

# Mary MacKillop Catholic College

## Policy

### ANTI BULLYING

Rationale:	Our belief is that every person is born in the image and likeness of God and is therefore inherently good. As a community of faith and life, in which the development of the whole person is our focus, we work in partnership with parents, caregivers and parish to providing a safe, happy and caring environment. We acknowledge that relationships must be nurtured, students must be taught how to interact positively with one another and instances of bullying must be addressed.
References:	The Melbourne Declaration on Educational Goals for Young Australians (2008) The National Safe Schools Framework (2011) The Board of Studies Registration Systems and Member Non-Government Schools (NSW) Manual, Requirement 5.6, a Safe and Supportive (School) Environment Children and Young Persons Act 1998 (Care and Protection) with reference to Chapter 16A Exchange of Risk of Harm information Keep Them Safe: A Shared Approach to Child Wellbeing, with reference to the Mandatory Reporting Guide, specifically, physical abuse and psychological harm. Education Act Part VA i.e. Exchange of history of student violence information Catholic Education Commission New South Wales Anti bullying Policies Queensland Catholic Education Commission (QCEC) Catholic Schools Office (CSO)
List of Appendices:	Appendix A: Anti bullying Response Appendix B: College Anti bullying Action Plan Appendix C: Bullying Record Keeping and Investigation Appendix D: Policy Review Tool
Policy Type:	Staff and Student
Policy Location:	P:\Admin\Board\POLICIES AS AT 2016 .pdf version saved to P:\Teachers\POLICIES AS AT 2016
Authorised by:	Leadership Team 22.02.2016
Ratified by Board:	12.04.2016
Policy Owner:	Principal New Review Date: December 2019
Policy No.:	AB002 Version: 2

#### Values

Our “No to Bullying” policy gives expression to the respect we have for human dignity, acceptance, inclusivity, justice, equality, compassion, care, right relationships and personal responsibility. It is through our words and actions that we co-create a school community of faith and life which is characterised by a happy, safe and caring environment that effectively deals with instances of bullying.

#### Statement of policy

The dignity of the human person is the foundation of all Catholic social teaching and intrinsic to our education ministry. Consequently, the principle that the person is made in the image and likeness of God, is central to the mission of all our parish school communities.

We acknowledge the importance of the nature of the learner and the learning process within the evangelising mission of the Catholic Church. This policy identifies the interconnectedness of the characteristics of quality Catholic learning and teaching and has been designed to value, respect and promote the self-esteem and dignity of each learner. A Catholic world-view integrates faith, life and culture. The school will be encouraged to actively promote anti-bullying messages alerting students and staff of the need to be vigilant.

### **Scope of the policy**

This student Anti-Bullying Policy fosters a cohesive approach to the issue of bullying including advice and a procedures statement. This policy statement includes leadership considerations, professional learning activities and specific initiatives which are designed to promote pastoral care, wellbeing and safe school communities.

This policy covers the bullying of students with disabilities and students who are friends of a student with a disability. These students need:

- To know they have the right to be safe from bullying. They need to know what bullying is, how to keep safe and what to do if adults do not do enough to stop the bullying; and
- To be involved in the development and review of school anti-bullying policies. All students and young people need to know what to do to help a student with a disability who is being bullied.

Essential to this is the creation and maintenance of a respectful, safe and supportive learning environment that promotes student wellbeing and enables school communities to engage a diverse range of learners.

It is vital that learning technologies are used ethically and responsibly in the school environment, so that communication is respectful and human dignity valued. The prevention of and responses to incidents of bullying, inappropriate use of technology and disrespectful behaviour is more readily achieved in a caring and supportive school culture that promotes positive relationships and reflects Gospel values. Bullying, cyber-bullying, harassment, aggression and violence disregard core values of our faith including dignity, respect, justice, equity, compassion, trust and courage. Importantly, such actions can adversely affect the wellbeing of students and are therefore unacceptable.

All members of our school communities are expected to prevent and challenge such actions in order to build respectful relationships that respond effectively and sensitively to the needs of each person.

## Definition

At Mary MacKillop Catholic College we define bullying as:

A pattern of repeated physical, verbal, psychological or social aggression that is directed towards a specific student by someone with more power and is intended to cause harm, distress and/or create fear. Bullying is generally deliberate, planned and repeated. Bullying of any form or for any reason can have long term physical and psychological effects on those involved, including bystanders.

Bullying may be carried out overtly (e.g. face to face) or covertly (e.g. through repeated social exclusion or via technology). It is a sub category of aggression and is different to, but also related to, harassment and violence. It is not the same as conflict or social dislike even though, in some cases, the outcome of both can be bullying.

The different types of bullying identified by the National Safe Schools Framework (NSSF) include:

Face-to-face bullying (sometimes referred to as direct bullying) involves physical actions such as punching or kicking or overt verbal actions such as name-calling and insulting.

Covert bullying (sometimes referred to as indirect bullying) is a subtle type of non physical bullying which isn't easily seen by others and is conducted out of sight, and often unacknowledged by adults.

Cyber-bullying occurs through the use of information or communication technologies such as Instant Messaging, text messages, email and social networking sites. Cyber-bullying involves the use of any information and communication technology involving deliberate, isolated or repeatedly hostile behaviour by an individual or group, that is intended to harm others or is undertaken recklessly, without concern for its impact on others. By virtue of its nature, technology facilitates repeated access to harmful content. It has many similarities with offline bullying but it differs in that the student(s) who is/are bullying can be anonymous, it can reach a wide audience and the sent or uploaded material can be difficult to remove.

Most students who cyber bully also bully off line. It is now recognised that many forms of covert bullying appear to have significant potential for serious harm.

This definition covers the use of digital technologies which are very much a part of life and learning, because they offer such a wide range of tools and platforms for social and educational engagement. However, the risks of the digital environment must be acknowledged and constantly addressed. Being cyber safe and acting ethically when using electronic communications is the responsibility of all members of this school community.

At Mary MacKillop Catholic College a conflict between equals and single incidents are not defined as bullying although, of course, such incidents will require intervention by the school and are treated as serious.

Examples of bullying include:

Verbal	Social	Physical	Psychological
<ul style="list-style-type: none"><li>• name calling</li><li>• jeering</li><li>• teasing</li><li>• put downs</li><li>• threats</li><li>• social innuendo</li><li>• retaliation</li><li>• abusive language</li><li>• making suggestive comments</li><li>• racial taunts</li></ul>	<ul style="list-style-type: none"><li>• social isolation</li><li>• group exclusion</li><li>• negative group pressure</li><li>• inappropriate use of mobile technology including phones and social networking sites</li></ul>	<ul style="list-style-type: none"><li>• pushing</li><li>• punching</li><li>• kicking</li><li>• tripping</li><li>• spitting</li><li>• use of weapons</li><li>• throwing objects</li><li>• intimidation</li><li>• inappropriate gestures</li><li>• taking of property</li><li>• hiding of property</li></ul>	<ul style="list-style-type: none"><li>• exclusion from groups</li><li>• social isolation</li><li>• threats, retaliation</li><li>• revenge</li></ul>

## **Duty of Care at Mary MacKillop Catholic College**

Teachers at this school must be aware of the possibility of bullying and take action to prevent bullying if it is reasonably foreseeable.

The school will take reasonable actions to develop plans and implement programs aimed at deterring bullying activities. At Mary MacKillop Catholic College the following anti bullying plans and programs are mandatory:

1. Biannual anti bullying survey and interventions
2. Public awareness through newsletter and school assembly
3. Support of National Day of Action Against Bullying
4. Brainstorm Productions
5. HPE Curriculum
6. Specific individual programmes
7. Individual mentoring

Our Duty of Care means this Anti Bullying Policy and Procedures is disseminated as appropriate to members of the school community in both digital form on our web and in hard copy school policy documents.

If a serious criminal offence has been identified we will report this to the police. This is the principal's responsibility. Teachers are to contact the principal immediately when conduct such as stalking, destruction of property, threats to inflict serious injury and/or kill, physical and sexual assault, offensive behaviour, discrimination, cyber stalking, defamation, breach of privacy, hacking, sexting and creating or possessing and/or disseminating child pornography are brought to your attention.

Teachers must be aware that in many instances, cyber-bullying can constitute criminal conduct, especially when the behaviour is seriously threatening, harassing or intimidating. Cyber bullying and highly inappropriate use of technology could include: child pornography, fraud, impersonation, or sending words or images that cause offence, distress, menace or threaten.

Our Duty of Care with bullying and related matters can extend past the school hours of instruction. If unacceptable behaviour occurs that has a close nexus with the school or with the wellbeing of a child educated at the school but occurs outside school hours, off-site or through the use of a student's personal mobile devices and/or computer, we may still have an obligation to respond.

Therefore at Mary MacKillop Catholic College if teachers become aware of such a circumstance they are obliged to bring the matter to the attention of the principal.

At Mary MacKillop College programmes will need to be devised to educate all staff regarding this policy. Firstly, to educate all staff that zero tolerance will exist towards bullying that arises in a school Particular attention should be given where a student is the victim of bullying as a result of his or her attendance at Mass and/or participation in ministries within the parish. Further, that when this later form of bullying is reported, the staff member is to act immediately to bring it to the attention of the College Principal and the Parish Priest and the perpetrator is to be dealt with in accordance with policies devised by the College for such matters.

The College will proactively work to establish an environment where involvement in Parish ministry is a praiseworthy ideal and is to encouraged in every way possible. All students should be aware that if they wish to be involved in Ministry, it is their right to do so. They will be respected and recognised for that involvement by the Parish and our college.

All students have the right to express their concerns if any form of bullying- whether that be verbal, through social media, written or otherwise takes place. All students will be informed of the consequences if they are involved in any form of bullying and in particular towards any person associated with Ministry, be it in the Catholic Faith or any other Faith or Church group.

## **At Mary MacKillop Catholic College we**

- Use an Anti Bullying Response Pathway when we become aware of incidents. The Pathway assists with a regulated and thorough response. (Appendix A)
- Will implement an Anti Bullying Action Plan as part of the Response Pathway. (Appendix B)
- Will keep a written record of any bullying investigation. (Appendix C sample)
- Want students, staff and parent/carers to report bullying and cyber-bullying to the class teacher or directly to the principal.
- Will investigate complaints of bullying and cyber bullying in a manner that respects the dignity and privacy of those involved.
- Will appoint a nominated person to coordinate strategies for the resolution of specific bullying incidents reported in this school.
- Will notify parent/carers of bullying incidents involving your children.
- Will notify the Police if the bullying situation has involved violence, threat of harm or alleged criminal conduct.
- Will maintain records of bullying incidents and related interventions. This written record is maintained at the College class teachers, Middle Leaders, Assistant Principals and Heads of School and the Principal. As a staff we will review the record at regular intervals to see if any patterns are emerging.
- Will survey students at least once a year on various matters and include questions about bullying, cyber bullying, safety and wellbeing.
- Will regularly review and evaluate this anti bullying policy and the responsible use of technology procedures to ensure they are working effectively. (Appendix D)
- Will involve parents in this review through communication via the College Board.
- Will purchase Anti bullying resources and support material for students, staff and parents and ensure easy access to this material for all staff, parents and students.
- Will display this policy for all staff and visitors to read, and will incorporate it into existing school policy documents.
- Will include in their reflection days; an emphasis on the rights of an individual in relation to freedom of religious worship, practice, and observance, including the expression of their beliefs and faith.

### **Responsibilities: Staff**

Staff at Mary MacKillop Catholic College aim to treat all members of the school community with dignity and respect and:

- Implement the student anti bullying and responsible use of technology procedures by responding promptly and appropriately to reported incidents of bullying.
- Support the student anti bullying and responsible use of technology procedures through positive modelling and the promotion of appropriate behaviour.
- Access professional learning to support appropriate anti bullying responses which could include cyber safety, restorative justice practices, mediation and developing social skills in students. Such opportunities are made available to staff on the same basis as other professional learning.
- Support all aspects of related school policies.
- Remain vigilant in how students are using technology.
- Embed critical thinking, values clarification, respectful relationships and developing empathy into our teaching practice.
- Respond to bullying and cyber bullying concerns by providing age appropriate guidance and boundaries so that students can learn to self regulate.

- Will be reminded of this policy at least through staff meetings, and will be encouraged to discuss their duty of care in relation to ensuring it is adhered to.

### **Responsibilities: Students**

Students have responsibilities as well. The staff at Mary MacKillop Catholic College will encourage and support students to:

- Follow the anti bullying and responsible use of technology procedures. Assist students from Years 4 to 12 to understand what their signature means on use of technology documents.
- Immediately seek help from a trusted adult if they are aware of or involved in a bullying or cyber-bullying incident.
- Seek support if bullied and refrain from retaliating in any bullying incident.
- Understand that any social networking site that identifies the college by name or image or implication is part of the college environment.
- In age appropriate circumstances the student should keep evidence of alleged bullying and produce it on request (for example phone text messages).

### **Responsibilities: Parent/Carers**

Parent/carers have responsibilities as well. At Mary MacKillop Catholic College we will:

- Ensure parents understand the enrolment application form inclusions on anti bullying by discussing this in relevant parent forums.
- Request that parents notify the college promptly of all bullying situations involving their children.
- Remind parents about the need to reinforce the college messages in the proper use of technology to help children grow into ethical and responsible digital citizens.
- Encourage parents to report serious matters of out of school hours bullying and cyber bullying to the Police or other appropriate authority (such as the Internet Service Provider) and, as relevant, to the college.
- Ask parents to contact the College immediately through the class teacher or directly through the principal if they know of any bullying incident.

Suggested pathway

**1. Policy Access and awareness**

Policy on the College's website; articles and resources on bullying made available through newsletter and other means.

**2. Initial disclosure made, first response**

College becomes aware of an incident involving possible bullying. Physical contact stopped (if this involves physical action). Safe environment established for the victim.

**3. Life threatening incident or Risk of Significant Harm involved?**

Yes Go to Point 6 below

No Go to Point 4 below

**4. Information gathered on Bullying Record Keeping and Investigation form**

Completed by staff member - copy to principal. Pay attention to repeated offences, intent to harm, imbalance of power.

**5. Is this bullying?**

Yes Go to Point 6 below

No Go to behaviour management as per school policy

**6. Informing appropriate personnel**

Principal informs relevant staff (teacher, middle leader senior school, leadership team etc).

**7. Formal information gathering**

Principal or delegate collects statements from interviews. Investigation Form contains advice.

**8. Case Management instituted by principal ('nominated person')**

Anti bullying plan adopted (see Appendix B). Principal and senior staff agrees on a written anti bullying action plan to stop the bullying. Includes support for the victim. Parents of victim involved. Members of the College Leadership Team or Middle Leader will be involved and may be the 'nominated person'.

**9. Situation monitored**

'Nominated person' reports as required in the anti bullying action plan to principal or delegate.

**10. Review of plan's effectiveness**

Has the plan and the actions stopped the bullying?

Yes All records retained, monitoring continues at a lower level.

No Matter referred to the Catholic Schools Office. College Principal involved. Plan may be modified, additional support may be offered, suspension and or expulsion may be considered or police may be involved.

- Specific to each situation or person.
- Based on addressing issues identified in the Investigation Form.
- Includes parent involvement and agreement, signatures required.
- Role of the 'Nominated Person' clearly outlined. Their role in monitoring, assisting and addressing the bullying clearly listed in the plan.
- Roles of supporting staff clearly outlined.
- Various support measures for victim listed (counselling, peer support, teacher contact, safe zones etc).
- Monitoring mechanisms outlined.
- Sanctions and restrictions for the perpetrator(s) listed.
- Strategies for the bully listed (behaviour plan, assistance with empathy, counselling, family support, lunch restrictions etc)
- Class teacher / Middle Leader / College Leadership Team member supporting role.
- First and second review points (actual date) indicated. Convened by the 'Nominated Person'.

Appendix C

Bullying Record Keeping and Investigation Tool

Sample, other record keeping formats may be used as long as this information is covered on the form. Regard this form as a minimum standard.

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Bullying is a serious offence and is not acceptable in our College. All College employees are required to report alleged violations and every act of bullying will be duly investigated, and parents/carers informed.

**Directions:**

The Bullying Record Keeping and Investigation Tool is to be used when an alleged bullying incident is reported. This document is to be confidentially maintained in accordance with the National Catholic Education Commission and National Council of Independent Schools' Associations Privacy Compliance Manual, December 2011. Upon completion, the Bullying Record Keeping and Investigation Tool is to be filed in the appropriate student records and the incident entered into the *electronic database*.

School: .....

Investigating Teacher: .....

Name and Class/PC of Students Involved: .....

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Date/Time of Incident: .....

**Was the incident life threatening or was the target a high-risk concern?**

**If Yes, immediately inform the principal, and as appropriate:**

Seek medical assistance	Inform parent/carers	Contact the police and/or school liaison police	Inform the Child Protection Helpline	Inform the Assistant Director, School Resources Services, CSO
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**Documentation of the incident is also required, using the College database.**

If the incident is not life threatening or the child is not a high-risk concern continue completing this document.

If additional sheets are necessary, print the appropriate sections and attach to this form.

Where did the incident occur? Please circle:

On bus/transport	In playground	In classroom	Outside school	Other
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Who reported the alleged incident: Please circle:

The alleged victim(s)	Other student(s)	Parent/carers	Member of staff	Member of wider school community	Other
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Describe the incident:
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Identify the nature of the alleged bullying incident: Please circle:

<b>Written</b> e.g. graffiti, notes, letters, writing on books, written threats, ridicule through drawings etc
<b>Social</b> e.g. lying, spreading rumours, playing a nasty joke, mimicking and deliberate exclusion etc
<b>Verbal</b> e.g. name calling, insults, threats, severe sarcasm, abusive comments, racist remarks etc
<b>Physical</b> e.g. pushing, shoving, fighting, tripping, hitting, poking, spitting etc
<b>Cyber</b> e.g. using technology such as email, mobile phones, chat rooms, social networking sites etc to verbally, socially or psychologically bully
<b>Psychological bullying</b> e.g. intimidation, manipulation and stalking

**Damage to property**

e.g. theft of bags, clothes, money, property, tearing clothes, ripping books etc

**Accessory**

A person who is able to help the target, who joins the bullying either willingly or inadvertently

**Bystander**

Encouraging others to bully or deliberately witnessing bullying without taking affirmative action

Is there evidence of an imbalance of power in this incident through either: Please circle:

Academic ability	Age	Social status	Strength	Size	Other
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Is there evidence that this behaviour was deliberate or planned?

According to the alleged target has he/she experienced other or repeated incidences of bullying from the alleged perpetrator? (If yes, please give dates, who was involved, outcomes).

Does the alleged target fear for their safety or for their property?

What evidence supports the allegation (physical, material, digital)?

Is there concern the alleged incident may have been influenced by any of the following? Please circle:

Race/culture	Disability	Gender	Socio-economic status	Other
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Is there any relevant background/history to this alleged incident?

What effect is the situation having on the alleged target's wellbeing including self esteem, physical health, relationships with peers, ability to learn, absenteeism etc?

Were there any witnesses to this incident: (Identify student names and homerooms)

Description of the incident, according to the witness:

Did this student play an active role in the incident?

Indicate other investigative procedures carried out. Please circle:

Interviewed parents of alleged target(s) Date/Time:	Interviewed parents of alleged perpetrators(s) Date/time:	Interviewed parents of witnesses/bystanders/accessories Date/time:
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Annotations on interview with parents:

After investigation, was the allegation of bullying confirmed?

Yes / No

If **'No'**, please sign below and place a copy of this document into student(s) file and refer to the College Behaviour Management Policy as required.

If **'Yes'**, please sign below, place copy of this document into student(s) file and refer incident to the Year Coordinator, Principal or Principal's delegate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Where will this incident report be filed for future reference?

File placement:

Plan/Policy:
Reviewed by:
Date:

KEY QUESTIONS	RESPONSES	ACTIONS
Has the plan/policy clearly identified the issue it will address?		
Does the plan/policy clearly state procedures for how to respond to the issue?		
How have the plan/policy and procedures been widely disseminated to all members of the school community?		
Have there been any recent changes to Church documents affecting the plan/policy?		
Have there been any recent changes to Federal and/or State legislation affecting the plan/policy?		
Which key policies, strategies and priorities are relevant to and have been consulted within the plan/policy?		
How does the policy/plan reflect the vision and mission of our school?		
Is there recent and relevant research affecting the plan/policy that needs to be included?		

KEY QUESTIONS	RESPONSES	ACTIONS
What current data has been collected to inform the plan/policy?		
Have there been any significant events within the school affecting the plan/policy since the last review?		
Have there been any significant changes to the student population affecting plan/policy since the last review?		
What are the key trends that affect this school community?		
How does the plan/policy take into account the views of the people it will affect?		
How have new staff been informed of this plan/policy?		
When will the plan/policy be next reviewed?		