



Education &  
Communities

## Anti-Bullying Plan

Winmalee 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.

The school executive team, staff, students, Learning Support Team and Parents & Citizens Association have been involved in developing strategies to prevent and respond to bullying in Winmalee High School. The plan is available on the school web site and on request from the school. The plan will be reviewed yearly or as required. The school community will be kept informed about all relevant implementation strategies.

## 1. Statement of purpose

Winmalee High School does not tolerate bullying in any form. Every member of the school community has the right to participate, learn and teach in a respectful and safe environment where everyone can be who they want to be. WHS is committed to preventing and responding to bullying behaviour across the school. It is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community. All members of the school community contribute to the preventing of bullying by modelling and promoting appropriate and respectful behaviour. At Winmalee High School we encourage students to support one another and take a stand against bullying. This plan aims to educate the school community about bullying and provide support and procedures to respond to bullying.

## 2. Protection

### 2.1 Rights and Responsibilities

Winmalee High School promotes students fundamental right to be safe at school. It is the school's responsibility to help ensure all staff and students feel safe and

respected. The culture the school is working towards is one which everyone can expect to be safe and also be responsible for behaving in safe and respectful ways. Students accept they have a right to report bullying and harassment to protect their own and other's safety.

### 2.2 Winmalee Policy

Winmalee High School does not condone bullying and believes strongly in the right for all students to learn in a safe and supportive environment where the risk from all types of harm is minimized. All members of the school community should feel respected and included and can be confident that they will receive support in the face of any threats to their safety or wellbeing.

### 2.3 Who is Responsible

Teachers, students, parents, caregivers and members of the wider community have a responsibility to work together to address bullying.

#### **Students have a responsibility to:**

- Behave appropriately, respecting individual differences and diversity, including gender and sexual diversity
- Behave as responsible digital citizens
- Follow the school Anti-Bullying Plan
- Report all incidents of bullying
- Support their friends
- Support students to take a stand against bullying.

#### **Parents /caregivers and members of the school community have a responsibility to:**

- Support their children in being responsible citizens and to develop responsible online behaviour
- Promote respectful relationships regarding difference and diversity
- Be aware of the school Anti-Bullying Plan and assist their children in understanding bullying behaviour and developing positive responses to bullying, including reporting bullying
- Work collaboratively with the school to resolve issues of bullying.

### **Teachers have a responsibility to:**

- Respect and support students in all aspects of their learning
- Promote respectful relationships regarding difference and diversity
- Model appropriate behavior
- Respond in an appropriate and timely manner to incidents of bullying according to the school Anti-Bullying Plan, and school procedures
- Have knowledge of school and Department of Education policies
- Work collaboratively with students and their families to resolve issues of bullying.

## **2.4 Strategies to maintain positive relationships**

Winmalee High School implements the following strategies to promote and maintain positive relationships that respect and accept individual difference within the school community.

- Participation in National days of action and school campaigns and initiatives (Harmony Day, White Ribbon Day)
- Positive Behaviour for Learning strategies and lessons and whole school assembly presentations
- Peer Support Program
- Peer Reading
- Learning Support Team structures that promote equality, respect and understanding.
- Student Representative Council
- School Recognition and Reward Ceremonies
- Year based Roll Call
- Rock and Water
- Supportive classroom environment
- School camps and excursions for year groups
- School Learning Hub
- Mediation
- Targeted programs and collaboration with outside agencies
- A range of extracurricular programs promoting relationships across year groups
- A whole school focus on Positive Education and wellbeing.

## **2.5 Bullying Defined**

Bullying is the unwanted, aggressive and repeated verbal, physical, social or psychological behavior 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.

The school community considers the following types of harassment to be bullying behaviour:

- Verbal
- Physical,
- Psychological
- Cyber
- Social

## **3. Prevention**

### **3.1 Strategies to prevent Bullying**

In addition to the strategies to maintain positive relationships, Winmalee High School uses the following strategies and programs to prevent bullying.

Student assembly presentations, PBL lessons, Anti-Bullying contracts, peer support programs, Rock and Water programs inter-agency support, individual counsellor programs, mediations between student using restorative practices, positive relationships programs, whole school initiatives and campaigns and behaviour monitoring programs. Year 11 Life Ready program, Positive Behaviour for Learning Initiatives and year focused events and programs support curriculum covered in PDHPE. These programs ensure that anti bullying strategies are embedded across the school in every classroom.

## **4. Early Intervention**

### **4.1 Identifying students at risk**

Winmalee High School is committed to the early identification of students at risk, as well as identifying students who are not treating others with respect. This occurs as part of the transition program and enrolment procedures. Support structures are provided for all students so they understand the procedures to follow if they experience bullying. Specific support is available for students who have experienced bullying and those engaged in bullying behaviour. In the first instance, this takes the form of an anti-bullying contract. This may include mediation between the students involved. Students who have a history of being engaged in bullying behaviour will be assessed for risk management support plans. At risk students will be given additional support from the Year Adviser, Deputy Principal, Counsellor and LST as appropriate.

## **5. Response**

## 5.1 Responding to Incidence

**At Winmalee High school, we empower all students to take a stand against bullying by supporting each other. The school encourages upstander behaviour.**

Winmalee High School will respond to all incidents of bullying with a view to resolving issues in a timely and effective manner, providing support for those bullied and education of students who are involved in bullying.

Students will be required to report the incident and write a statement with specific details so that the incident can be investigated. The student being bullied may have a support person.

## 5.2 Strategies to support and educate

Strategies such as bullying contracts, assembly items, whole school activities, whole school campaigns, lesson etc, are designed to promote inclusivity, empathy and compassion. Individuals who are involved in bullying will be expected to work with the school to resolve incidents, have support to change bullying behaviour, and most importantly work to rectify their behaviour and make things right with the person they have bullied. Where appropriate the student may access counselling, meet with the School Police Liaison Officer, or participate in a relevant support program.

## 5.3 Procedures after an incident is reported

When an incident is reported, students will be asked to complete a statement outlining the incident/s. If appropriate the Anti-Bullying Contract Part 1 will be completed to allow for investigations to commence. Students can report bullying to any teacher in the school, including Year Advisers, the Head Teacher Wellbeing, Counsellor or the Deputy Principal. Parents and carers may make an appointment with the school to discuss concerns or report an incident of bullying by phone.

When an incident has been reported, the school will interview the students alleged to be involved. The alleged bully will complete the Anti-Bullying Contract Part 2, to ensure each student has the right to be heard.

Note: In some instances, it may become apparent that the students are giving each other a 'hard time'; being unkind, uncaring or disrespectful. The difference between mean/unkind behaviour and bullying will be defined if required. Students will be expected to work with a staff member to resolve these issues and may be asked to participate in a mediation to resolve conflict.

The staff member investigating the matter is advised to consult with the appropriate Year Adviser, Head Teacher and or Deputy Principal to determine

the most appropriate action to take. All previous incidents will be considered to ensure effective support/consequences for the students involved. In the first instance students are given a chance to modify or change their behaviour without disciplinary consequence. This occurs if:

- They appear to understand that bullying is not acceptable and will not be tolerated at Winmalee High School.
- They commit to stop bullying the person.
- They stay away from the person.
- They positively participate in a mediation to resolve the issue if this is deemed as an appropriate way forward.

If the student has been involved in a previous bullying incident at Winmalee High School, the student may receive a warning of suspension regardless of whether the bullying relates to one student or several students. If they continue to be engaged in bullying behaviours, they risk being suspended. If a student is engaged in bullying, the order of consequences which apply are 1. The Anti-Bullying contract; 2. Formal Caution, 3. Suspension. Behaviours considered to be 'above the line' e.g. physical assault, violence, severe threats and intimidation, cyber bullying will be dealt with according to Department of Education Suspension and Expulsion policy.

It can be expected that matters reported are dealt with in a timely manner and any concerns regarding the follow up on any incidents of bullying should be addressed with the school as soon as possible.

## 5.4 Student support

Students who have been affected by or have engaged in bullying behaviour can be supported through a range of interventions including the peer support program, behavior modification/education programs, monitoring, group and individual counselling, discipline strategies including suspension and external agency support. These decisions will be made by the staff following up on the incident. All relevant documentation needs to be submitted for filing in the student's file and if appropriate, an entry recorded on the school's electronic referral database, *Sentral*. Counsellor support is available at all levels of intervention.

## 5.5 Informing Parents/Carers

The school will work collaboratively with parents and carers when working to resolve issues of bullying. The privacy of students is paramount when dealing with the sensitive issue of bullying. Parents and carers will be informed about their child's involvement and the supports and programs offered. The school will

provide as much information regarding the incident as possible, without impinging on the privacy of other students.

### **5.6 Incidence involving assaults**

If any incidents involving assaults occur in the school, the Department's incidence reporting hotline will be contacted as well as the Police if an injury has been sustained. If threats, intimidation or harassment occur in the school, the school will look at details of each incident to determine the most appropriate course of action, as per the Department of Education policies. At all times, contact should be maintained between the school and the families involved.

### **5.7 Recognition of Bullying and students at risk of harm**

All staff are trained in the current Child Protection guidelines and procedures. If there are details of concern, the decision tree will be completed by a member of the Senior Executive and the school will take action on the recommendations. The Deputy Principals and Principal will make reports to DOCJ and contact the Child Wellbeing Unit.

The school will provide education for staff, community and students about what bullying is and what constitutes bullying behaviour. Staff will be inducted on how to use the Anti-Bullying Contracts with students. All teachers in the school will actively supervise and intervene in any situation which may be bullying. Students are encouraged to report bullying, both as the person being bullied and a witness. The community is encouraged to inform the school if they believe bullying is occurring. Through the Year Adviser and Deputy Principals, the referrals of students will be monitored to identify and determine patterns of bullying.

### **5.8 Where is the Anti-Bullying Plan located**

The Anti-Bullying Plan will be made available to the school community on the school website. It will also be made available to staff through the school server, in the Policies Folder.

### **5.9 Reporting and Evaluation of Anti-Bullying Plan**

The school plans to determine the effectiveness of the Anti-Bullying Plan through annual evaluation. The PBL team monitors data and if incidences of bullying increase, the PBL team will review strategies and programs implemented across the school.

The school will maintain a copy of the current Anti-Bullying Plan on the school website.

The Anti-Bullying Plan will be reviewed at least every three years, through Learning Support Team, Positive Behaviour for Learning Team and P&C meetings.

## **Additional Information**

Police Youth Liaison Officer (YLO) 4751 0299

School Liaison Police officer (SLP) 4751 0299

[www.nsw.relationships.com.au](http://www.nsw.relationships.com.au)

[www.headspace.org](http://www.headspace.org)

[www.missionaustralia.com.au](http://www.missionaustralia.com.au)

[www.kidshelpline.com.au](http://www.kidshelpline.com.au)

## **Principal's comment**

As a Positive Behaviour for Learning (PBL) school, we work constantly to build a clear understanding of how we expect members of our community to conduct themselves to ensure a safe, supportive and respectful learning environment.

The Senior Executive and staff are committed to working to enhance the wellbeing and safety of our students. When necessary, we will take the appropriate disciplinary action to prevent bullying and to send a strong message, that bullying is unacceptable and will not be tolerated at Winmalee High School.

Our school is well known for the strong relationships it engenders between students, staff and students and parents and staff. I will work to encourage and maintain this culture of positive relationships. Our PBL motto captures our position on this matter very well:

**Say No to Bullying and Say Yes to Kindness /**

**Be who you want to be at Winmalee**

## School contact information

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### Revised by:

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