Evanston Gardens Primary School
Anti-Bullying/Harassment Policy

Evanston Gardens Primary School is committed to providing a safe and caring environment which fosters respect for others and does not tolerate bullying/harassment/violence.

Our policy links with our school behaviour code which is based on the following principles:
- All school community members should be able to work, play and visit in a safe school environment
- teachers should be able to teach and students should be able to learn
- students should behave in a manner that demonstrates respect for themselves, others and property
- individuals should be responsible and accountable for their behaviour

BULLYING/HARASSMENT … What is it?

Bullying / harassment are repeated harmful behaviors that deprive individuals and groups of their rights, jeopardise physical and emotional safety and undermine the wellbeing of our school community and society. (Based on a statement from the Bullying. No Way! Website www.bullyingnoway.co .)

Types of bullying and harassment.

Physical:
- Hitting, kicking, punching, using a weapon, pushing, shoving, spitting, making rude gestures,
- taking or damaging something which belongs to someone else, forcing others to hand over food,
- objects, money or something which belongs to them, forcing someone do something they don’t want to

Verbal:
- Name calling, inappropriate language, teasing, threatening, demeaning someone personally e.g. appearance, physical characteristics, actions or cultural background

Social:
- Excluding others from the game or group, spreading rumours or hurtful stories about others, asking unwanted questions about a persons private life

Racial:
- Racially oriented jokes, drawings or literature or acts or communications that are intended to harass, intimidate or humiliate students, staff or visitors on account of race, religion, colour or national origin

Sexual:
- Inappropriate touching, gestures or language of a sexual nature, sexually oriented jokes, drawings or literature

Cyber:
- Bullying or harassment which is carried out through an internet service such as website, email, chat room or that which can include bullying through mobile phone technologies such as short messaging service (SMS) and photography. This includes acts of cyber bullying off site or outside of school hours.
RESPONSIBILITIES

At Evanston Gardens it is everyone’s responsibility to refrain from engaging in bullying and take the necessary steps to stop bullying behaviour wherever and when ever they may encounter it.

Responsibilities of the Principal:

- To develop, implement and review anti-bullying policy regularly
- To ensure that surveys are administered annually in line with the review of the policy
- To provide Governing Council with updates on relation to school bullying data twice a year
- To ensure that all new staff and new students are familiar with the policy
- To ensure that as part of the enrolment process that parents acknowledge to agree to the school behaviour code annually
- To ensure that all staff will be involved in relevant T&D on an annual basis and as part of the induction program at Evanston Gardens Primary school.

Responsibilities of staff:

- To be familiar with the school’s bullying policy and procedures
- To implement proactive programs.
- To model and teach students to value and respect others
- To actively follow up incidents
- To ensure that children are adequately supervised
- To record incidences of bullying and harassment.
- To sensitively handle incidents which may be reported by a bystander
- To regularly revisit the school’s Grievance Procedures
- To explicitly teach conflict resolution strategies
- To clearly communicate the school’s bullying policy to the school community through as many channels as possible eg Newsletter, parent workshops
- To consider issues related to bullying when developing NEPs, ILPs & IEPs

Responsibilities of Children:

- To be respectful of others and to not bully or harass others
- To help someone who is being bullied or harassed eg by telling the bully / harasser to stop, getting the other person away from the situation or telling the teacher.
- To ‘tell’ if they are being bullied / harassed or if they see someone else being bullied/harassed – both at school and on the way to and from school
- To persist … if you tell someone and action hasn’t been taken to help your situation, then tell someone else.
- To follow the Grievance Procedures as described

Responsibilities of Parents:

- To monitor signs that their children may be being bullied/harassed inside and outside of school
- To speak to someone on staff at Evanston Gardens Primary School if their child is being bullied or harassed, or they suspect that this is happening
- To instruct their children to ‘tell’ if they are bullied/harassed
- To monitor the ongoing welfare / wellbeing of their child
- To work with the school to resolve incidents of bullying or harassment
- To acknowledge/ agree to the schools behaviour code annually

REPORTING OF BULLYING/HARASSMENT

Incidences of bullying / harassment can be reported to any staff member by children and their parents. Any bullying / harassment incidences that are dealt with will be recorded and this record will be kept. A record of these incidents will be maintained and monitored so that any patterns or practice of behaviour by any group or individual can be monitored.

RESPONDING TO REPORTED INCIDENCES OF BULLYING / HARASSMENT

When a bullying / harassment incident is reported or observed we may use any of the following actions after an assessment of the situation by the teacher, school counsellor or the principal:

- Talk to the children involved about the incident and remind them that such behaviour is not acceptable. After discussion with the victim, determine how they would like to proceed. If they indicate their willingness, act as a mediator so that the victim is able to tell their story.
- Monitor the behaviour of the children involved following this discussion. The victim may also need support to develop skills to deal with incidents that may occur in the future. This could be done through a ‘what if …’ discussion with the victim and lead to assertiveness development, managing feelings or strategies for specific situations. Discussion with onlookers may also be needed so that they too can feel supported to take positive action in given situations.
- Have the bully / harasser write an apology to the victim and keep a copy.
- Have the bully / harasser write an agreement for future behaviour, which they present to the victim.
- Inform other staff of the incident and record it.
- Remind the bully / harasser of the consequences of further incidences
- If the aggression is repeated or considered severe, separate the offending child from the group for Senior Staff to address appropriate consequences. Parents will be contacted.
- If the child continues to bully / harass, make an appointment to speak to the parents / carer. Remind them of the policy and ask for their cooperation in helping the child to stop bullying / harassing other children
- If none of the actions succeed in stopping the child from being aggressive, he / she may be withdrawn – either from the playground or from the classroom for a period of time. A referral to the Regional Interagency Behaviour Management team may then happen.

The staff will be responsible for ensuring that incidences of bullying / harassment are dealt with as soon as possible after it is reported or observed and in a manner consistent with both this policy and the school’s behaviour policy.

EVALUATING THE PROCEDURES FOR DEALING WITH BULLYING / HARASSMENT

We will evaluate our policy and procedures each year. They will be evaluated by:

- Noting if there has been a reduction in reported or observed incidences of bullying/harassment
- Surveying students
- Noting if there has been a change in the ethos of the school
- Speaking to parents who have reported incidences to find out if the problem has been resolved.

REVIEW

The Anti bullying / Harassment policy will be reviewed annually by staff and Governing Council

This policy was last ratified by Governing Council on 20th March 2012.