St Luke’s School Anti–Bullying Policy

St Luke’s School Anti-Bullying Policy is based on the CEO Sydney Policy.

Rationale

At St Luke’s School the dignity of the human person, which is the foundation of all Catholic social teaching and is inherent to the ministry of Catholic education, is of paramount importance. We are committed to the creation and maintenance of a respectful, safe and supportive learning environment that promotes student wellbeing and enables us to engage a diverse range of learners in an inclusive manner.

Within this context we ensure that learning technologies are used ethically and responsibly, that communication is respectful, and that human dignity is highly valued.

In a caring and supportive school culture that promotes positive relationships and reflects Gospel teachings, teachers, students and parents are well equipped to prevent and respond to incidents of bullying, inappropriate use of technology and disrespectful behaviour in our school.

Bullying and cyber-bullying disregard core values of the Catholic faith including dignity, respect, justice, equity, compassion, trust and courage. Bullying, including cyber-bullying, can adversely affect the wellbeing of students and is therefore unacceptable.

Defining 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.

Bullying can involve humiliation, domination, intimidation,
victimisation and all forms of harassment including that based on sex, race, disability, sexual orientation or practice of religion. Bullying of any form, or for any reason, can have long-term effects on those involved, including bystanders. Bullying can happen anywhere: at school, travelling to and from school, in sporting teams, between neighbours, or in the work place.

Examples of Bullying

Bullying behaviour can be:
- Verbal, e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- Physical, e.g. hitting, punching, kicking, scratching, tripping, spitting
- Social, e.g. ignoring, excluding, ostracising, alienating, making inappropriate gestures
- Psychological, e.g. spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

Conflict or fights between equals and single incidents are not defined as bullying

Bullying behaviour is not:
- Children not getting along well.
- A situation of mutual conflict.
- Single episodes of nastiness or random acts of aggression or intimidation.

Defining Cyberbullying

Cyber-bullying involves the use of any information communication technology by an individual or group to carry out deliberate, isolated or repeatedly hostile behaviour that is intended to harm others, or is undertaken recklessly without concern for its impact on others. Parents sign a Student Acceptable Use Agreement Form on
enrolment. This agreement is discussed with students at the beginning of each new school year.

**Procedure for Dealing with a Reported Incident**

All instances of bullying should initially be reported by the student or parent to the classroom teacher or teacher on playground duty at the time of the incident. In most circumstances the matter can be resolved with prompt and positive action from the classroom teacher. If needed the classroom teacher will make contact with the parent/carer to inform them of any relevant issues regarding the situation. If the classroom teacher deems it a case to be reported further it is recorded on the school's’ tracking system and a notification of an incident is sent via email to the Principal and Assistant Principal. The Principal/Assistant Principal will follow the matter through and record appropriate actions on the school tracking system.

Students found to be bullying face a range of consequences as listed below. Incidents will be placed on the child’s profile in the school’s tracking system. Any retaliation against someone who reports bullying will be dealt with very seriously. The immediate response from the school is to investigate the situation immediately.

**Consequences may include:**
- Detention over lunch in the school office area.
- Recording the incident in the student database.
- Formal interview with Principal or Assistant Principal.
- Parent notification and involvement.
- Restitution for any damage to property or personal possessions.
Incident Flowchart

When cases of bullying are reported staff are to follow the Anti-Bullying Incident Flowchart.

Complaints Policy

In the first instance all complaints should be addressed to the school’s principal through the school office. The contact number for the school office is 97735930, or through an email

info@stlrevesby.syd.catholic.edu.au

The school follows the CEO policy for the Resolution of Complaints. This policy can be accessed through the following link.


Record Keeping of Issues

Incidents that are deemed to be bullying by the school staff are recorded on the school’s tracking system and an email notification is sent to the principal/assistant principal when a new incident is added to the system. Any patterns or repeat offenders are actioned using the
consequences stated above. All entries onto the database are kept on the student’s profile as a record of instances occurring in the school. All entries onto the database are signed off on a monthly basis by the principal/assistant principal, noting action taken and resolution to the situation.

**Staff Training and Induction**

The school will provide regular opportunities for all school staff to be trained to recognise and respond effectively to bullying. This training will include the key elements of digital citizenship. Each year the staff will be reoriented to the school based policies and procedures as well as the CEO Anti Bullying Policy. This will be done at the start of each new school year. Introduction to school and CEO based policies for anti-bullying will also form part of the induction process for all new staff members. School staff will regularly review their processes for identifying and responding to bullying, as well as how to report an incident using the school based tracking and reporting system.

**Student Training**

Students will be given regular and explicit instruction around the school’s Anti-Bullying Policy and the steps being taken to keep the school community safe. They will be encouraged to:

- Refuse to be involved in any bullying situation
- Support students who are being bullied
- Actively discourage the bully from continuing the behaviours
- Report incidents of bullying to staff in order to seek help

If students who are bullied have the courage to speak out, they may help reduce pain for themselves and prevent others becoming potential victims. Students who remain as observers while bullying takes place become part of the process of bullying by their presence and should be held responsible for that action.
Anti-Bullying Strategies

Our aim in counteracting bullying is conflict resolution rather than just conflict management. Children are taught three strategies to counteract bullying:

- Remember bullying is never allowed.
- Try to be assertive - tell the bully, “Leave me alone”.
- Tell a grown up. You don’t have to handle the problem alone. (Tell the teacher on duty and your classroom teacher.)

Strategies will be displayed in classrooms next to code of conduct and published each term in the newsletter. The Principal or Assistant Principal are notified in all reported cases of bullying behaviour and consequences are imposed as appropriate. In extreme cases, or in the event of repeated offences, a meeting with parents is requested.

Anti Bullying Services

- NSW School Liaison Police Youth Officer Ph: 9783 2261
- Bullying – No Way! www.bullyingnoway.com.au
- Reach Out: www.reachout.com.au