



Education &  
Communities

# Anti-bullying Plan

## JANNALI PUBLIC 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.

# Jannali Public 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.

Regular review of the plan is to be undertaken by the school's Positive Behaviour for Learning (PBL) Team, Learning and Support Team and School Executive Team. These teams regularly analyse bullying incident data to inform prevention, intervention, and response strategies. In addition, the plan will be reviewed by the community every three years, or as needed.

- A staff committee will develop a draft plan. This will be presented to the whole staff for discussion and input.
- Students will be consulted via the Student Representative Council (SRC) for discussion and input.
- The school community will be consulted through the parent representative body, and the P&C.
- The plan will be put on the school's website once ratified by the P and C.

## Statement of purpose

### School Anti-bullying Plan – NSW Department of Education and Communities

Jannali Public School is committed to providing a safe, respectful learning environment which fosters respect for others and does not tolerate any form of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environment of our school.

Students, teachers, parents, caregivers and members of the wider community have a responsibility to promote positive relationships that respect and accept individual differences and diversity within the school.

Underpinning all our school policies and programs are our core values and Positive Behaviour for Learning (PBL) expectations:

Safe, Respectful Learners.

## Definition of 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.

Cyberbullying 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 for any reason can have long term effects on those involved, including bystanders.

**Conflicts or fights between equals or single incidents are not defined as bullying.**

## Types of Bullying Behaviour

- Verbal: e.g., name calling, teasing, taunting, abuse, swearing, insults, using put-downs, sarcasm/ridiculing (making fun of) and threats.
- Physical: e.g., hitting/punching, kicking, pushing/shoving, scratching, tripping, spitting, throwing objects, intimidation (making someone do something they don't want to do), and taking, hiding or damaging something that belongs to someone else.
- Social: e.g., ignoring, excluding others, alienating, put-downs and using inappropriate/threatening looks and gestures.
- Psychological: e.g., spreading rumours, dirty looks, hiding or damaging possessions and stalking.

- Cyberbullying: e.g., verbal, social and psychological bullying through the use of technology (such as emails, blogs, websites), sending malicious SMS and email messages, and inappropriate use of camera phones.

## Protection

**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 staff, students, parents, caregivers and members of the wider community.**

**School staff have a responsibility to:**

- Model and promote appropriate behaviour
- Have knowledge of school and departmental policies relating to bullying behaviour
- Respect and support students, creating a culture where it is acceptable and encouraged to report incidents
- Respond in an appropriate and timely manner to incidents of bullying according to the school's Anti-Bullying Plan
- Implement school programs which teach students skills and strategies to understand and deal with bullying
- As a PBL school, maintain systems for rewarding and praising positive behaviour and ensure teaching programs include lessons which address behaviour expectations around the school
- Report cases of bullying to the principal or stage supervisor

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

- Behave appropriately at all times
- Show respect for individual differences and diversity
- Behave as responsible digital citizens and report any cyberbullying
- Report incidents of school related bullying behaviour to the school
- Work collaboratively with the school to resolve incidents of bullying when they occur.
- Demonstrate an ethos of respect and concern evident by a willingness to assist others being bullied
- Report incidents of bullying according to the school's Anti-Bullying plan.

### **Parents and caregivers have a responsibility to:**

- Be aware of and support the school's Anti-Bullying Plan
- Assist their child in understanding bullying behaviour in accordance with the school's Anti-Bullying Plan
- Work collaboratively with the school to resolve incidents of bullying when they occur.
- Not approach other children or their parents directly to express their concerns
- Support their children in developing positive responses to incidents bullying consistent with the school Anti-Bullying Plan
- Report incidents of school related bullying behaviour to the school (Class teacher in the first instance)

## **Prevention**

At Jannali Public School we maintain a positive climate of respectful relationships. We implement strategies and programs to prevent bullying and increase awareness of bullying behaviour.

These include:

- Inform students and parents of the Student Welfare and School Discipline policy and other relevant information
- Explicit and ongoing teaching of the school wide behaviour expectations for all students K-6
- Consistent implementation of negotiated classroom expectations, routines, and procedures
- Clear identification of the behaviours that are unacceptable via the school's Anti-Bullying Plan
- Identification of strategies for dealing with bullying via the school's Anti-Bullying Plan
- Promotion of the school's Anti-Bullying Plan throughout the school community via the school's website, assemblies, and newsletter articles
- Encouragement of students to inform staff when bullying occurs
- Acknowledgement by staff of the seriousness of the matter and active intervention in accordance with staff responsibilities
- Provision of clear information to students, parents, and caregivers to outline strategies that promote appropriate behaviour and the consequences of inappropriate behaviour.
- Participation by all K-6 students in Anti-Bullying Day and Harmony Day activities
- Participation by Year 6 leaders and Year 5 students in the Kindergarten Transition Program, promoting a support system for students entering Kindergarten

- **Peer support programs**
- **Social Skills programs taught K-6**
- **Information dissemination through the school's newsletter, school website and E-news app.**
- Communication of bullying incidents to parents when needed
- Communication to parents and caregivers that they have an important role to play in resolving incidents of bullying behaviour involving their children

**Jannali Public School is embedding anti-bullying messages across the curriculum K-6 by:**

**1. Classroom and school practices promoting respectful relationships:**

- Explicit teaching of the school's PBL expectations
- Teaching, revisiting, and reinforcing the school and class rules
- Peer Support Program
- Bounce Back Program which promotes well-being and resilience
- Promoting Positive Bystander Behaviour Program
- Utilising teaching resources from NSW Anti-bullying website
- Student Representative Council
- Acknowledgement of cultural festivals e.g. NAIDOC Week, Harmony Day
- Items in the fortnightly newsletter
- Annual celebration of White Ribbon Project
- Teaching units e.g., Child Protection, Personal Development, Health, Stage 3 Cyber safety Program

- Police Youth Liaison Officer Presentations
- High School and Kindergarten Buddy and Transition Program.

**2. Training and development for staff and community to enable all school community members to recognise and respond to bullying, harassment, and victimisation:**

- Staff professional learning
- School newsletter.
- Parent workshops

## Early Intervention

Early identification of bullying behaviour is vital if schools are to be most effective in managing bullying.

It is important that schools respond when issues are identified as it is understood that those who are engaged in bullying and are bullied can experience long term effects.

Some students are identified as being at risk of bullying or developing long-term difficulties with social relationships.

Some students are also identified as using bullying behaviour.

**Strategies the school may implement for these students include:**

- Referral to the Learning and Support Team (LST). The LST will work with the class teacher, parent, and the school counselor to put in place a program or strategies to support the student's needs. The program will be monitored
- Implementation of specific social skills, value activities and programs promoting positive self-image/ self-worth. The school chaplain may run lessons with the class teacher and students.
- Use of social stories and role play situations

- Identification of student strengths and celebration of success
- Implementation of specific emotional-social teaching and learning programs to assist the development of social awareness and social management capabilities to assist with friendship development
- Records of extensive data on student behaviour. When an incident is reported to a teacher on the playground or in the classroom, it is recorded on a daily playground sheet. The incident, names of students involved and action taken is recorded online. This information is regularly reviewed and patterns of bullying can be identified and action taken. If patterns arise, strategies will be put in place to deal with inappropriate behaviour.

## Response

**The whole school community is empowered to recognise and respond appropriately to bullying, harassment and victimisation and behave as responsible bystanders. Jannali Public School is committed to:**

- Maintain active playground supervision and deal quickly and effectively with incidents
- Record reported incidents via our updated PBL system
- Regularly review incidents to identify patterns of bullying behaviour
- Work with parents and carers to look at underlying problems and investigate solutions
- Ensure students know and understand what behaviour is acceptable in the school. (i.e., consistent classroom/playground rules displayed in the school).
- Annual Anti-Bullying Lesson to promote assertive/proactive behaviour by students
- Buddy System
- Professional development for staff related to bullying and the strategies to counteract it

- Work with victims of bullying through a support program with an executive staff member or teacher
- Seek involvement of the school Anti-Racism Contact Officer (ARCO) if applicable
- Involve the Department of Education Learning and Engagement Officers in individual programs if required
- Take disciplinary action outlined in the school's behaviour and welfare policy
- At the discretion of the principal, implement the Department of Education Suspension and Expulsion Procedures if required
- Report the matter to authorities, including police, if required

## Response

**Students may** be proactive and need to decide what action to take. Students know that they **can** control what happens. They will not retaliate by using bullying and will try not to show fear, as the bully is no longer rewarded and the bullying may stop.

- **Step 1:** Ignore it. Show that it does not upset you. The bully is not then rewarded and the bullying may stop. *If it does not stop.*
- **Step 2:** Talk to the person bullying you. Tell him or her to stop. *If it still does not stop:*
- **Step 3:** Talk it over openly with trusted adults (i.e., class teacher or parent). They can help you decide what to do. *If the bullying still does not stop:*
- **Step 4:** Refer to the school executive (Assistant Principals or Principal)

### Parents may:

- Encourage their child to adopt positive strategies to deal with bullying and discuss what bullying is and what it looks like

- Encourage their child to inform their teacher or another staff member when bullying is occurring
- Inform the school of incidents of bullying
- Work with the school in addressing and managing the problem.

## Procedures for Reporting Bullying

- Students are to immediately report all incidents of bullying either verbally or in writing to a staff member
- Parents with concerns about bullying should contact the school by phone, email or in writing ( to speak with the Assistant Principal / Principal )
- All bullying incidents will be taken seriously
- On discovery of incidents of bullying, staff will contact the parents of the student being bullied and the student doing the bullying. All staff to be informed so they can monitor students in the playground
- In the case of cyberbullying, the police may need to be contacted to make a report

## Serious incidents involving assault, threat, intimidation, or harassment

- May have disciplinary action taken
- May be reported to the School Safety and Response Unit by the school
- May be reported to the police by the Principal or Assistant Principals where necessary.

## Child Wellbeing

Where concerns about the safety, welfare or wellbeing of children or young people are evident these concerns **must** be reported to the principal.

The principal will make a decision about the level of risk to a student and what action to take. It is critical that all relevant information is considered.

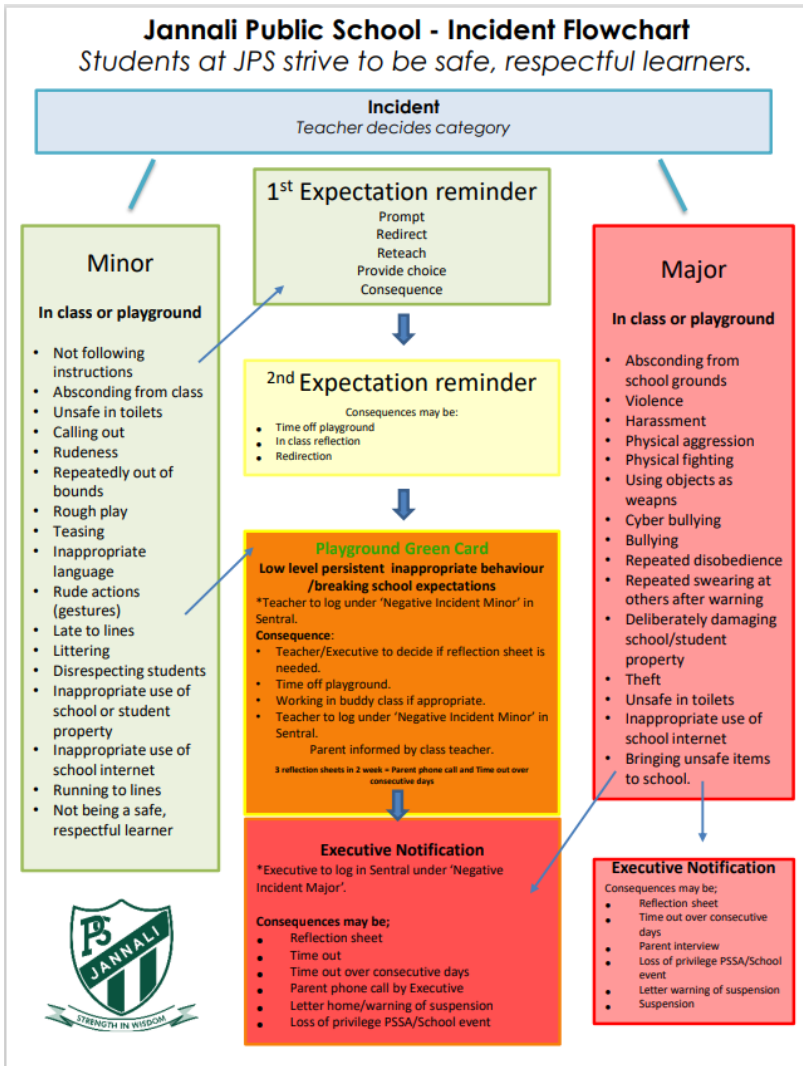
## Promoting and Publicising the Anti-Bullying Plan

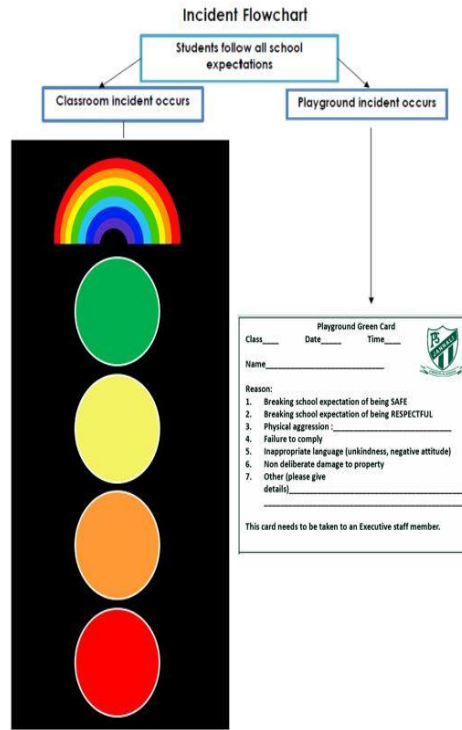
The Anti-Bullying Plan will be available on the school website.

## Additional Information Contacts:

- **Miranda Police Youth Liaison Officer**
- **Kids Helpline 1800 55 1800**
- **School Safety and Response Hotline 1300 363 778**
- **Department of Community Services Helpline 133627**







### K-2 Reflection Sheet

Name \_\_\_\_\_

Class \_\_\_\_\_ Date \_\_\_\_\_

Think about why you are in reflection time?

What expectation was broken?

**Be Safe Be Respectful Be a Learner**

What can you do to fix the problem?

Draw what you will do differently next time.

Teacher \_\_\_\_\_



**Jannali Public School**  
Inspiring Lifelong Learners

### Student Behaviour reflection sheet

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

- 1) What was the inappropriate behaviour that I displayed? \_\_\_\_\_
- 2) Why did I do it? \_\_\_\_\_
- 3) Was I a safe, respectful learner? \_\_\_\_\_
- 4) How did my behaviour effect and impact Other people? \_\_\_\_\_
- 5) What do I need to say to the people that I have been unsafe / disrespectful towards? \_\_\_\_\_
- 6) What are the consequences of my behaviour?
  - a) For myself \_\_\_\_\_
  - b) For others \_\_\_\_\_
- 7) What are some better choices I can make next time regarding my behaviour?
  - 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_
  - 4) \_\_\_\_\_



## Principal's comment

The safety and wellbeing of the children in our school is our priority. The Anti-Bullying Plan is a positive step in developing a consistent community approach to deal with instances of anti-social behaviour in a sensitive and reassuring way.

Clear guidelines and a consistent approach by all members of our school community to educate our children about becoming responsible citizens, provides more opportunities to deliver curriculum and maintain a cohesive and harmonious school community.

*Our Anti-Bullying policy, which has been developed in consultation with staff, students, and parents, reflects the Department of Education's Bullying: Preventing and Responding to Student Bullying in Schools Policy (2011).*

*This partnership between the school, students and their families is based on a shared commitment to provide opportunities for students to take responsibilities for their actions and to have a greater say in the nature and content of their learning. Collaboration between school staff, students and parents or carers is an important feature of discipline in government schools. Student Discipline in Government Schools (2006)*

## Team members who revised the plan

Narelle Chaplin – Principal (Rel)

Evan Beazley - Assistant Principal

Charlotte Forshaw – Classroom Teacher / PBL Team Member

Brianna Soames – Classroom Teacher / PBL Team Member

Jessica Toro – Classroom Teacher / PBL Team Member

Nicholas Creef – Student Wellbeing Support Coordinator.

Presented to Jannali Public School P and C – 8<sup>th</sup> March 2022

## School contact information

Jannali Public School

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Website: <http://www.jannali-p.schools.nsw.edu.au/home>

## Complaint handling procedures

If you are not satisfied with the way the school has dealt or followed up with an issue, you may refer to:

**NSW Education**

### Making a complaint about our schools

We are committed to resolving complaints promptly, so it's best if you let us know about your concerns as early as possible.

For some matters it may be appropriate to talk to the school principal. If you aren't sure who to complain to, your child's teacher or school office staff can provide you with the correct contact details.

**Talking about problems can be the best way to start resolving them.**

Start by contacting your child's teacher by talking to school office staff or in high school by the year advisor. You can raise your complaint in person, by email, over the telephone or by letter if you prefer. Make a time to meet with the teacher or phone the school and ask for an appointment.

**Sometimes, we may ask you to put the complaint in writing. Include details and set out what you would like to happen as a result of the complaint.**

We can help you to put your complaint in writing. You can also use the **complaint form** or the **Feedback Assistant**, both on the Department of Education website. Make a time to meet with the teacher or phone the school and ask for an appointment.

In many cases, staff can manage a complaint made directly to them. Some complaints will need the involvement of the principal or workplace manager.

The person managing the complaint will gather the information they need to properly assess the concerns and make a decision about the best way forward. The complaint manager may make inquiries before contacting you.

When responding to a complaint, we may do one or more of the following:

- take action to fix the matter or improve the situation
- apologise
- provide an explanation
- acknowledge that the situation could have been handled better or differently
- undertake to review policies as a result of your complaint.

Sometimes, we may not be able to change what has happened or the complaint manager will decide that the original decision was appropriate in the circumstances. Whatever the outcome, the complaint manager will give you clear reasons for their decision. This may be in a meeting or by telephone or by email.

If you are not satisfied with the outcome, you can ask to speak to the complaint manager to talk about the issue and raise your concerns.

If you are still not satisfied or believe that the complaint handling process was unfair, you can request a review. The request should be addressed to the initial complaint manager or their supervisor.

Reviews should be completed by a person who has not been the subject of the complaint in any way and has not been involved in managing the complaint.

External reviews of complaints may be conducted by organisations such as the NSW Ombudsman.

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