

Our Lady of Good Counsel School	System Update: 07. 12. 2018	 Our Lady of Good Counsel
Version 0.1	Date of Next Review: 01.12.2019	

STUDENT BULLYING PREVENTION POLICY

PURPOSE

Our Lady of Good Counsel (OLGC) Primary School is committed to providing a safe and respectful learning environment where bullying will not be tolerated.

OLGC is a Catholic school built on the values of respect, gratitude, courage, empathy and love. The Student Bullying Prevention Policy aims to ensure that the environment of the school and the expectations of students and parents reflect these values.

The purpose of this policy is to:

- explain the definition of bullying
- make clear that all forms of bullying at OLGC will not be tolerated
- ask that everyone in our school community be alert to signs and evidence of bullying behaviour and accept responsibility to report bullying behaviour to school staff
- ensure that all reported incidents of bullying are appropriately investigated and addressed
- ensure that support is provided to students who may be affected by bullying behaviour (including victims, bystanders and perpetrators)
- seek parental and peer group support in addressing and preventing bullying behaviour at OLGC.

When responding to bullying behaviour, OLGC aims to:

- be proportionate, consistent and responsive
- find a constructive and positive solution for everyone
- stop the bullying from happening again
- restore the relationships between the students involved.

OLGC acknowledges that school staff owe a duty of care to students to take reasonable steps to reduce the risk of plausibly foreseeable harm, which can include harm that may be caused by bullying behaviour.

SCOPE

This policy addresses how OLGC aims to prevent and respond to student bullying behaviour. OLGC recognises that there are many other types of inappropriate student behaviours that do not meet the definition of bullying which are also unacceptable at our school. These other inappropriate behaviours will be managed in accordance with our School Wide Positive Behaviour Policy.

This policy applies to all school activities, including camps and excursions.

POLICY

Definitions

Bullying occurs when someone, or a group of people, deliberately and repeatedly upset, harass, intimidate, threaten or hurt another person or damage their property, reputation or social acceptance. There is an imbalance of power in incidents of bullying, where the bully or bullies have more power than the victim due to their age, size, status or other reasons.

Bullying may be direct or indirect, physical or verbal and includes cyberbullying. Bullying is not a one-off disagreement between two or more people or a situation of mutual dislike.

Our Lady of Good Counsel School	System Update: 07. 12. 2018	 <small>Our Lady of Good Counsel</small>
Version 0.1	Date of Next Review: 01.12.2019	

Bullying can be:

1. *direct physical bullying* – e.g. hitting, tripping, and pushing or damaging property
2. *direct verbal bullying* – e.g. name calling, insults, homophobic or racist remarks, verbal abuse
3. *indirect bullying* – e.g. spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude a person and/or damaging a person’s social reputation or social acceptance

Harassment can also constitute bullying if it amounts to a pattern of behaviour or course of conduct towards another person that is demeaning, offensive or intimidating to a person.

Cyberbullying is direct or indirect bullying behaviours using digital technology. For example via a mobile phone, tablets, computers, chat rooms, email, social media, etc. It can be verbal, written or include use of images, video and/or audio.

Other distressing behaviours

Many distressing behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing behaviours should report their concerns to school staff and our school will follow the OLGC School Wide Positive Behaviour Policy; the OLGC Behaviour and Safety Policy and the OLGC Child Safety Policy and Code of Conduct.

Mutual conflict involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

Social rejection or dislike is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

Single-episode acts of harassment, nastiness or physical aggression are not the same as bullying. If someone is verbally abused or pushed on one occasion, they are not being bullied. Harassment, nastiness or physical aggression that is directed towards many different people is not the same as bullying. However, single episodes of harassment, nastiness or physical aggression are not acceptable behaviours at our school.

BULLYING PREVENTION

At OLGC, we strive to create and maintain a positive, safe and faith-filled learning community which is inclusive for all students. We do this by living the values of respect, courage, empathy, love and gratitude.

OLGC has a number of programs and strategies in place to foster a school culture that prevents bullying behaviour by explicitly teaching and encouraging positive behaviour expectations.

We are committed to implementing a School Wide Positive Behaviour Support (SWPBS) approach to the teaching and management of student behaviour.

The following strategies are important tools in this process:

- collection of data to identify intervention requirements and review progress
- explicitly teach school-wide expectations in specific settings
- use of the SWIRL positive incentive program to encourage appropriate behaviour
- use of effective and consistent consequences to discourage inappropriate behaviour

Our Lady of Good Counsel School	System Update: 07. 12. 2018	 <small>Our Lady of Good Counsel</small>
Version 0.1	Date of Next Review: 01.12.2019	

Our school has identified the following SWIRL expectations to teach appropriate behaviour:

I am Safe I am Willing to try I am Respectful I am a Learner

Bullying prevention at OLGC is proactive, promotes positive relationships and wellbeing. Programs used to support the teaching of behaviour are evidenced based and age appropriate.

At our school:

- We have a positive school environment that provides safety and support for all students.
- We strive to build strong, collaborative partnerships between the school, families and the broader community to ensure the safety of students.
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour.
- Lessons are planned each year to raise awareness about bullying and its impacts.
- In the classroom, our social and emotional learning curriculum teaches students what constitutes bullying and how to respond assertively and appropriately to bullying behaviour.
- Using restorative practices the school promotes resilience, assertiveness, conflict resolution, problem solving and restored relationships.
- We seek to empower students to be confident communicators and to resolve conflict in a non-aggressive and constructive way.
- Students are encouraged to look out for each other and to talk to teachers and older peers about any inappropriate behaviour such as bullying.
- We participate in the National Day of Action Against Bullying and Violence.

For further information about our engagement and wellbeing initiatives, please see the OLGC School Wide Positive Behaviour Policy, Behaviour and Safety Policy and the OLGC Child Safety Policy and Code of Conduct.

INCIDENT RESPONSE

Reporting concerns to OLGC

Bullying complaints are taken seriously and responded to sensitively at our school.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff as soon as possible.

In most circumstances, we encourage students to speak to their class teacher/Deputy Principal or Wellbeing Leader. However, students are welcome to discuss their concerns with any trusted member of staff including Teachers, Learning Support Officers (LSOs) or Principal.

Parents or carers who may develop concerns that their child is involved in, or has witnessed bullying behaviour at OLGC should contact the Student Wellbeing Leader, by phone on 88088 400 or by email directed to the Principal or Deputy Principal.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by OLGC are timely and appropriate in the circumstances.

Investigations

When notified of alleged bullying behaviour, school staff are required to:

Our Lady of Good Counsel School	System Update: 07. 12. 2018	 <small>Our Lady of Good Counsel</small>
Version 0.1	Date of Next Review: 01.12.2019	

1. record the details of the allegations in the incident register; and
2. inform the Principal, Deputy Principal or Student Wellbeing Leader.

The Deputy Principal is responsible for investigating allegations of bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying, the Deputy Principal may:

- speak to the students involved in the allegations, including the victim/s, the alleged perpetrator/s and any witnesses to the incidents
- speak to the parents of the students involved
- speak to the teachers of the students involved
- take detailed notes of all discussions for future reference
- obtain written statements from all or any of the above.

All communications with the Deputy Principal in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.

Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).

Responses to bullying behaviours

When the Deputy Principal has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with the Student Wellbeing Leader, teachers, LSOs, Deputy Principal and the Principal. The Catholic Education Melbourne Wellbeing Team may be contacted.

There are a number of factors that will be considered when determining the most appropriate response to the behaviour. When making a decision about how to respond to bullying behaviour, OLGC will consider:

- the age and maturity of the students involved
- the severity and frequency of the bullying, and the impact it has had on the victim student
- whether the perpetrator student or students have displayed similar behaviour before
- whether the bullying took place in a group or one-to-one context
- whether the perpetrator demonstrates insight or remorse for their behaviour
- the alleged motive of the behaviour, including any element of provocation.

The Deputy Principal may implement all, or some of the following responses to bullying behaviours:

- Offer counselling support to the victim student or students, including referral to an external provider.
- Offer counselling support to the perpetrator student or students, including referral to an external provider.
- Offer counselling support to affected students, including witnesses and/or friends of the victim student, including referral to an external provider.

Our Lady of Good Counsel School	System Update: 07. 12. 2018	 <small>Our Lady of Good Counsel</small>
Version 0.1	Date of Next Review: 01.12.2019	

- Facilitate a restorative practice meeting with all or some of the students involved. The objective of restorative practice is to repair relationships that have been damaged by bringing about a sense of remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied.
- Facilitate a mediation between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance. Mediation is only suitable if all students are involved voluntarily and demonstrate a willingness to engage in the mediation process.
- Implement disciplinary consequences for the perpetrator students, which may include removal of privileges, detention, suspension consistent with our OLGC School Wide Positive Behaviour Policy, Behaviour and the OLGC Child Safety Policy and Code of Conduct.
- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare a Safety Plan or Individual Management Plan restricting contact between victim and perpetrator students.
- Provide discussion and/or mentoring for different social and emotional learning competencies of the students involved such as CASEA and Peaceful Kids.
- Monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary.

The Deputy Principal is responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

OLGC understands the importance of monitoring and following up on the progress of students who have been involved in or affected by bullying behaviour. Where appropriate, school staff will also endeavour to provide parents and carers with updates on the management of bullying incidents.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

- OLGC School Vision and Values Statements
- Child Safety Policy and Code of Conduct
- Parent Complaints and Grievance Policy

The following websites and resources provide useful information on prevention and responding to bullying, as well as supporting students who have been the target of bullying behaviours:

- [Bully Stoppers](#)
- [Kids Helpline](#)
- [Lifeline](#)
- [Bullying. No way!](#)
- [The Student Wellbeing Hub](#)
- [Daniel Morcombe](#)

EVALUATION

This policy will be reviewed on an annual basis, or earlier as required, following analysis of school data on reported incidents of, and responses to bullying to ensure that the policy remains up to date, practical and effective.

Our Lady of Good Counsel School	System Update: 07. 12. 2018	 Our Lady of Good Counsel
Version 0.1	Date of Next Review: 01.12.2019	

Data will be collected through:

- discussion with students
- regular student bullying surveys
- student wellbeing survey
- regular staff surveys
- assessment of school based data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented.

Proposed amendments to this policy will be discussed with the OLGC School Board, senior leadership team and the parent community.

REVIEW CYCLE

This policy was last updated on December 2018 and is scheduled for review in December 2019.

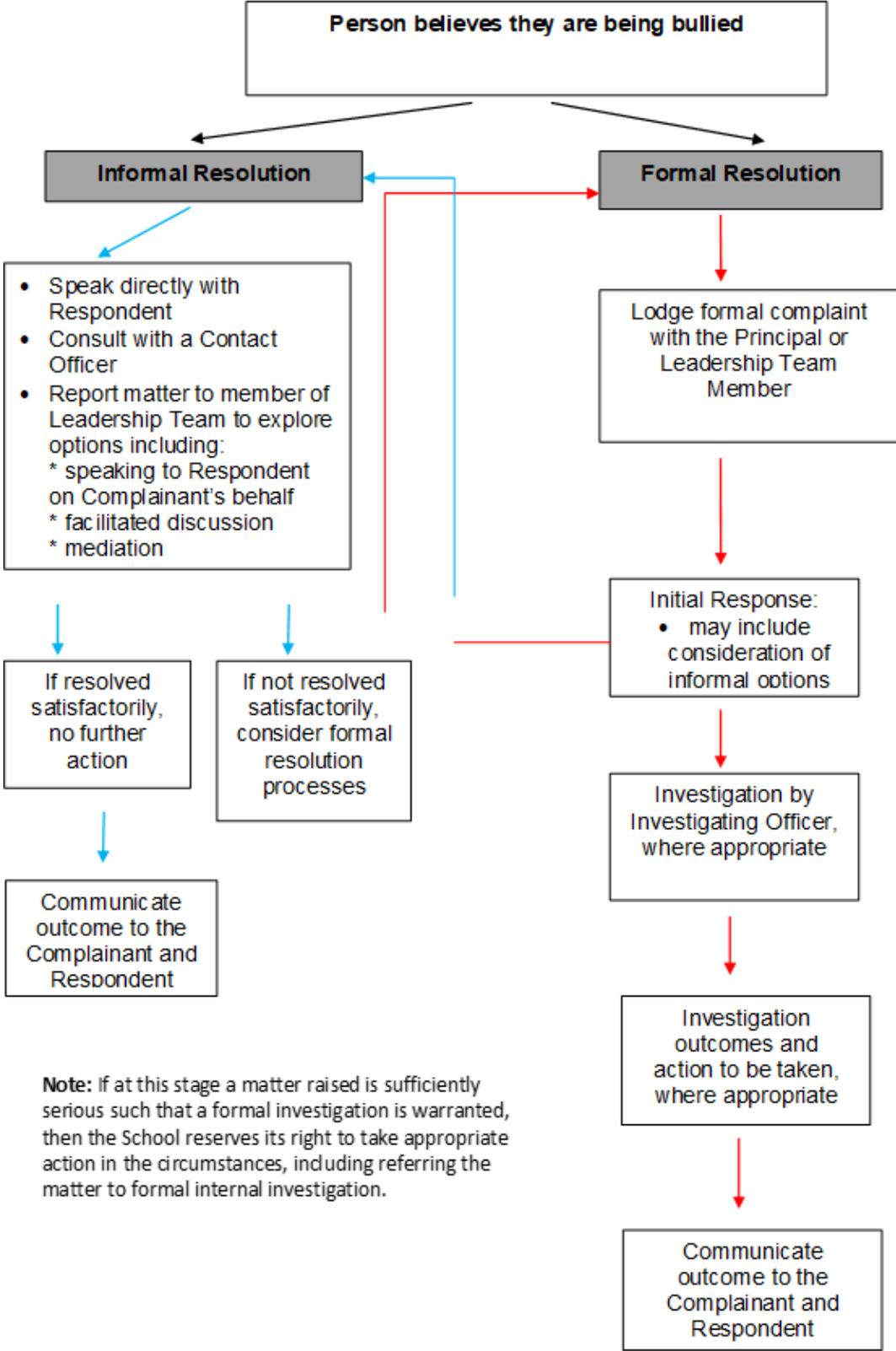
Should any member of our School community, including visitors to our school, have any queries in regard to the School's policy or procedures, please make contact with either of the following personnel on (03) 8808 8400

- Principal: Mrs Jennifer Gray jgray@olgcdeepdene.catholic.edu.au
- Deputy Principal: Mrs Verona Gridley vgridley@olgcdeepdene.catholic.edu.au

***Our Lady of Good Counsel Primary School promotes the safety, wellbeing
and inclusion of all children and young people.***

Appendix 1

Complaint & Grievances Flowchart



Our Lady of Good Counsel School	System Update: 07. 12. 2018	 <small>Our Lady of Good Counsel</small>
Version 0.1	Date of Next Review: 01.12.2019	

Formal Complaints Form

Complainant Details			
Given Name:		Family Name:	
Address:			
Contact Number:		Email:	
Subject of the Complaint			
School	Staff Member	Student	Policy / Procedure
Other (please specify)			
Details Of The Complaint			
(Please attached additional pages if space is insufficient.)			
Details Of The Outcome You Are Seeking			
(Please attached additional pages if space is insufficient.)			
Have You Previously Raised This Concern with a Staff Member?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, When?	
Who dealt with the matter?			
What was the result?			
Signature:		Date:	

School Office Use: Record of Outcomes				
<input type="checkbox"/> Self-Resolution	<input type="checkbox"/> Supported Self-Resolution	<input type="checkbox"/> Facilitated Mediation	<input type="checkbox"/> Intervention	<input type="checkbox"/> Investigation
Actions Taken to Resolve the Complaint				
Date the matter was finalised:				
Name of Staff Member:			Signature:	