

# Anti-Bullying Policy

## Purpose

The purpose of this policy is to promote consistency of approach and to create a climate in which all members of Redfield are valued and feel safe.

The policy creates a framework to reassure students and parents that they will be supported when bullying is reported.

Within Redfield all students and staff have certain rights. However, along with those rights we also must take responsibility for our own actions.

All students and staff have the right:

- To feel safe, cared for and respected at Redfield.
- To be free from threat and intimidation.
- To have a pleasant, healthy and safe environment.

All students have the responsibility:

- To consider the impact of their actions on others.
- To respect the property and rights of staff and students.
- Not to accept bullying, but to report it.
- To follow the school policies and rules.

All staff members have the responsibility to:

- Provide a safe, secure learning environment for our students.
- Strive to provide an environment free from bullying, harassment, intimidation and abuse.

- Engender a culture where bullying is discouraged and opposed.
- Consider the impact of their actions on others.
- To be positive role models in work and action at all times.

At Redfield College, we believe that all members of the community have the right to a learning and working environment free from intimidation, harassment, humiliation and hurt. We all share a responsibility to foster, promote and restore positive relationships. We believe that bullying is unacceptable and we staff, parents and students all share a responsibility for preventing it.

## **Prevention of Bullying at Redfield**

The whole College community shares a responsibility to prevent bullying.

Consequently we adopt the following strategies:

- Teaching of positive behaviours aimed at addressing positive relationships, conflict resolution, resilience and bystander action. This is done in Religion Classes, in PDHPE classes, at Motto and in “Buddy Groups”.
- Vigilant classroom and playground supervision.
- Regular recognition and acknowledgement of students who demonstrate appropriate behaviours that promote and restore positive relationships.
- Provision of safe and structured playground spaces and activities at break times.
- Ongoing professional development of staff - Input for parents.
- Guest speakers for students: including Brett Murray, Daniel Merza and presentations from the Hornsby Police Liaison Officer.

## Definition

Bullying behaviour:

- Is deliberate, repeated, persistent and aggressive behaviour directed at an individual or individuals
- Intends to cause fear, distress, hurt or harm to another's body, feelings, self-esteem or reputation.
- Is repeated intimidation/action by a more powerful individual or group over a less powerful individual or group.

Bullying can happen in the playground, in the toilets, going to and from school, on social media or in the classroom.

Bullying takes many forms, all of which will cause distress.

Examples of bullying include, but are not restricted to:

- Physical – hitting, pushing, tripping, kicking, spitting on others
- Verbal – nasty comments, teasing, using offensive names, ridiculing, spreading rumours, telling someone to do silly or dangerous things
- Non-verbal – writing offensive notes or graffiti about others, using e-mail or text messaging to hurt others, rude gestures.
- Exclusion – deliberately excluding others from the group, refusing to sit next to someone
- Extortion – threatening to take someone's possessions, food or money.
- Property – Stealing, hiding, damaging or destroying property
- Cyber – any form of bullying which is carried out through electronic means such as mobile phones, email, chat rooms, social networking, 'sms', web page.

Bullying must be treated seriously. It can amount to a criminal offence, when there is physical violence, intimidation or simply threats intending to harm.

At Redfield, **students** are encouraged to:

- Communicate effectively if they feel they are being bullied which will involve:
- Students are directed **to tell their parents, tell a teacher or tell their Mentor.**
- Informing another student if they are experiencing behaviour that is upsetting them.
- Student is to tell student who is the subject of the allegation to stop it, and to convey that they don't like that behaviour.
- If a student is engaged in offensive behaviour they are expected to stop when this is requested.
- If the behaviour persists the student is expected to make his observation clear to the offending student and to inform him that the behaviour will be reported if not immediately stopped;
- If the behaviour persists the student then approaches the Heads of School, Darren Corke (Years 2-6), Stefan Drevikovsky (Years 7-9) or Mark Anderson (Years 10-12) to report the behaviour.
- At this point the perpetrator of the offensive behaviour is interviewed by the anti-bullying staff member, informed that the behaviour they are engaged in is distressing the student of concern and that it is to stop. At this point this interview is communicated to the parents of each student.
- Take positive action to stop bullying if they observe an incident.
- Make it clear to their peers that bullying is not accepted.

At Redfield, **staff members** are expected to:

- Take proactive action to stop bullying if they observe an incident.
- Promptly pass on information about any reported or observed bullying behaviours to the Heads of School for further action.

At Redfield, **parents** are encouraged to:

- Listen to their child. Encourage their child to speak to their Class Teacher or Mentor
- Contact their child's Class Teacher or Mentor if they have a concern.

## **How do we respond to Bullying at Redfield?**

- Bullying is against school rules.
- Any reports of bullying will be investigated.
- Appropriate action will be prompt.
- Ensure that the victim is supported.

## **Procedures for Investigating Bullying and Follow up**

School leaders should keep in balance the collective welfare of the Redfield Community with the individual needs of the student.

- Interviews will be conducted to ascertain the specific nature of the Bullying.
- Initial interviews should focus on the safety of individuals.
- In serious cases, the Hornsby Police Liaison Officer may be contacted to intervene.
- Decisions will be made as to the level of severity of the incident and whether parents of those involved should be informed. If it is a low level incident, then the parents will be informed after the interviews have taken place. If it is a more serious case, then the parents will be informed prior to the interviews taking place.
- A record of separate interviews should be kept.
- Monitoring and follow up of the students involved if necessary.
- Further recurrence of the Bullying may result in a warning of suspension and, if required, the implementation of suspension.

- Continual and unremitting bullying, after the former steps have been exhausted will eventuate in the student exhibiting the bullying behaviour having to leave the College.
- If students require further help it can be obtained from:
- Kids Helpline – 1800 551 800
- Lifeline – 13 1114
- Beyond Blue - 1300 22 4636
- [www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au) [www.kidshelp.com.au](http://www.kidshelp.com.au)

### *Stage 1*

- When concerns are raised regarding a student being bullied, or responsible for bullying, Class Teachers, in collaboration with the Heads of School in Secondary and the Discipline Coordinator in Primary will manage the response and will seek information to clarify what has happened.
- All students involved will be interviewed and if the reported bullying incident is substantiated, the student responsible for bullying will be issued with an Official Caution. A copy of this caution will be placed on the student's file.
- Following this process, Heads of School in Secondary and the Discipline Coordinator in Primary in consultation with the Head of Primary and/or Headmaster will formulate an appropriate response to allow students to move forward. Counselling may also be recommended to students involved.
- The Heads of School in Secondary and the Discipline Coordinator in Primary will inform Mentors and the parents of students involved in the investigation process.

### *Stage 2*

When a repeated incident is substantiated the student(s) will be referred to the Heads of School in Secondary and the Discipline Coordinator in Primary who will:

- Provide a verbal and written response to the parents of the students involved.
- Request counsellor involvement to assist students involved in the bullying in consultation with the Mentor and parents.
- Consult with Mentors, staff, students and parents to develop an appropriate, meaningful consequence.
- Provide the student(s) with a behavioural contract to be signed.
- Record on file a documentation of proceedings.

### *Stage 3*

When a further bullying incident is substantiated there will be:

- An interview with the parents of the student responsible for bullying.
- A program of suspension and gradual re-integration with other students  
Heads of School in Secondary and the Discipline Coordinator in Primary.
- A report placed on the student's file.
- Further Counsellor involvement.
- A behavioural contract to be signed.

### *Stage 4*

Should a student reach this stage, the Headmaster will interpret this to indicate that the student has chosen, through his actions, to exclude himself from the School. The policy and procedure for this action is in the Student Discipline Policy.

Help the student understand What to do if they are being bullied, including who to talk to and strategies to respond.

### **Talk to someone**

It's important to seek help from others, especially if the bullying has been going on for a while and nothing you've done seems to work.

Telling someone isn't dobbing or weak. It shares the problem and helps you feel supported.

- Talk to your friends: they can help you tell a teacher or your parents or just to feel better.
- Talk to your parents: tell them what's been happening.
- Talk to your teacher or another staff member such as your school's counsellor or psychologist: tell them the situation. If you don't want to do this where others might hear you, make an excuse to see the teacher about something else, for example your homework, and talk in private.
- If you can't talk to someone face-to-face, you can contact **Kids Helpline External link**. You can call them for free on 1800 55 1800.
- If you feel unsafe or physically threatened, call the police.

## Monitoring and Evaluation

In order to facilitate monitoring, evaluation and target setting, Redfield will implement the following procedures

1. Conduct questionnaires and surveys to assess the level of bullying. These will be anonymous.
2. Complaints, incidents and follow up will all be recorded so that any emerging patterns can be noted and the effectiveness of procedures can be checked.
3. Records will comply with the Privacy Policy.



# Support Services Available to the School Community

## Internally at Redfield College

- Heads of School (Primary, Middle Senior)
- Class Teachers
- Subject Teachers
- Mentors
- College Executive and Senior Management

## External Support Services

- Parents
- Relatives
- Bullying Kids Helpline:
  - <https://kidshelpline.com.au/teens/issues/bullying>
  - <https://www.stopbullying.gov/prevention/in-the-community>

## What should you do if you are being bullied?

If you are being bullied, it is important that you talk to an adult who is in a position to help you.

There can be a reluctance to report bullying because of a fear of being labelled a “dobber” or “snitch” and going against an unwritten code of student behaviour. This concern is understandable but must not prevent you from reporting bullying behaviour. Most students dislike bullying and would support your attempts to stop it.

Some students may not want to report bullying because they feel it might only make matters worse. Again, this fear is understandable, but most teachers and mentors are trained in ways to help victims of bullying in a manner that protects the victim.

It can take courage to challenge the bully, to expose them for who they are and to play a part in improving our community by reducing bullying. Redfield encourages students to show this courage and not tolerate bullying as a bystander or as a victim.

– Everyone at Redfield should be committed to making the School a safe and happy community.

**If you are being bullied, you must tell a responsible adult who has the capacity to help.**

**Options include:**

- Parents, guardians or adult relatives.
- Teacher, Sports Coach, House Patron, Team Leader, Mentor
- Chaplain.
- Headmaster, Deputy Headmaster, Any of the Stage Coordinators or any member of the School Executive.

If needed, further help can be obtained from:

- Kids Helpline – 1800 551 800
- Lifeline – 131 114
- Beyond Blue - 1300 224 636
- Hornsby Police – 9476 9799
- Police Liaison Officer, Senior Constable Lynda Hart – 9476 9799

Websites:

- <https://bullyingnoway.gov.au/>
- <https://kidshelpline.com.au/>

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**REMEMBER Redfield** is committed to providing a safe and happy learning environment. Therefore, the School needs to know about any bullying behaviors that are undermining this goal.

If you are being bullied, you are encouraged to do the RITE thing:

### **R = RECOGNISE**

You have the right to feel safe and to operate in an environment free of bullying.

### **I = INFORM**

The bullies that you want them to stop. Do this in a polite but firm way.

### **T = TELL**

A responsible adult about the bullying.

### **E = EVALUATE**

The situation. If it does not improve, seek further help.

- If bullied, try not to retaliate for this can often inflame the situation.
- If bullied online or via text, take a screenshot.
- If you are being bullied, remind yourself that it is the bully who has the problem, not you.

## **IF YOU ARE BEING BULLIED, TELL SOMEONE**

### **How to help a child who is being bullied**

The most important thing a parent can do to help a child who is being bullied is to provide love and reassurance and to support them in their quest to solve the problem. A report of bullying by a child should always be taken seriously.

Parents can take comfort that the bully-free world they want for their child is also wanted by the school. Therefore, parents are invited to contact the school should they become aware that their child is being bullied. The school appreciates being able to partner with parents in solving bullying problems.

### **Finding Out**

Sometimes, a child can be reluctant to tell their parents that they are being bullied. Creating a culture of openness within the home can help. Solutions can be as simple as having evening meals together, without the distraction of the television, and making it a regular habit to enquire how your child is feeling.

It can be useful to use an intermediary such as an older sibling, grandparent, or close friend in order to find out if your child is being bullied. Use can also be made of the family mentor and school Chaplain.

### **How can parents support their child?**

- Teaching their child how to react when they are being bullied. The main message is that: **THEY MUST TELL SOMEONE.**
- Instituting good management systems in the home that monitor the presence, or otherwise, of cyber bullying.
- Making sure their child knows about the various forms of cyberbullying and how to identify them. Reminding their child not to share personal details, passwords, security or access information with anyone, even their closest friends.
- Advising their child that if they suffer from cyber bullying, to save the information and report it to the proper authorities.

- Becoming more computer literate and knowing about such things as privacy settings and net filters.
- Encouraging their child to conduct himself/herself properly in “Cyberia” and to ensure that his “digital footprint” is one he/she, and their parents, would be proud of.
- Reminding their child of the deceit and scams that are prevalent on the Net. Encouraging computer use in an open family area, so that there is effective monitoring of online activity.
- Partnering with the School. When some parents hear that their child has been bullied they can get very angry. This is entirely understandable. However, this anger can become destructive if it spills over and alienates those agencies that can help, such as the school. Redfield abhors bullying and, as shown in the School's anti-bullying policy, takes active steps to try to reduce bullying.
- Avoiding premature judgment. Sometimes parents will react angrily to facts reported by their child, but on investigation by the school, these ‘facts’ are sometimes not accurate. It is wise to test facts before making judgments.
- Being patient. The School is committed to investigating a bullying allegation in a manner that protects the rights of all involved, including the student accused of bullying behaviour. This is not the School failing to take immediate action to punish someone; it is the School exercising procedural fairness. It is also important to let the School investigate the matter rather than challenging the student directly, or the parents.
- For younger children – know your child’s password and occasionally monitor social networking sites. They should be aware you would do so.
- Being supportive. Dealing with a child who is exhibiting bullying behaviour can be particularly difficult for a parent. Some will support the School, others will not and will sometimes exhibit those same behaviours that have landed their child in trouble. On the other side of the equation are parents that are outraged because their child has

experienced bullying. This can lead to the School being sandwiched between two sets of angry parents. Support and understanding is sought from all parents when the School is investigating an accusation of bullying.

**RESOURCES RELATED TO BULLYING CAN BE FOUND AT:**

- [www.ncab.org.au](http://www.ncab.org.au)
- [www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)
- [www.cybersmart.gov.au](http://www.cybersmart.gov.au)
- [www.kidshelp.com.au](http://www.kidshelp.com.au)

Redfield College is committed to providing a safe and secure environment for its students. In order to achieve this end, the school will review its anti-bullying policies and procedures, and the pastoral care policies on an annual basis. If there are any within the Redfield community who would like to recommend improvements to the school's anti bullying policy, you are welcome to send your ideas to the Deputy Headmaster.

## **Hornsby Policy Liaison Officer**

292 Pacific Highway HORNSBY 2077

Phone: 02 9476 9799

Open 24 hours

Hornsby Police

## **Associated Documents**

- Redfield Discipline Policy
- Redfield Student Code of Conduct
- Redfield Formation Policy