

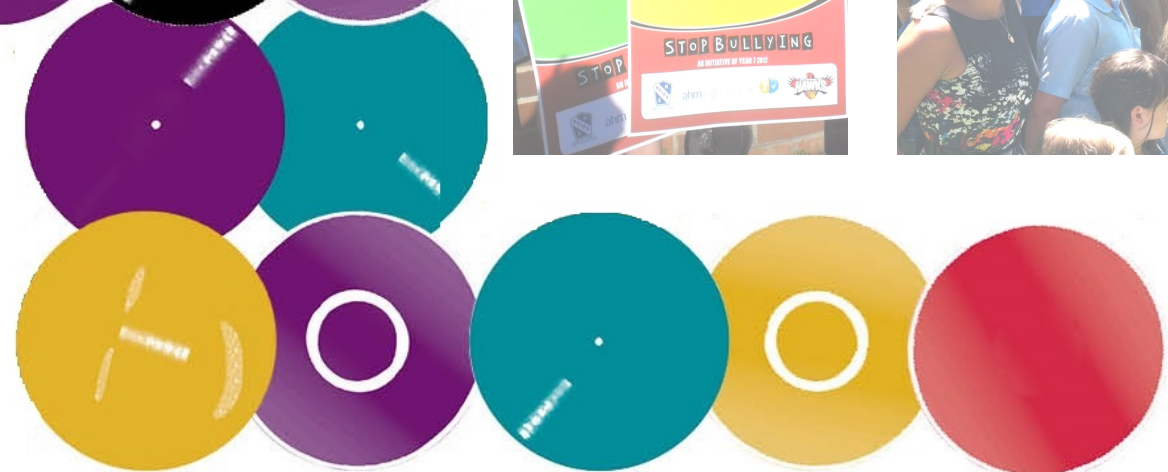


Education & Communities



Anti-bullying Plan

Keira High School





Bullying:

Preventing and Responding to Student Bullying in Schools Policy (2011)

The NSW Department of Education and Communities rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments of the Department.

Bullying

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long term effects on those involved including bystanders.

Conflict or fights between equals or single incidents are not defined as bullying.

Bullying behaviour can be:

- **verbal** eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** eg hitting, punching, kicking, scratching, tripping, spitting
- **social** eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

The term “bullying” has a specific meaning. The school’s Anti-bullying Plan sets out **the processes for preventing and responding to student bullying**. The school has a range of policies and practices, including welfare and discipline policies that apply to student behaviour generally.

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

School staff have a responsibility to:

- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying according to the school’s Anti-bullying Plan.

In addition, teachers have a responsibility to:

- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan
- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Plan.

Parents and caregivers have a responsibility to:

- support their children to become responsible citizens and to develop responsible online behaviour
- be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan
- report incidents of school related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur.

All members of the school community have a responsibility to:

- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school’s Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.



Our School Anti-Bullying Plan

This plan outlines the processes for preventing and responding to student bullying in our school and reflects the *Bullying: Preventing and Responding to Student Bullying in Schools Policy* of the New South Wales Department of Education and Communities.

This policy has been prepared in consultation with parents, students and staff. A review of the policy will occur annually.

Statement of purpose

At Keira High School every student has the right to feel happy and safe. All members of the school community have the right to teach and learn in a safe and harmonious environment. Bullying, harassment and anti-social behaviour is not tolerated.

Protection

The school aims to:

- Provide a secure and productive environment for both students and staff
- Provide a reporting mechanism to investigate and act upon complaints
- Integrate the issue of bullying and harassment into the school welfare/ discipline system
- Initiate anti-bullying and anti-harassment strategies on a whole school basis
- Promote and develop a climate of tolerance

Prevention

Students at Keira High School are encouraged to develop healthy relationships, report any problems to a staff member or member of the Welfare Team and take part in welfare initiatives and programs that promote cohesiveness and tolerance.

Early Intervention

Keira High School will promote our values and belief in zero tolerance toward harassment and bullying to each new enrolment. This will begin with every incoming Year 7 cohort and will involve social skills and anti-harassment workshops and programs. The Head Teacher Welfare in collaboration with the Deputies will be informed of any previous issues with students from our community of schools. The transition of these students will be monitored closely by the Year Adviser and key personnel. New enrolments in other years will also be informed about the importance of our school community working towards making our school a harmonious, safe and bully free environment. They will be made aware of the consequences and a risk assessment and behaviour plan may be implemented.



Response

The strategies and programs Keira High School will implement to support any student who has been affected by, engaged in or witnessed bullying behaviour follow:

- Students should report incident of bullying to teacher in the first instance. If this does not occur in class the student refers the incident to the year adviser. The year adviser gives the student an Advice to Students, anti-harassment pamphlet that outlines support mechanisms and gives students guidance on what to do next.
- The classroom teacher responds and endeavours to resolve the matter appropriate documentation will occur, incident reports to follow.
- All parties report to the Year Adviser or Head Teacher Welfare if there is ongoing harassment. At this stage students are invited to complete a written report. The perpetrator is warned of consequences of any further incidents of bullying.
- Unresolved incidents may be referred to the Deputy or Principal for a more serious response. This may entail a parent interview, detention, a formal caution of suspension, short suspension or long suspension.

Consequences of Bullying and Harassment at Keira High School

- Mediation meeting
- Detention
- Parent Interview
- *Anti-Harassment, Advice to Students* pamphlet
- Category Yellow or Red
- Exclusion from excursions, trips, camps or extra-curricular activities
- Suspension
- Expulsion from school
- In some instances, referral to the school counselor can be very important in resolving these issues.

The Anti- Harassment Flowchart in Appendix A outlines the process for students to follow should they feel they are being bullied.



Informing the community:

- Keira High School's procedures for reporting incidents involving assaults, threats, intimidation or bullying and harassment to the police are to contact the School Safety and Response Unit as well as the local Police station.
- In circumstances that require contact with the Child Wellbeing Unit or Community Services members of staff will advise the principal, who will make contact with the appropriate unit after utilising the decision making tree of the Child Wellbeing Website.
- KHS's Anti-Bullying Plan will be publicized on our school website, included in hard copy in our Year 7 Handbook, explained at enrolment interviews for new students and at Year 6 into 7 Parent information meetings.'
- The Anti- Bullying Plan will be monitored by the Head Teacher Welfare and evaluated on a three year cycle. Modifications will be based on data evidence and will be made in consultation with staff, students and parents.
- Keira High School will report annually to the school community on the effectiveness of the Anti-Bullying Plan through the Annual School Report.

- The Principal will follow the Complaints Handling Policy in circumstances involving formal complaints from members of staff, students, parents or other community members.

Additional Contact Information

Kids Helpline:	1800 551 800
Headspace:	(02) 4220 7660
Lifeline:	13 11 14
Police Youth Liaison Officer:	(02) 4226 7899
e.safety.gov.au/reportcyberbullying	
Kidshelpline.com.au	
www.beyondblue.org.au	
www.ruok.com.au	
www.bullyingnoway.com.au	



Principal's comment

Our school is a wonderfully diverse community where over 900 students come each school day to learn together in a safe and happy environment.

The bullying and harassment of others is not tolerated.

We are very proud of the school's success in developing each child's capacity to celebrate diversity and student achievement. We promote the respect of our society and of all individuals within it as vital elements in our learning and welfare programs.

School contact information

Keira High School
Lysaght St.
Fairymeadow NSW 2519

Phone: (02) 4229 6844

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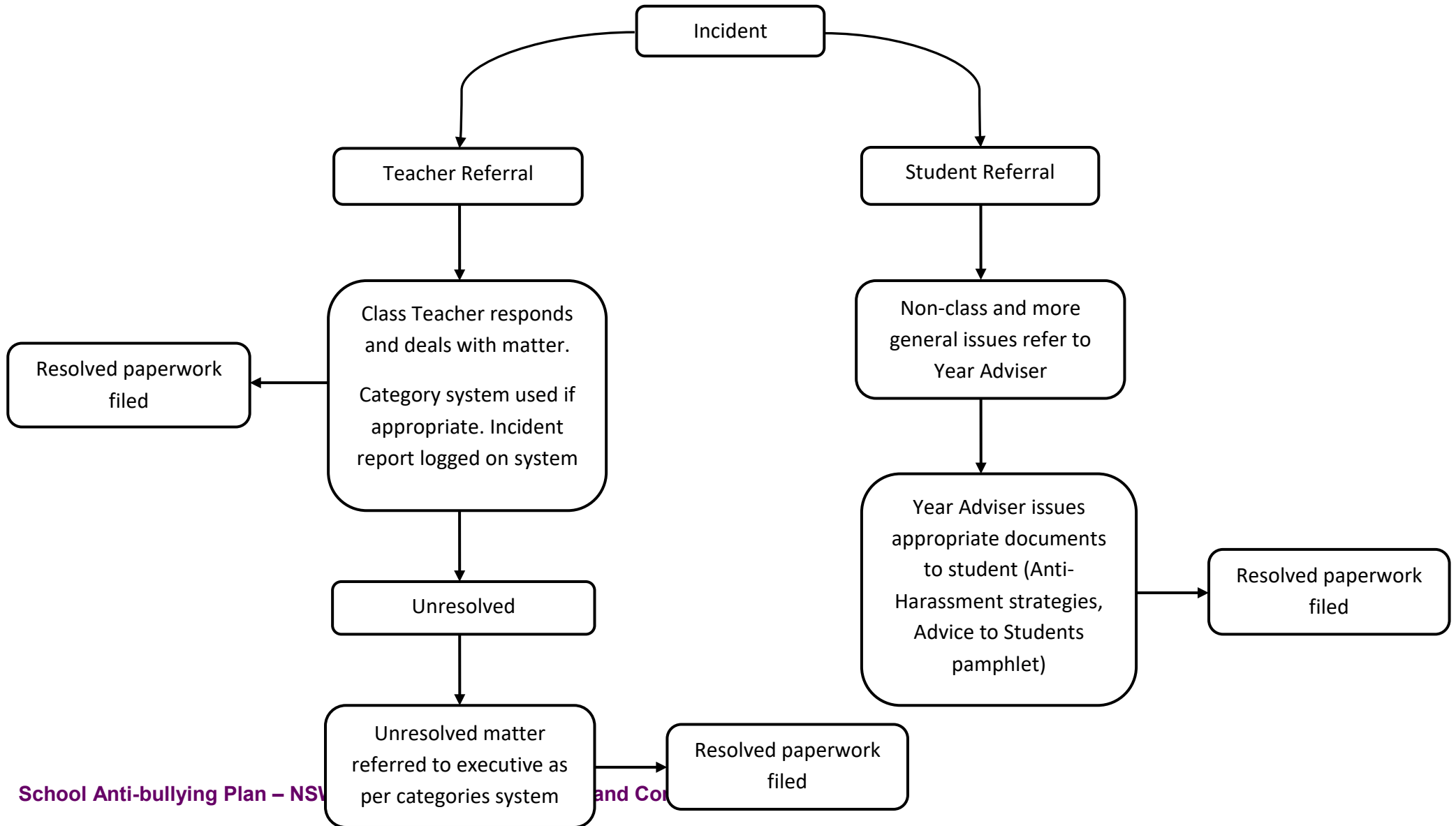
Website: www.keira-h.schools.nsw.edu.au

Keira High School Welfare Team:

David J Robson	Principal
Gerardo Guevara	Deputy Principal
Skye Gray	Deputy Principal
Trystan Loades	Deputy Principal
Vicky Kalatzis–Vlahakis	Head Teacher Welfare
Ashleigh Smith, Joshua Berry	Year 7 Advisers
Catherine Ramos, Sunija Hrcic	Year 8 Advisers
Maz Cara, Jordan Van De Voorde	Year 9 Advisers
Aaron Kellaway, Sharon Mcfadden	Year 10 Advisers
Danielle O'Keefe	Year 11 Adviser
Tracey Power	Year 12 Adviser
Asima Ahmed	School Counsellor
Peter Comino	School Counsellor
Lauren Crockford	Supervisor of Female Students

The Anti-Harassment "Advice to Students" pamphlet is outlined in Appendix B. This is an educative support mechanism that students are encouraged to use in order to develop the skills to deal with the initial stages of bullying.

Appendix A: Anti-Harassment Flowchart



Appendix B: Anti-Harassment Strategies Advice to Students

What happens when a report has been made?

- 1 Students should report matters to their teacher in the first instance.
- 2 The teachers will endeavour to resolve the matter.
- 3 All parties are given an opportunity to have their say.
- 4 All parties are told to STOP any negative interactions immediately.
- 5 All parties are told to report straight to the Year Adviser if there is ongoing harassment.
- 6 At this stage students will be invited to make a written report.
- 7 Unresolved incidents may be referred to a Deputy or Principal for a more serious response.

School-based consequences for bullying/harassment of others may include:

- Parent Interview
- Category Yellow or Red
- Mediation meeting
- Exclusion from excursions, trips or extra-curricula activities
- Detention
- Suspension
- Expulsion from school
- In some instances, a referral to the Counsellor can be very important in resolving issues.

KEIRA HIGH SCHOOL

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Anti-Harassment

Strategies

Advice to students



All members of the school community have a right to teach and learn in a safe and happy environment. Bullying, harassment, anti-social and aggressive behaviour will not be tolerated at Keira High School.

If you are having any concerns in this area, please contact your Year Adviser or a member of staff as soon as possible.

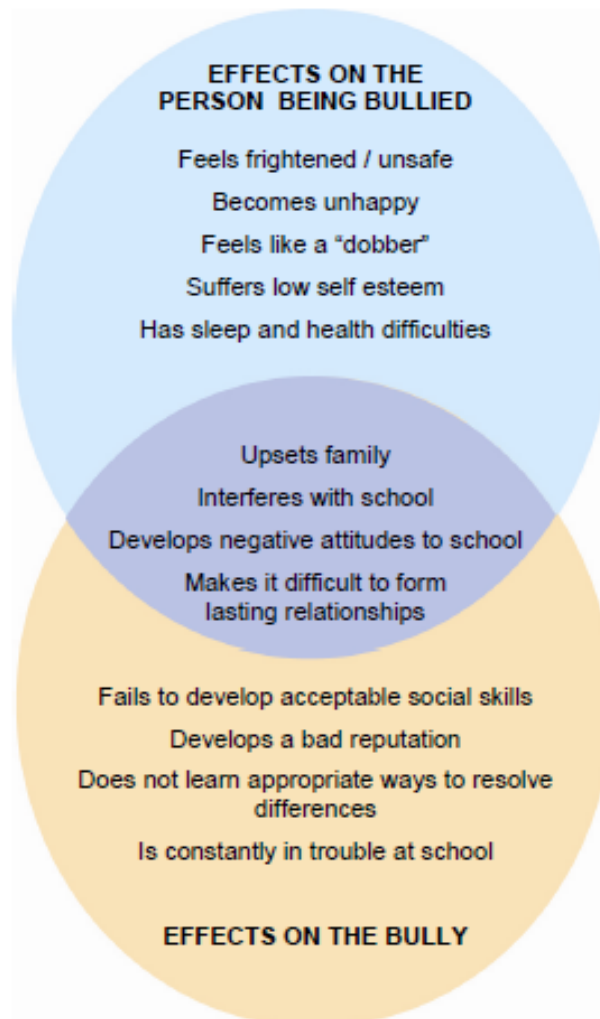
What is bullying?

Bullying is an act of aggression that causes pain, embarrassment or unhappiness to another person.

Some examples of bullying behaviour include:

- physical violence (e.g. pushing, hitting, spitting, throwing objects);
- offensive name calling, rumours, teasing, 'put-downs', gossip;
- writing offensive notes or graffiti about other people;
- misusing technology (e.g. offensive or nuisance text messages, phone calls, emails and postings on internet sites);
- hurtfully excluding someone from a group;
- being racist, sexist, homophobic or making comments about physical appearance;
- damaging other people's property.

What are the effects of bullying/harassment?



What do you do if you are being bullied or harassed?

- 1** If you are being bullied or harassed, **DO NOT** retaliate. It will only make things worse.
- 2** Try very hard to ignore the intimidating behaviour, gossip, rumours, as bullies like to see you react. So if you don't react, the bully may get bored or give up.
- 3** If it continues, let your class teacher/s know or your Year Adviser. You should also tell someone at home.
- 4** When you report it to your Year Adviser you will be asked to submit your report in writing.
- 5** Always follow-up and report any new instances of bullying.

I recommend that you see: