

system, risk assessments, individual support plans, and School Counsellor supports.

Students and parents are encouraged to raise concerns of bullying. Students will be informed of how to raise such concerns, and will be guided on how to respond, and to seek any additional supports.

Where the school becomes aware of serious out of school hours or off school premises bullying or cyber-bullying then it is to be reported to the relevant parents or carers, as well as other authorities, where appropriate the police. Such information will be taken into account when the school considers school-based behaviour or events.

Any reports concerning bullying will be responded to and investigated in a timely manner, so that any relevant student is protected and supported. The process will also respect the dignity and privacy of those involved and observe the Data Protection Act 1998.

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Student Achievement : Learner Diversity and Wellbeing Team are responsible for:

- Providing consultation, support and professional training related to the prevention and management of student bullying
- Working collaboratively at the request of schools to ensure effective prevention and management of student bullying.

All Students are to treat others with kindness, gentleness and respect, to the best of their ability.

Audience

This policy is relevant for all CSBB staff, parents and carers, the wider school community and students.

Applicability

This policy applies to all CSBB staff. It also applies to contractors, interns, trainees and volunteers.

Related Legislations

- Disability Discrimination Act (1992)
- Disability Standards for Education 2005
- Racial Discrimination Act (1975)
- Sex Discrimination Act (1984)

Related Processes/Procedures

- CSBB Behaviour Support Document for School Leaders
- CSBB School Leadership Guide: Response to Counter Violent and Extremist Behaviour
- Children and Young Persons (Care and Protection) Act (1998)
Chapter 16A Exchange of Risk of Harm Information

- Privacy Policy
- Social Media Policy
- Safeguarding and Child Protection Policy : Managing Risk of Significant Harm and Wellbeing Concerns

Review

Appendix 1: Management of bullying

Forms of bullying include verbal, physical (including gestures), social (e.g. excluding, alienating behaviours), psychological (e.g. spreading rumours, sending hurtful messages or comments), extortion or sexual bullying. Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment based on sex, race, disability, sexual orientation or practice of religion. Bullying behaviours can occur in person or via social media and other online platforms (cyber-bullying). It can be obvious (overt) or hidden (covert).

Some bullying may constitute criminal conduct such as assault, threatening behaviours, property damage or harassment and stalking.

School developed guidelines and procedures to prevent and respond to bullying are to apply to the behaviours of students either as individuals or as a collective, during school hours or at a school event.

If bullying is reported, schools will be responsive to reports and staff will investigate any instances of negative behaviour by staff. Staff will use observation, supervision and investigation to establish the facts, and be protective. Ultimately our goal is to help a student who demonstrates bullying behaviours to become a person who doesn't.

Principals may use the following strategies :

1. Developing, monitoring and reviewing appropriate guidelines and procedures to ensure a safe and supportive learning environment.
2. Building a culture of safeguarding and student care for each other.
3. Ensuring reports of bullying are investigated and responded to in a timely manner, with procedural fairness.
4. Maintaining effective, professional record of incidents of bullying, steps taken to respond and communication to parents, staff and students.
5. Maintain and regularly analyse confidential records to identify students involved in bullying behaviours, through patterns and trends.
6. Providing training to all staff on:
 - a. how to reduce the incidence of bullying,
 - b. how to identify, report and respond to bullying, and
 - c. how to promote the development of respectful student relationships.
7. Ensuring all students receive:
 - a. Regular explicit instruction on the school's guidelines and procedures relevant to this policy,
 - b. Receive instruction on respectful relationships, including social and emotional skills that enhance understanding of pro-social behaviour, bullying and its impact on self and others.
8. Ensuring necessary reporting obligations including reporting to

9. Ensuring wellbeing support for students involved in bullying, including liaising with the School Counsellor and CSBB Learner Diversity and Wellbeing Team where appropriate.
10. Ensuring this policy and other related policies are communicated to the school community.

Teaching staff participate in the prevention and management of bullying through:

1. Implementing classroom anti-bullying education and preventative strategies that promote respectful relationships.
2. Notifying the school leadership team of bullying behaviours or concerns.
3. Maintaining professional, confidential records of bullying behaviours or complaints.
4. Notifying and informing parents and carers, in a timely manner, of bullying incidents that involve their children.
5. Collaborating with students, parents, school counsellor, CSBB Learner Diversity and Wellbeing team, and where appropriate CSBB Safeguarding and external agencies such as NSW Police, in identifying and addressing bullying behaviour.