



## **BULLYING POLICY: APPENDIX A**

### **PREVENTION AND RESPONSE**

#### **Prevention and Response**

##### **Narre Warren South P-12 College staff are committed to:**

- Modelling supportive behaviour in words and actions at all times.
- Being vigilant for signs of distress or suspected incidents of bullying and reporting them to the appropriate member of staff.
- Supporting the person being bullied by removing sources of distress, without increasing any risk to their wellbeing. Victims of bullying behaviour are encouraged to practise assertive behaviours and offered ongoing support whenever necessary. e.g. Classroom Support Program, Student Workshops.
- Referring suspected incidents to the appropriate staff member, who will follow the College's procedures to deal with the behaviour of the bully and take appropriate steps to support the victim:
  - **Primary**
    - Class teacher
    - Year Level Team Leader
    - Student Wellbeing Leader
    - Principal Class Officer
  - **Secondary**
    - Home Group Teacher
    - Year Level Coordinator/Assistant Year Level Coordinator
    - Sub-School Leader
    - Student Wellbeing Leader
    - Principal Class Officer
- Team Leaders / Year Level Coordinators & Wellbeing staff, follow the Response to Bullying procedures, record the incident on Compass Chronicle and make necessary communications with parents/guardians.
- Assist those who exhibit bullying behaviour by:
  - applying Restorative Justice practices
  - consistently applying the College's Anti-Bullying Policy
  - providing ongoing counselling, whenever necessary, to reinforce the value of supportive relationships
- Twice-annually conducting the Bullying Survey to monitor the effectiveness of measures put in place to prevent and respond to incidents of bullying.

## **Procedures for Responding to Bullying**

In cases where a student has been identified as engaging in bullying behaviours, the procedures listed below will be acted on. Team Leaders / Year Level Coordinators or Principal Class Officers may also invoke detention consequences or suspension (in accordance with the Department of Education and Training's Student Engagement Guidelines) whenever they believe that individual cases warrant these actions.

### **First Offence**

A formal warning is issued by a Home Group Teacher, Team Leader / Year Level Coordinator, Wellbeing Leader, Assistant Principal, Principal, in which it is made clear that the bullying behaviour must cease. An attempt to resolve the situation via mediation and/or conferencing with the parties involved is undertaken. The formal warning is recorded on the student's Compass Chronicle.

### **Second Offence**

The offending student is issued with a formal Bullying/Harassment Notice that informs parents of the College's concerns and forewarns of the consequences should the behaviour continue. The student may be issued with additional consequences as part of this notification. A parent meeting may also be required at this stage.

### **Subsequent Offences**

Suspension procedures will be instigated. Repeated bullying behaviour may lead to exclusion from the College.

### **Narre Warren South P-12 College students are expected to:**

- Refuse to be involved in any form of bullying, either alone or as part of a group.
- Report a bullying incident or any suspected incident/concerns to a trusted adult at the College (e.g. Teacher, Coordinator, Student Wellbeing staff) or report the concern using the online reporting portal.
- Take some form of preventative or supportive action (e.g. speak up on that person's behalf) if they feel safe to do so.

### **What Parents, guardians and family members can do to help:**

- Watch for signs of distress in your child (e.g. unwillingness to attend school, a pattern of headaches, missing personal belongings, requests for extra money, damaged clothes or bruising).
- Take an active interest in your child's social life and acquaintances, encouraging out of school social contact.
- Encourage your child to take the initiative by immediately telling a staff member about any bullying incident.
- Keep a written record of what is happening (who, what, when, why, how).
- Discourage retaliation.
- Attend interviews at the College if your child is involved in any bullying incident.
- Inform the Class Teacher (Primary), Home Group Teacher (Secondary) Coordinator, Student Wellbeing staff or a Principal Class Officer of any cases of suspected bullying, even if your own child is not directly affected.
- Teach your child the value of supportive relationships.
- If the problem continues to occur, please re-contact the school.