



Education &  
Communities

# Anti-bullying Plan

Smithfield West 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.

# 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.

## Contextual Statement

Smithfield West Public School is a school of high cultural diversity. It is comprised of students from over 30 nationalities with 63% of students coming from a language background other than English. The school is located in the Fairfield School Education Group of the South Western Sydney Region. Many of the children come from families with low socio-economic circumstances.

The school has recently developed a new student welfare policy titled, 'Behaviour for Excellence'. The goal of this policy is to create a positive and safe learning environment at Smithfield West that provides the opportunity for students to meet their full potential. The policy is based around three key values:

**We Care**

**We are Safe**

**We Learn**

These values are aimed at ensuring students show respect for themselves, others and the school while taking responsibility for their learning and behaviour.

This Anti-Bullying Policy will complement the 'Behaviour for Excellence' Policy by providing specific strategies for preventing and dealing with instances of bullying.

In the development of this plan consultation was sought by teaching staff and the Parents and Citizens Association. Suggested amendments were considered and made where necessary.

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

At Smithfield West we acknowledge that bullying does, at times, occur. It is our aim to work together with all members of the school community to develop a culture that does not accept bullying of any form. It is the responsibility of all members of the school community to reject bullying and support the collaboratively developed strategies in this plan.

## Statement of purpose

The students at Smithfield West Public School have the right to be educated in a safe and secure learning environment that recognises the individual differences of each student.

- Any inappropriate behaviour that gets in the way of teaching and learning at the school and interferes with the wellbeing of students cannot be accepted.
- Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying.
- Students, teachers, parents, caregivers and members of the wider school community can expect:
  - that students will be safe at school, free from fear of bullying, harassment, intimidation and victimisation
  - to be involved in the collaborative development of the school Anti-Bullying Plan
  - to know what is expected of them and others in relation to the Anti-Bullying Plan
  - that all students will be provided with appropriate support when bullying occurs.
- Students, teachers, parents, caregivers and members of the wider school community have a responsibility to:
  - promote positive relationships that respect and accept individual

differences and diversity within the whole school community

- contribute to the development of the Anti-Bullying Policy and support it through words and actions
- actively work together to resolve incidents of bullying

## Protection

### What is Bullying?

Bullying is intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure.

Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment (including sex, race, disability, homosexuality or transgender), humiliation, domination, intimidation and victimisation of others.

Bullying can take many forms. It can be:

- **Verbal** e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **Physical** e.g. hitting, kicking, punching, scratching, tripping, spitting
- **Social** e.g. ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **Psychological including cyber-bullying** e.g. spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones, chat rooms or other forms of social networking using ICT (which can be more aggressive because it is not face to face).

Bullying should not be confused with one off teasing, rejection, random acts of violence or physicality and conflict. While children will often tease or fight this bickering should not be confused with bullying.

## The Anti-Bullying Plan – NSW Department of Education and Communities

### What Does Bullying Do?

- transgresses a child's right to feel safe and secure
- adversely affects children's learning, peer relations and emotional well-being.
- has long term effects on those engaging in bullying behavior, those who are the subjects of the bullying behavior and the onlookers or bystanders

### Student Rights

Students at Smithfield West Public School have the right:

- to feel safe and secure in the classroom and playground without the fear of being bullied
- to not have their learning interrupted by anyone
- to be heard and treated fairly by the whole school community
- to be respected for their individual differences regardless of gender, race, religion or physical ability
- to be recognized for individual endeavours and excellence.

### Student Responsibilities

- Adhere to the school's Key Values:
  - We Care
  - We are Safe
  - We Learn
- Attend school on time, regularly, in correct uniform
- Be prepared with the correct equipment for all school activities
- Treat everyone with courtesy, kindness and respect



- Take responsibility for their learning and behaviour and accept consequences for negative behaviour
- Help students who are being bullied
- Speak out against bullying and unacceptable behaviour

### Staff Responsibilities

- Promote positive relationships that respect and accept individual differences and diversity within Smithfield West Public School
- Ensure effective supervision of students at all times
- Identify and discuss different forms of bullying with students and parents
- Teach explicit anti-bullying lessons and ensure students are aware of the Key Values
- Work together to resolve incidents of bullying behaviour
- Respond consistently to incidents of bullying
- Collect and analyse data to identify patterns of bullying behaviour
- Actively inform parents of the appropriate protocol to be followed to report bullying behaviour
- Provide support for both the subject(s) and perpetrator(s) of bullying behaviour
- Ongoing evaluation of the Anti-Bullying Policy

### Parent Responsibilities

- Read both the Smithfield West Public School Behaviour for Excellence and Anti-Bullying Policies and assist their child(ren) in understanding them.
- Support their child(ren) in all aspects of learning and encourage respect and tolerance at home and school
- Support their child(ren) in developing positive and appropriate strategies to respond to incidents of bullying
- Encourage their child(ren) to reject bullying in any form

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

- Be proactive with bullying and report incidents through the appropriate school channels
- Model anti-bullying attitudes and behaviour

### Building a Positive School Culture

During 2011 the school evaluated and revised its Student Welfare Policy. The result of this was a new Welfare and Behaviour Policy titled 'Behaviour for Excellence'. A significant element of this policy is to improve the recognition of positive student behaviour and achievement throughout the school. Central to this program is a leveled reward system aimed at encouraging positive student behaviour and reducing incidences of poor behaviour. This leveled system is an integral part of the school's anti-bullying plan. The leveled system can be viewed in the 'Behaviour for Excellence' policy which is available on the school's website <http://www.smithfielw-p.schools.nsw.edu.au>.

### Prevention

#### Strategies to Prevent and Manage Bullying

#### Staff

- All class teachers (K-6) will teach a ten week unit comprised of lessons on the school's three Key Values and the development of strategies for students to deal with bullying including cyber-bullying, playing fairly and improving social skills.
- The staff will develop and use a common language for dealing with bullying behaviour. Teachers will ask the following questions:
  1. What happened?
  2. Who was involved / was doing this?
  3. Was anybody hurt?
  4. Which 2 strategies have you tried / used to solve the problem?
  5. What could we do now?
- Select and train Stage 3 students as peer mediators (Fair Play Friends) with strategies to deal with minor bullying instances in the playground and help facilitate games

- Ensure proactive playground supervision (roaming not stationary)
- Develop and utilise visual aids (posters and signs) that reinforce anti-bullying messages and fair play. E.g. Bullying No Way – Fair Play is the Right Way
- Follow up incidents and explain consequences to all parties.
- Create a bullying register and track incidences of bullying with Student Welfare computer software.
- Utilise the leveled reward system and tokens to highlight desirable student behaviours.
- Refer students who are bullied or accused of bullying to the school counsellor

## Students

- Behave appropriately, respecting individual differences, diversity and gender. This includes using non-sexist language
- Identify potential conflict as quickly as possible
- Report any form of bullying to teachers or adults
- Participate in the annual ten week unit on the school's three Key Values and the development of strategies for dealing with bullying including cyber-bullying, playing fairly and improving social skills.
- Utilise strategies learnt in the annual anti-bullying lessons.
- Play safely and fairly
- Understand there will be consequences for participating in bullying behaviour
- Discuss playground bullying incidents with Fair Play Friends, when referred by a teacher
- Provide strategies for students to deal with bullies and encourage students to inform staff of incidents

- Fair Play Friends assist other students to play fairly and deal with minor complaints when required.

## Parents

- Understand the school's definition of bullying and not confuse bullying with other forms of occasional conflict children may be involved in
- Work with the school to eliminate bullying – approach the school about any instance of bullying and **never approach another child's parents**
- Utilise the common language approach developed by the school to manage bullying
- Encourage children to report bullying
- Read the Smithfield West Public School Behaviour for Excellence Policy and Anti-Bullying Plan to understand the school's approaches to managing behaviour and support your child(ren) in following the guidelines set out in these documents
- Assist your child(ren) to use learned strategies to deal with bullies and develop a plan
- Observe / note changes in your child(ren)'s behaviour
- Help your child(ren) develop positive attitudes, self-esteem, self-confidence and respect for others
- If your child(ren) bullies another student explain that it is wrong to do so and support the school in any applying any consequences or counselling that may be required.

## Early Intervention

Students who are identified as being at risk of developing long term difficulties with social relationships and students who are identified at or after enrolment as previously having experienced bullying behaviour or have engaged in bullying behaviour will be subject to the following early intervention strategies:

1. Referral to the School Counsellor for assistance in developing strategies appropriate to their situation
2. Tracking of any incidents involving the student with student welfare computer software
3. Development of a risk management plan if deemed necessary by the Principal in consultation with the School Counsellor
4. Engaging of Regional personnel to assist in managing student behaviour
5. Development of a communication plan with the student's parents

## Response

### Empowering the School Community to deal with bullying

Each year the following training will occur to ensure the Smithfield West Public School Community is equipped with the knowledge and skills to recognize and respond appropriately to bullying, harassment and victimization and behave as responsible bystanders.

1. At the beginning of each year all staff will revisit and discuss the 'Behaviour for Excellence' Policy and Anti-Bullying Plan to ensure understanding and consistency of delivery
2. All children will participate in the ten week unit of work on the school's three Key Values and the development of strategies for dealing with bullying including cyber-bullying, playing fairly and improving social skills during Term 1 each year
3. Selected Stage 3 students will be trained as 'Fair Play Friends' (peer mediators) to assist with minor playground issues and assist in helping children to become involved in games and to play fairly
4. A parent information meeting will be held during Term 1 of each year to discuss the 'Behaviour for Excellence' Policy and Anti-Bullying Plan.
5. The 'Behaviour for Excellence' Policy and Anti-Bullying Plan will be provided to all new families on enrolment and will be available for viewing on the school website <http://www.smithfielw-p.schools.nsw.edu.au>

6. Information on how to approach the school on a variety of matters will be provided to the school community via the newsletter on at least two occasions during the year.

### Reporting incidents of bullying

Students can report incidents of bullying to any teacher. The teacher will then investigate the situation using the school's common language for dealing with bullying incidents. The following process will occur:

#### Teacher Uses the Common Language Approach:

1. Tell me what happened.
2. Who was involved / Who was doing this?
3. Was anyone hurt?
4. What two strategies have you tried so far?
5. How can we fix the problem?



#### Responses to the Answers

1. If a physical injury is obvious – send to office for first aid
2. If child is too distressed to talk – send to executive teacher
3. If suitable ask student to go back and try 2 strategies
4. If 2 strategies have been tried and have not succeeded teacher discusses how else the problem can be fixed
5. If problem is clearly serious referral to Assistant Principal or Principal
6. If no immediate solution but clearly not too serious – referral to 'Fair Play Friends' team



#### 'Fair Play Friend' Uses Checklist to Deal with Issue (this step is only for playground incidents)

- If 'Fair Play Friend' strategy is successful no further action is required

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

- If 'Fair Play Friends' team cannot find a solution then a referral to Stage Supervisor (Assistant Principal) or Principal is made on the 'Fair Play Friends' form



#### Follow up from the Stage Supervisor (Assistant Principal) or Principal may include:

- Conflict resolution sessions and / or counsellor referral
- Social skills program implemented
- Other support programs involved e.g. IST - Behaviour
- Parent meetings
- Warning letters to parents informing of suspension if bullying does not cease
- Short suspension from school – up to 4 days
- Long suspension from school – up to 20 days
- Ongoing support for the victim of bullying

Reports of bullying will be followed up on the day they are reported or the next school day depending on the time of the report and availability of executive staff which includes Assistant Principals and the Principal.

Any reports of serious incidents involving assaults, significant threats, intimidation or harassment will be reported to the School Safety and Security Directorate who will advise of appropriate action which may include intervention by the police. The school may also use its discretion to contact the police immediately if deemed necessary.

In some instances particularly involving assaults or ongoing intimidation where a student feels at risk of significant harm it may be appropriate for the school to contact the Child Wellbeing Unit of the Department of Education and Communities or Community Services. This Principal will use discretion in determining whether this is necessary and follow the procedures for a mandated reporter.

### Complaints

If parents feel an unfair decision has been made by the school in regards to this plan and feel that correct procedures have not been followed the Department of Education and Communities has procedures for appeals and complaints.

## The Anti-Bullying Plan – NSW Department of Education and Communities

### How can I make a complaint?

It is best to discuss your concerns with your child's teacher or the teacher who dealt with the situation first. Make an appropriate time to meet with them or phone the school and ask for an appointment with the teacher.

If you are not happy with the result, or if you do not feel it is appropriate to talk to them, phone and make an appointment to discuss your concerns with the Principal.

You may bring a friend or relative to be your support. If you need an interpreter, we can arrange that - just ask beforehand.

If your complaint is about the principal you will need to contact the school education director in your area. Ask the school office staff at your school for their name and number.

If your complaint cannot be resolved in an informal way, we may ask you to put it in writing. It is important that you include specific details of the situation and tell us what you would like to happen as a result of your complaint. We can help you to put your complaint in writing, if you require it.

### Appeals

Students and parents may appeal if they consider that correct procedures have not been followed, and/or that an unfair decision has been reached.

- Some students or parents will require assistance in lodging an appeal. Students or parents requiring assistance should be referred in the first instance to the regional office. Regional office personnel should identify appropriate support people for the student or parents if this type of assistance is requested. Appeals can be made to:
  1. **The school education director** about the imposition of a suspension or a decision to expel a student from a particular school.
  2. **The regional director** where a school education director has been so involved in a decision to suspend or expel a student from a particular school as to prevent him or her, on the grounds of procedural fairness, from deciding an appeal.
  3. **The regional director** about the decision of a school education director to decline an appeal relating to a suspension or an expulsion from a particular school.

The school education director or regional director will:



- deal with the appeal within 20 school days of its lodgement
  - ensure that communication lines are maintained with the person(s) making the appeal and that they are kept aware of the progress of the appeal
  - review all relevant material
  - ensure that appropriate material has been made available to the student and his or her parents
  - discuss relevant issues with the person(s) making the appeal and any other parties, as appropriate
  - advise all the parties of the decision and the specific reasons for reaching the decision.
- Where an appeal or a component of an appeal is upheld, the person determining the appeal will decide what further action is to be taken. Further action will be determined by the findings of the appeal.
  - The fact that an appeal has been lodged does not put on hold the principal's decision to suspend or suspend prior to expulsion from a particular school.

### Accessing this Plan

All members of the school community will have access to the Smithfield West Public School Anti-Bullying Plan through the school website <http://www.smithfielw-p.schools.nsw.edu.au>. Regular information about the plan will be published in the school newsletter along with tips to assist parents in 'bully proofing' their child(ren).

### Monitoring and Evaluating the Plan

The implementation and effectiveness of the Smithfield West Public School Anti-Bullying Plan will be monitored and evaluated by:

- Staff members effectively supervising students in the school environment and following up on all reports of bullying
- Members of the executive following up on reported incidents of bullying
- Accurate records of bullying incidents being kept, using playground data collection and utilising Easy School Welfare computer software.
- 'Fair Play Friends' records of action

- Regular staff discussions about bullying at administration meetings and executive meetings
- Teachers' annual review of Anti-Bullying teaching programs
- Parent, student and teacher surveys on bullying throughout the year and an annual formal evaluation of policy which will lead to any necessary changes being made.

The school will report to the school community about the effectiveness of the Smithfield West Public School Anti-Bullying Plan in the Annual School Report each year under the heading 'Respect and Responsibility'.

### Additional Information

Below are some contacts and websites that maybe useful in assisting students, parents and teachers with bullying related issues.

Kids Helpline - Phone 1800 55 1800; website - [www.kidshelp.com.au](http://www.kidshelp.com.au)

Bullying No Way - website - [www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)

Cyber Smart - website - [www.cybersmart.gov.au](http://www.cybersmart.gov.au)

Fairfield Police - Youth Liaison Officer – Senior Constable Stacey Hurst – 9728 8403

### Principal's comment

Bullying is a serious issue across the whole community and we would be naive to believe that it does not occur in schools. The Smithfield West Public School Anti-Bullying Plan has been developed in accordance with Department of Education and Communities Student Welfare and Anti-Bullying policy and procedures.

The purpose of the plan is to provide a framework and specific strategies for identifying, dealing with and preventing bullying at Smithfield West Public School.

This plan will complement our student welfare policy 'Behaviour for Excellence' in ensuring that the students at Smithfield West Public School enjoy a safe, positive and secure learning environment where respectful relationships are fostered.

The Anti-Bullying Plan will be released during Term 1, 2012. Please take the opportunity to read through the plan. If you have any feedback please contact the school as it is important the whole school community 'owns' the plan if it is to be implemented successfully and reduce or even eliminate bullying from Smithfield West. The leadership and peer mediation training for the Stage 3 students who are selected to be 'Fair Play Friends' will occur during Weeks 10 and 11 of Term 1 and Weeks 1 and 2 of Term 2. Full

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

implementation of the 'Anti-bullying' plan will occur from the beginning of Week 3, Term 2, 2012.

I look forward to your feedback and I am sure that you are as keen as I am to ensure our students feel safe and happy everyday they are at school.


Ken Smith  
Principal  
March 2012

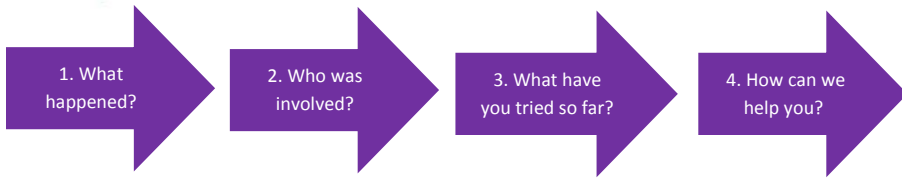
## School contact information






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## Acknowledgement

We would like to thank Mr Ray Pooley (Principal), Mr Rob Jennings (Deputy Principal), and the staff and peer mediators (Bully Busters) of Sans Souci Public School for allowing us to view their Anti-Bullying Program, speak to them about their program and use some of their ideas in preparing a plan for Smithfield West Public School.





Playground Problem	Tick	Action taken by Fair Play Friends	Tick
Rules of the game not being followed		Fair Play Friends go to the game to clear up rules	
Not being allowed to join in a game		Fair Play Friends go to the game and see if the person can join	
Teasing		Help student deal with the teasing by providing some strategies	
No friends to talk to or play with at the time		Help the student find a friend(s) to play with	
Other Problem:		Other action:	

This issue will be referred to an Assistant Principal / Principal: Yes / No

Name of Fair Play Friend: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student/s: \_\_\_\_\_ Class/es: \_\_\_\_\_

Any other comments / details: \_\_\_\_\_