



# ANTI-BULLYING POLICY

## I. ETHICAL STATEMENT

St Margaret's Anglican Girls School is committed to maintaining an environment that: values the inherent worth and dignity of every individual; fosters tolerance, sensitivity, understanding and mutual respect; and encourages its members to strive to reach their full potential.

This commitment has its foundation in The Philosophy of the Sisters of the Society of the Sacred Advent for their schools:

*To nurture the individual within a caring community so that each will realise his or her full potential to engender Christian values, encourage high academic standards and service to others so that all will have not only one goal, but also the inner strength "to love one another as I have loved you" (St John 13:34).*

All members of the School community must be able to pursue their goals, educational needs and working lives without intimidation or injury generated by intolerance and harassment.

The School is committed to ensuring a healthy and safe working and learning environment that is free from discrimination and all forms of harassment, which are unacceptable behaviours and will not be tolerated under any circumstances.

## 2. DEFINITION

Bullying has been defined as repeated oppression, psychological or physical, of a less powerful person by a more powerful person or group of persons" (Rigby, 2007).

Bullying may be overt (that is behavior visible to others) or covert (that is behavior is not visible to others).

Common forms of bullying have been categorised as:

- **Physical bullying:** including hitting, kicking, tripping, pinching, and pushing or damaging the property of another person.
- **Verbal bullying:** including name-calling, insulting, teasing, intimidating, making homophobic or racist remarks, or verbally abusing another person.
- **Psychological or social bullying:** designed to harm another person's social reputation and/or cause this person humiliation, including lying and spreading rumours, hurtful mimicking behaviour, playing nasty jokes designed to cause embarrassment and humiliation, damaging someone's social reputation or social acceptance, encouraging others to socially exclude another person, mobbing, and making negative facial or physical gestures, menacing or contemptuous looks, towards another person.
- **Cyberbullying:** including behaviours such as harassing another person via a mobile phone or internet-based social networking site, setting up a defamatory personal website or deliberately excluding someone from interacting within social networking spaces.

**Conflict or fights between equals and single incidents are not defined a bullying.**  
(Australian Research Alliance for Children and Youth, 2014)

## **PROCEDURES**

### **Action for Staff to take**

1. Watch for early signs of distress in students.
2. Report all incidents or suspected incidents to the Head of Year or Dean of Students or Head of Primary School.
3. Offer the target immediate support and help.
4. Include appropriate learning activities to counter bullying in your lessons, taking time to discuss this policy in year level or form time groups.

### **Action for Parents/Guardians to take**

1. Watch for signs of distress in your child. There could be an unwillingness to attend school, a pattern of headaches or stomach aches, equipment has gone missing, etc.
2. Take an active interest in your child's social life.
3. If you think students from the school are bullying your child, contact the Head of Year or Head of Head of Primary/Dean of Students.
4. Talk openly and often with your daughter, listen to her concerns in an understanding way.
5. Contact the School for additional support and strategies that will help your daughter.

### **Action for Students to take**

1. Students are encouraged to report all incidents of bullying to a trusted teacher or their Head of Year, Form Teacher or classroom teacher, even if the student is not directly involved.
2. Students sometimes need support to deal with certain incidents that involve aggression and conflict resolution; therefore, they should speak with a member of the School's staff, in confidence.
3. Offer support to students who are being bullied and show the student/s doing the bullying that it is wrong and unacceptable.
4. Talk with your friends and foster healthy, positive relationships.

### **Action for the School to take if the investigation shows that the matter involved criminal liability, the school will:**

- a) Advise the victim and their parents of their capacity to make a formal complaint to the Queensland Police Service;
- b) The School will assist fully in any Queensland Police Service investigation;
- c) If the victim or their parents are reluctant to pursue criminal liability, the School will formally advise the student and their parents of School's limited powers going forward to monitor the matter;

### **If the investigation shows that the matter involves civil liability the School will:**

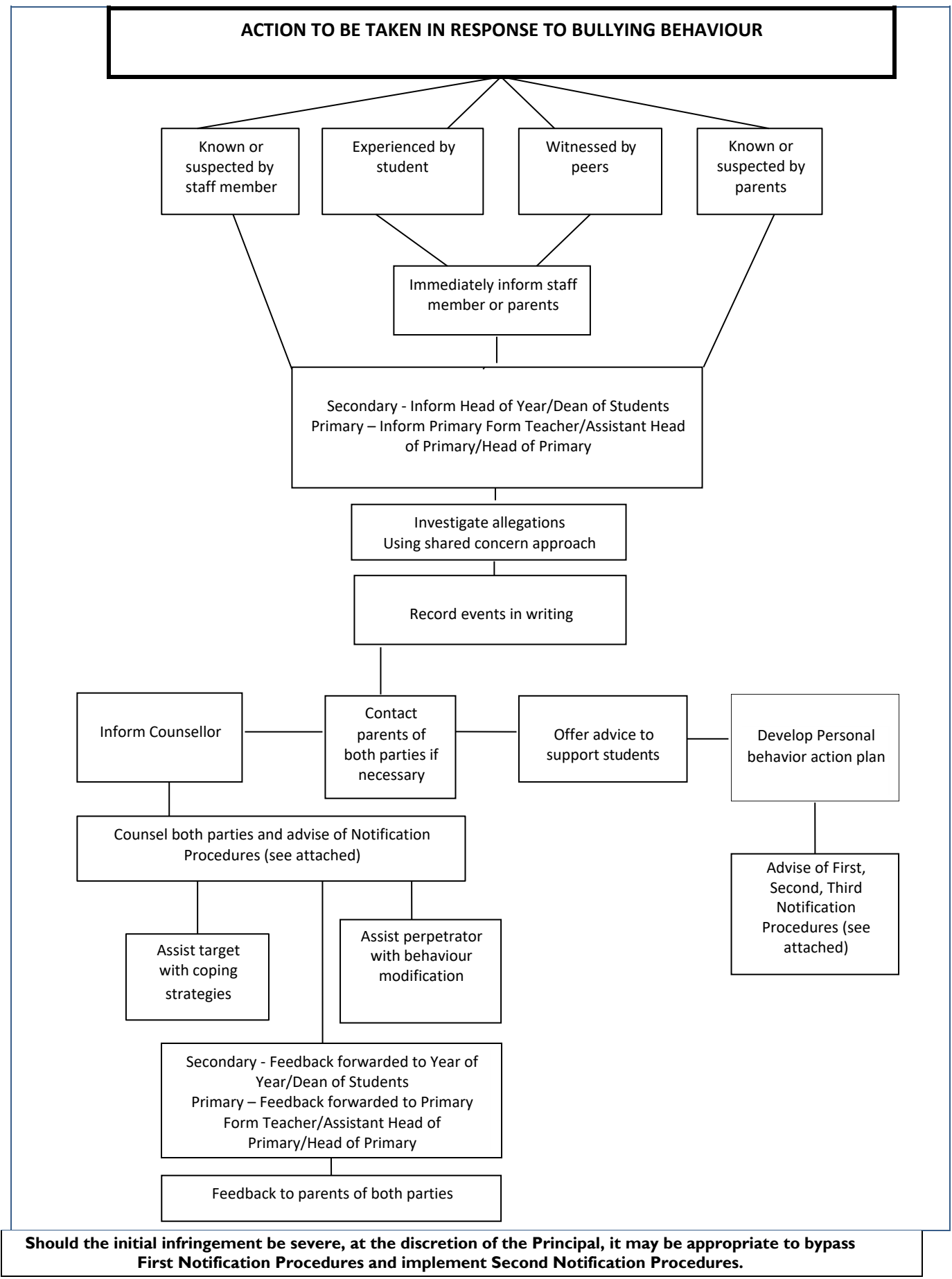
- a) Advise the victim and their parents to retain their own lawyers for independent advice if they wish to pursue the bully;
- b) If appropriate, instruct the School's lawyers for specific advices and the School's rights to pursue the matter; and
- c) Advise the School's insurance broker of the possible legal action;

### **Upon resolution of the complaint the School will:**

- a) Counsel all students in the School's bullying policy, respecting the confidentiality of the victim and their complaint; and
- b) Reassess the School's Supportive School Environment Policy and the Laptop Handbook.

### **Related Documents**

St Margaret's Child and Youth Risk Management Strategy  
Student Protection in Anglican Schools Policy and Procedures  
Community Code of Conduct  
Acceptable Use of Technology Policy  
Mobile Phone Policy



**CONSEQUENCES OF BULLYING BEHAVIOUR IN SECONDARY SCHOOL**

**FIRST NOTIFICATION**

Behaviour clearly identified with student to ensure an absolute understanding of the issue using Shared Concern Approach

Student given opportunity to respond

Student counselled on appropriate and acceptable behaviours and a commitment to change is then expected

Situation monitored by teachers, counsellor, Head of Year and Dean of Students

Legal implications of harassment clearly stated

Mediation between students arranged if appropriate

Student advised she is to inform her parents

School will contact parents and confirm this has been done

Consequences of subsequent infringement clearly stated

**SECOND NOTIFICATION**

Procedures for First Notification carried out

Meeting with parents, Head of Year and Dean of Students and where appropriate Student Counsellor

Student withdrawn for up to one week

Re-entry into school negotiated with school, student and parents

Consequences of further infringement clearly stated

**THIRD NOTIFICATION**

Behaviour clearly identified with student to ensure an absolute understanding of the issue.

Student given opportunity to respond

Meeting with parents, Dean of Students and Principal

Legal implications of harassment stated

Student withdrawn or excluded permanently from school

# CONSEQUENCES OF BULLYING BEHAVIOUR IN PRIMARY SCHOOL

## FIRST NOTIFICATION

Behaviour clearly identified with student to ensure an absolute understanding of the issue using Shared Concern Approach

Student given opportunity to respond

Student counselled on appropriate and acceptable behaviours, and a commitment to change is then expected

Situation monitored by teachers, counsellor, Head of Year and Dean of Students

Mediation between students arranged if appropriate

Parents advised

Behaviour modification plan established and monitored

## SECOND NOTIFICATION

Procedures for First Notification carried out

Meeting with parents, Head of Primary and where appropriate Student Counsellor, Chaplain

In school or out of school withdrawal

Re-entry into school negotiated with school, student and parents

Consequences of further infringement clearly stated

## THIRD NOTIFICATION

Behaviour clearly identified with student to ensure an absolute understanding of the issue.

Student given opportunity to respond

Meeting with parents, Head of Primary, Principal and where appropriate Counsellor, Chaplain

Legal implications of harassment stated

Out of school suspension, withdrawal or exclusion