



PURPOSE

The purpose of this policy is to provide students, parents and staff with information that allows the issue of bullying to be addressed.

1. INTRODUCTION

The anti-bullying policy is an integral part of student welfare. The Arden community recognises the need for a whole School commitment to a proactive response to bullying issues by:

- Establishing a School environment that discourages bullying in all its forms
- Responding to reports of bullying in a timely and sensitive manner
- Establishing fair procedures for dealing with perpetrators and the person being bullied.

ARDEN DOES NOT TOLERATE BULLYING IN ANY FORM

2. DEFINITION

- Bullying is repeated, unreasonable behaviour directed by a person or group towards another person or group that may cause harm, including risks to health and safety.
- Unreasonable behaviour means behaviour that causes a person or group to be humiliated, intimidated or threatened.
- Bullying is not one-off acts of aggression or nastiness. However, if such behaviours are repeated, they may be viewed as bullying.
- Usually, behaviour management of students in keeping with School policies, guidelines and procedures is not bullying or harassment.

3. BULLYING BEHAVIOURS

- Bullying may take many forms and involves an imbalance of power or strength. It may include but not be limited to:

E-bullying	the use of information, communication and imaging technologies such as email, mobile phone and text messages, instant messaging, and social networking sites to perform deliberate, repeated and hostile behaviour by an individual or a group that is intended to harm others.
Exclusion bullying	includes the deliberate isolation (both explicit and implicit) of an individual student from a peer group.
Extortion bullying	the use of force or intimidation to obtain money, food or personal belongings from other students; harassing others to do tasks eg buying lunch, carrying materials.
Non-verbal bullying	includes making gestures, such as 'dirty looks', to intimidate or to embarrass.
Physical bullying	pushing or shoving (where hurt is intended), kicking, pinching, invasion of personal space, the destruction of property, tripping, punching, tearing clothes, standing over someone, pushing books from someone's hands, throwing objects at someone.
Verbal bullying	any comment of an offensive nature that refers to ability, race, religion, gender, or sexuality; including name-calling, offensive language, spreading of rumours, mocking, imitating, teasing, abusive phone calls, laughing at someone's mistakes, using unwelcome nicknames.

4. EXPECTATIONS AND RESPONSIBILITIES

- Students are expected to:
 - Behave appropriately with respect and acceptance of others
 - Report bullying to their class teacher (Junior School), Year Coordinator (Secondary School).
- Students can expect to:
 - Know that staff will respond to their concerns
 - Be provided with appropriate support
 - Be involved with learning experiences that address issues such as building positive relationships, personal safety, harassment and discrimination.
- Parents are expected to:
 - Assist students in understanding bullying behaviour and its consequences
 - Support students in developing positive responses to incidents of bullying consistent with the Anti-Bullying Policy
 - Report incidents of bullying to the Class Teacher (Junior School), Year Coordinator (Secondary School).
- Teachers have a responsibility to:
 - Listen and be open to talking to students who seek help with any problems that may arise through bullying
 - Respond in an appropriate and timely manner to incidents of bullying and according to the Anti-Bullying Policy
 - Be role models in word and action
 - Be vigilant observers of signs of distress or suspected incidents of bullying
 - Report suspected incidents to the Head of Department (Junior School), Year Coordinator (Secondary School).
- Arden has a responsibility to:
 - Provide learning experiences which promote a safe, positive and supportive environment
 - Inform students, parents and staff about School expectations of behaviour as outlined in the Student Handbook and about the Anti-Bullying Policy
 - Respond to reports of bullying, harassment, intimidation and victimisation
 - Provide students with positive strategies for responding to incidents of bullying including the responsibilities of targets, perpetrators and bystanders.

5. EFFECTS OF BULLYING

All who are involved in bullying are negatively affected: the person being bullied, bullies and by-standers. Continual bullying can have serious short and long term effects such as:

- Anti-social behaviour
- Low self esteem
- Difficulty forming healthy interpersonal relationships
- Depression
- Self-harm or suicide.

Parents should watch for signs of bullying:

- Missing or damaged uniform or equipment
- Unwillingness to attend School
- Patterns of headaches or other illness
- School performance slipping
- Anxiety attacks or nightmares.

6. USEFUL WEBSITES

Bullying No Way: <http://bullyingnoway.gov.au/>

National Centre Against Bullying: <http://www.ncab.org.au/>

Kids Helpline: www.kidshelp.com.au (1800 55 1800) (For young people aged 5-25)

Headspace: <http://www.headspace.org.au/>

7. POLICE YOUTH LIAISON OFFICER

To speak to the Youth Liaison Officer allocated to Beecroft and Epping Campuses, parents and students may contact the Ryde Local Area Command on 02 9879 9699.

8. OFFICE OF THE ESafety COMMISSIONER

Children suffering from serious cyberbullying are able to contact the Office of the eSafety Commissioner to have content removed if social media companies do not remove the offending content after it has been reported to them. Please go to www.esafety.gov.au for further details.

9. RESPONSES TO BULLYING

What parents can do if their son or daughter is bullied:

- Let your son or daughter know that bullying is never acceptable
- Encourage your son or daughter to speak to a teacher they trust about the matter
- Contact the School, making sure your son or daughter knows the action you are taking.

What students can do if they witness bullying:

- Don't join in. If it is safe, try to stop the bullying
- Support the person who has been bullied and encourage them to tell their parents about the bullying
- Encourage the person to report the incident to a teacher they trust
- Report the incident to a teacher.

What students can do if they are being bullied:

- Talk to your parents about it
- Tell a teacher that you trust
- Don't retaliate
- Talk to your friends about it.

What students can do if they are accused of bullying

- Consider how your behaviour might be viewed by others
- Change the behaviours that are seen by others to be bullying
- Accept help from your family, teachers or School Counsellor to change your behaviours.

10. MANAGEMENT OF BULLYING

Students may report bullying to any staff member.

Bullying is reported to a *staff member*



Staff member sends written report to:

- *Class Teacher* (Junior)
- *Year Coordinator* (Secondary)



- *Class teacher/Year Coordinator* interviews the student and makes a record of the allegation
- *School Counsellor* and *Head of School* notified about the investigation (background information may be pertinent to the investigation)
- *Class Teacher/Year Coordinator* investigates allegation. This may involve interviews with the alleged bully, bystanders and witnesses
- All students will be given the opportunity to have their views fairly heard and recorded
- If the allegation is found to be genuine parents will be informed and strategies worked out to resolve the issue
- The bullied person will be supported to recover from the bullying
- The bully will be supported adjust behaviours
- All documents related to the bullying will be kept on file
- The *Head of Department* and *Head of Junior School* (Junior School) and *Heads of Middle* and *Senior School* (Secondary School) will be kept informed of actions.



If the bullying continues, the matter will be referred to the *Heads of School* for further intervention and consequences in keeping with the School's Discipline Policy.