

# ARDEN



## STUDENT ANTI-BULLYING POLICY

### Policy Statement

Arden Anglican School is committed to the safety and wellbeing of all children and young people, acting in students' best interests and keeping them safe from harm. Arden Anglican School recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the School are respected and accepted. **Bullying is not tolerated at Arden Anglican School.**

### Contents

Purpose .....	2
Scope.....	2
Definitions & Terms .....	2
Roles & Responsibilities.....	3
Policy.....	4
Principles and Guidelines .....	4
Prevention of bullying .....	5
Reporting bullying .....	6
Responding to bullying .....	7
Effects of bullying.....	8
Resources.....	8
Related information .....	8
Publication, Communication and Engagement .....	8
Getting Help .....	8
Author and Review Information .....	8

Purpose	This Policy describes Arden Anglican School's strategies for preventing students from bullying other students and how incidents of bullying are to be managed.	
Scope	This Policy applies to all School activities, including camps and excursions, and covers both the <b>physical and online environments</b> . It also applies outside of school hours and off school premises where Arden students have been involved and/or there is a clear and close connection to the School.	
Definitions & Terms	<b>Bullying</b> <ul style="list-style-type: none"> <li>is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.</li> <li>can happen in person, in writing or online via various digital platforms and devices, and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated over time.</li> <li>of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.</li> </ul> <p>Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.</p> <p>Bullying may take many forms and may involve an imbalance of power or strength. It may include but not be limited to:</p>	
	<b>physical</b>	which involves physical actions such as hitting, pushing, obstructing or using an object to hurt or intimidate someone. Damaging, stealing or hiding personal belongings is also a form of physical bullying.
	<b>verbal/written</b>	examples include name-calling or insulting someone about an attribute, quality or personal characteristic.
	<b>Social/emotional</b>	examples include deliberate acts of exclusion, spreading rumours or sharing information that harms the other person and/or damages a person's social reputation or social acceptance.
	<b>psychological</b>	repeatedly using words or actions that cause another person psychological harm. Standover tactics like intimidating, taking someone's food, money or property, ganging up, damaging property, manipulating people and stalking a person. Bullying can be illegal if it involves intimidation, stalking, physical violence, threats of violence or damaging property.
	<b>cyberbullying</b>	is the misuse of power within a relationship to repeatedly threaten or harm another person using technology. Cyberbullying behaviour may include: <ul style="list-style-type: none"> <li>abusive texts and emails</li> <li>hurtful messages, images or videos</li> <li>imitating or humiliating others online</li> <li>excluding others online</li> <li>spreading nasty online gossip and chat, creating fake accounts or 'avatars' to trick or humiliate someone.</li> </ul>

		<p>Cyberbullying can occur on internet services, social media and electronic services that enable communication, including, but not limited to, instant messaging, chat services, email communications, online games, SMS and MMS. It can be verbal or written and can include images and videos, and/or these behaviours can also be an indicator of child abuse and other harm.</p> <p>Bullying can be illegal if it involves intimidation, stalking, physical violence, threats of violence or damaging property. Students and staff should refer to the Arden <b>Appropriate Use of ICT</b> to understand the consequences of the misuse of technology.</p>
	<b>Cyberbullying material</b>	<p>Cyberbullying material is material that is provided on a social media service, relevant electronic service, or designated internet service (as defined in the Online Safety Act 2021 (Cth)) that an ordinary person reasonable person would conclude is likely to:</p> <ul style="list-style-type: none"> <li>• be intended to have an effect on a particular child; and</li> <li>• have the direct or indirect effect on the child as seriously threatening, seriously intimidating, seriously harassing or seriously humiliating the child,</li> </ul> <p>can be the subject of complaint to the eSafety Commissioner under section 30 of the Online Safety Act.</p>
	The following negative social behaviours are not necessarily bullying:	
	<b>Mutual Conflict</b>	<p>In mutual conflict situations, there is an argument or disagreement between students, but not an imbalance of power. Mutual conflict may evolve into a bullying situation at some point if it is not resolved; for example, when one person becomes targeted repeatedly for 'retaliation' in a one-sided way.</p>
	<b>Social rejection or dislike</b>	<p>Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude, or create dislike among others, it is not bullying.</p>
<b>Roles &amp; Responsibilities</b>	<p>Students are expected to:</p> <ul style="list-style-type: none"> <li>• Behave appropriately with respect and acceptance of others</li> <li>• Report bullying to their class teacher (Junior Campus), Year Coordinator (Secondary Campus).</li> </ul> <p>Students can expect:</p> <ul style="list-style-type: none"> <li>• That staff will respond to their concerns</li> <li>• To be provided with appropriate support</li> <li>• To be involved with learning experiences that address issues such as building positive relationships, personal safety, harassment and discrimination.</li> </ul>	

	<p>Parents are expected to:</p> <ul style="list-style-type: none"> <li>• Assist students in understanding bullying behaviour and its consequences</li> <li>• Support students in developing positive responses to incidents of bullying consistent with the Anti-Bullying Policy</li> <li>• Report incidents of bullying to the Class Teacher (Junior Campus), Year Coordinator (Secondary Campus).</li> </ul> <p>All Staff have a responsibility to:</p> <ul style="list-style-type: none"> <li>• Listen and be open to talking to students who seek help with any problems that may arise through bullying</li> <li>• Respond in an appropriate and timely manner to incidents of bullying and according to the Anti-Bullying Policy</li> <li>• Be role models in word and action</li> <li>• Be vigilant observers of signs of distress or suspected incidents of bullying</li> <li>• Report suspected incidents to the Head of Lower/Upper Primary (Junior Campus), Year Coordinator (Secondary Campus).</li> <li>• Ensure any incident of bullying that they observe or is reported to them is recorded appropriately.</li> <li>• Consider whether any behaviour gives rise to concerns that the student exhibiting the behaviour and/or the student subject to the behaviour may be experiencing child abuse or other harm, and, if so, follow the School's procedures for Responding to and Reporting Child Safety Incidents or Concerns.</li> </ul>
<b>Policy</b>	
<b>Principles &amp; Guidelines</b>	<p>It is our policy that:</p> <ul style="list-style-type: none"> <li>• Bullying be managed through a “whole-of-School community” approach involving students, staff and parents/guardians.</li> <li>• Bullying prevention strategies are implemented within the School on a continuous basis with a focus on teaching age-appropriate skills and strategies to enable staff, students and parents/guardians to recognise bullying and respond appropriately.</li> <li>• Bullying response strategies are tailored to the circumstances of each incident.</li> <li>• We establish procedures for reporting and responding to child safety concerns, including when the behaviour may be an indicator of child abuse and other harm.</li> <li>• Staff serve as positive role models emphasising our no-bullying culture.</li> <li>• Bullying prevention and intervention strategies are reviewed on a regular basis against best practices.</li> <li>• All students are entitled to respect, confidentiality and procedural fairness.</li> <li>• The School may, at the Principal's discretion, implement disciplinary measures to manage students who are acting as persistent bullies. In cases of severe incidents, disciplinary measures may include suspension and expulsion.</li> </ul>

	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• Staff training.</li> <li>• Student and parent/carer education and information.</li> <li>• Involvement of external bodies and authorities as and when appropriate.</li> <li>• Effective incident reporting and complaints handling procedures.</li> <li>• Effective management of bullying incidents when reported.</li> <li>• Effective record keeping procedures.</li> <li>• Implementation of corrective and/or disciplinary actions where necessary.</li> </ul>
Prevention of bullying	<p>Arden Anglican School recognises that the implementation of whole-School prevention strategies is the most effective way of eliminating or at least minimising incidents of bullying within our community.</p> <p>The following initiatives form part of our overall bullying prevention strategy and our strategy to create a 'no-bullying' culture within the School:</p> <ul style="list-style-type: none"> <li>• Providing age-appropriate education and information, and explicitly teaching social and emotional competencies relating to bullying (including cyberbullying) and bullying prevention to students over the course of the school year.</li> <li>• Education, training and professional development of staff in bullying prevention and response strategies.</li> <li>• Sharing of information about bullying incidents at appropriate forums such as the Year Coordinators meetings and Junior Campus Leadership meetings.</li> <li>• Regular provision of information to parents/guardians to raise awareness of bullying as a School community issue to equip them to recognise signs of bullying, as well as to provide them with clear paths for raising any concerns they may have relating to bullying directly with the School.</li> <li>• Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers.</li> <li>• Promotion of responsible bystander behaviour.</li> <li>• 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).</li> <li>• Students are supported by their teachers, pastoral care staff and the School leadership when they report a bullying incident and during the processes that follow the submission of the report.</li> <li>• Regular risk assessments and student surveys to identify bullying within the School</li> <li>• Records of reported bullying incidents are maintained and analysed to identify persistent bullies and/or victims and to implement targeted prevention strategies where appropriate.</li> </ul>

<b>Reporting bullying</b>	<p>A key part of the School’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:</p> <ul style="list-style-type: none"> <li>• Bullying is not tolerated within the School.</li> <li>• All student concerns will be taken seriously.</li> <li>• The School has a clear strategy for dealing with bullying issues.</li> </ul> <p>Bullying incidents can be advised to the School verbally (or in writing) by informing:</p> <ul style="list-style-type: none"> <li>• Any classroom teacher</li> <li>• A Year Coordinator or mentor (Secondary Campus)</li> <li>• A School Counsellor or School Chaplain</li> <li>• The Heads of School (Junior, Middle, Senior)</li> </ul>
	<p><b>Complaints to the eSafety Commissioner</b></p> <p>Where Cyberbullying Material is targeted at a person or student under the age of 18 years, a complaint can be made to:</p> <ul style="list-style-type: none"> <li>• The provider of a social media service, relevant electronic service, or designated internet service (as defined in the Online Safety Act 2021 (Cth)) – see <a href="#">The eSafety Guide</a> for information about providers.</li> <li>• The eSafety Commissioner under Section 30 of the Online Safety Act 2021 (Cth).</li> </ul> <p>Complaints to the eSafety Commissioner can be made through the online portal by the child, their parent or carer, or an adult authorised by the child to make the complaint. The eSafety Commissioner has the power to investigate the complaint and to issue a removal notice.</p> <p>For the eSafety Commissioner to investigate cyberbullying, the harmful content must have first been reported to the service or platform used to send, post or share it – at least 48 hours before it is reported to eSafety.</p> <p>The child, their parents or carer, or an adult authorised by the child to make the complaint should notify the School after making such report.</p>
<b>Responding to Bullying</b>	<p>Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with on its facts.</p> <p><i>What parents can do if their child is bullied:</i></p> <ul style="list-style-type: none"> <li>• Let your child know that bullying is never acceptable.</li> <li>• Encourage your child to speak to a teacher they trust about the matter.</li> <li>• Contact the School, making sure your child knows the action you are taking.</li> </ul>

	<p><i>What students can do if they witness bullying:</i></p> <ul style="list-style-type: none"> <li>• Don't join in. If it is safe, try to stop the bullying.</li> <li>• Support the person who has been bullied and encourage them to tell their parents about the bullying.</li> <li>• Encourage the person to report the incident to a teacher they trust.</li> <li>• Report the incident to a teacher.</li> </ul> <p><i>What students can do if they are being bullied:</i></p> <ul style="list-style-type: none"> <li>• Talk to your parents about it.</li> <li>• Tell a teacher that you trust.</li> <li>• Notify a Year Coordinator or Mentor.</li> <li>• Notify a School Counsellor or School Chaplain.</li> <li>• Notify a Head of School.</li> <li>• Don't retaliate.</li> <li>• Talk to your friends about it.</li> </ul> <p><i>What students can do if they are accused of bullying:</i></p> <ul style="list-style-type: none"> <li>• Consider how your behaviour might be viewed by others.</li> <li>• Change the behaviours that are seen by others to be bullying.</li> <li>• Accept help from your family, teachers or School Counsellor.</li> </ul>
	<p><b>Bullying Support Services</b></p> <p>Youth Liaison Officers are NSW Police officers who work with schools to reduce crime, violence, and antisocial behaviour. Our students are encouraged 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.</p>
Effects of bullying	<p>Major behavioural changes in a student may be indicative of bullying. Such behavioural changes parents and teachers can observe may include:</p> <ul style="list-style-type: none"> <li>• crying at night and having nightmares</li> <li>• refusing to talk when asked, "What's wrong?"</li> <li>• having unexplained bruises, cuts or scratches</li> <li>• an unwillingness or refusal to go to school, a school-organised activity or reluctance to attend other social events</li> <li>• feeling ill in the mornings</li> <li>• a decline in quality of school work</li> <li>• becoming withdrawn and lacking confidence</li> <li>• appearing lonely or distressed</li> <li>• beginning to display bullying behaviour towards siblings</li> <li>• unexpected changes in friendship groups</li> <li>• acting unreasonably.</li> </ul> <p>Students may also not disclose cyberbullying to adults for fear that the adults may overreact and make the situation worse. Signs of cyberbullying may include one or more of the behavioural changes outlined above, and/or other signs, including a student:</p> <ul style="list-style-type: none"> <li>• being upset after using the internet or their mobile phone</li> </ul>

	<ul style="list-style-type: none"><li>• being hesitant to go online, avoiding their phone or seeming nervous when an instant message, text message or email appears</li><li>• spending unusually long hours online or on their mobile phone</li><li>• becoming secretive about their online activities and mobile phone use.</li></ul> <p>Parents/guardians are encouraged to recognise signs of bullying and notify the School immediately through a trusted staff member (such as a class teacher or Year Coordinator) if they suspect their child is a victim of bullying.</p> <p>These behaviours can also be an indicator of child abuse and other harm.</p>																
Resources	<a href="#">Bullying No Way</a> <a href="#">National Centre Against Bullying   Alannah &amp; Madeline Foundation</a> <a href="#">Kids Helpline   Phone Counselling Service   1800 55 1800</a> (For young people aged 5-25) <a href="#">headspace National Youth Mental Health Foundation</a>																
Related Information	<table><tr><td>Policies</td><td>AAS_Child Safeguarding Policy AAS_Child Protection Policy AAS_Complaints Handling Policy AAS_Student Discipline Policy</td></tr><tr><td>Procedures &amp; Guidelines</td><td>Student Digital Citizenship Agreement Student Code of Conduct Using Technology at Arden Student Guideline</td></tr></table>	Policies	AAS_Child Safeguarding Policy AAS_Child Protection Policy AAS_Complaints Handling Policy AAS_Student Discipline Policy	Procedures & Guidelines	Student Digital Citizenship Agreement Student Code of Conduct Using Technology at Arden Student Guideline												
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Publication, Communication and Engagement	<p>This procedure is communicated by being readily available on the school’s website and internal School policy portal as well as included in the school’s induction.</p> <p>A student-friendly version of this policy and procedure is available on the Schoolbox platform.</p>																
Getting Help	<p>Staff may seek assistance or provide feedback about this document by emailing the Policy Author or <a href="mailto:compliance@arden.nsw.edu.au">compliance@arden.nsw.edu.au</a>.</p>																
Author and Review Information	<table><tr><td><b>Policy Author:</b></td><td>Deputy Principal</td></tr><tr><td><b>Policy Access:</b></td><td>External</td></tr><tr><td><b>Document Name:</b></td><td>2025_AAS_Student Anti-Bullying Policy</td></tr><tr><td><b>Version:</b></td><td>2.2</td></tr><tr><td><b>Approved by:</b></td><td>School Council</td></tr><tr><td><b>Date Approved:</b></td><td>2 April 2025</td></tr><tr><td><b>Review Frequency:</b></td><td>Every 3 years or earlier as required</td></tr><tr><td><b>Next Review Date:</b></td><td>2028</td></tr></table>	<b>Policy Author:</b>	Deputy Principal	<b>Policy Access:</b>	External	<b>Document Name:</b>	2025_AAS_Student Anti-Bullying Policy	<b>Version:</b>	2.2	<b>Approved by:</b>	School Council	<b>Date Approved:</b>	2 April 2025	<b>Review Frequency:</b>	Every 3 years or earlier as required	<b>Next Review Date:</b>	2028
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