
- Name calling
- Teasing
- Threatening
- Making fun of someone because of their appearance, physical characteristics or cultural background
- Making fun of someone’s actions

**Indirect:**
- Excluding others from the game or group
- Spreading untrue stories about others.
- Expressions or gestures toward another which are taunting or hurtful.

STRATEGIES WE WILL USE TO DEAL WITH BULLYING/HARASSMENT

At Williamstown Primary School we:
- Teach classes explicitly about bullying/harassment—the definition of what it is, how it affects us, why it is unacceptable and illegal, and what we can do about it
- Use Social Skills programs to support student learning and for discussing and developing friendship skills, resilience and positive habits of the mind
- Ensure the Child Protection Curriculum programme is taught as mandated at all year levels.

Responsibilities of staff:
- To teach about the nature of harassment and ensure students know the explicit skills and processes for dealing with instances of both bullying and harassment.
• Be an appropriate role-model at all times.
• Respond promptly to all reported and observed incidences of bullying/harassment to and by students, either personally or by referring information to Leadership staff.
• Ensure that students are adequately supervised at all times at school.
• Record incidences of bullying/harassment and actions taken to minimise these.
• Handle all reports sensitively so that the safety and welfare of the person making the report (bystander) is maintained.

Responsibilities of students:
• Use appropriate interpersonal skills as taught, and not bully/harass others
• Help someone who is being bullied/harassed eg support victim by telling bully/harasser to stop, and by seeking assistance from a teacher
• Tell a trusted adult on site if they are being bullied/harassed or if they see someone else being bullied/harassed at school.
• Persist until something is done to stop the harassment ie if you tell someone and no action has been taken to help your situation, then tell someone else until problem resolved.

Responsibilities of Parents:
• Speak to the class teacher if their child is being bullied/harassed, or they suspect that this is happening
• Instruct their child/ren to tell a trusted adult at school if they are being bullied/harassed
• Monitor the ongoing welfare/wellbeing of their child and let school know if further concerns
• Work collaboratively with the school to resolve incidents of bullying/harassment

REPORTING OF BULLYING/HARASSMENT

Children and their parents can report incidents of bullying/harassment to any teacher or the principal. Any bullying/harassment incidences that are dealt with will be recorded in EDSAS (online school administrative system). These incidents will be monitored so that any patterns of behaviour by any group or individual can be followed up.

RESPONDING TO REPORTED INCIDENCES OF BULLYING/HARASSMENT

Teaching staff are responsible for ensuring that incidences of bullying/harassment are dealt with as soon as possible after reported or observed, in a manner consistent with both this policy and the school's Behaviour Policy.

When a bullying/harassment incident is reported or observed we use the following actions:

• Find out what the circumstances were and who was involved
• Talk to each student involved in the incident, ascertain their actions, and remind them that such behaviour is not acceptable. Speak to any bystanders as needed. After discussion with the victim, determine how they would like to proceed. If they indicate their willingness, act as a mediator so that the victim can discuss the matter with the bully/harasser and they can make amends and plans for future behaviour and accept necessary consequences of their actions (ie apologies, loss of playtime, community service etc).
• Monitor the behaviour of students involved for an appropriate time following this discussion. Both the victim and instigator may need support to avoid repeated incidents and this will be monitored by teacher and leadership.
• Parents/carers of both victim and instigators are contacted by note or phonecall.
• Other teachers are informed of incidents at staff meeting in order to help monitor any further incidents and to follow up consistently.

EVALUATING THE POLICY:

We will evaluate the program biannually. It will be evaluated by:

• Noting if there has been a reduction in reported incidences of bullying/harassment as shown in EDSAS data.
• Surveying students as to their perception of Safety at school
• Using Annual Parent Surveys to check community perceptions of Safety at school.

Reviewed 2010/ next review 2012