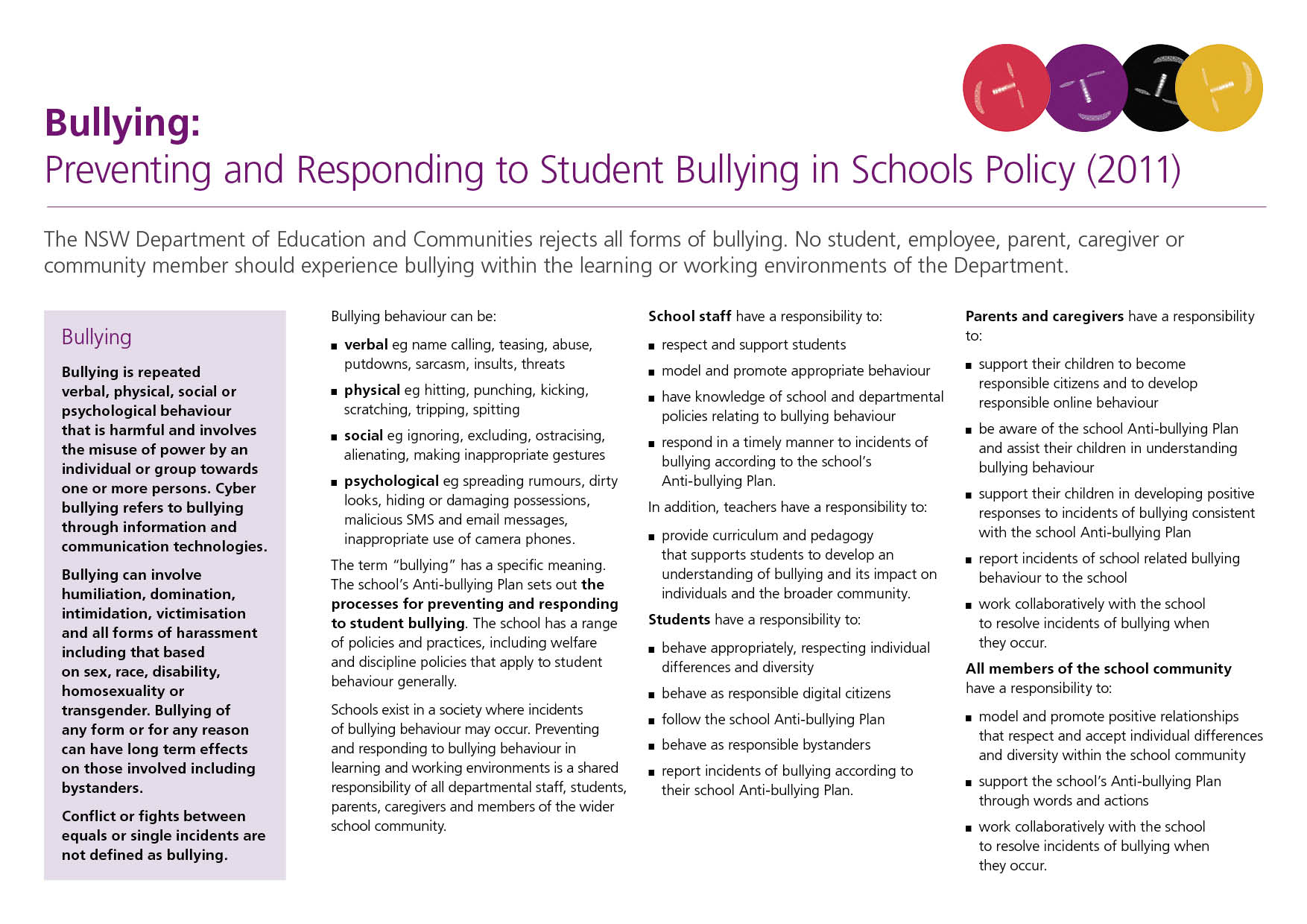
** Our School Anti-Bullying Plan**

**Norfolk Island Central School**

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.

Statement of purpose

This plan aims to address all forms of bullying that may occur in the school environment and to provide positive strategies for preventing, reporting and managing all forms of interactions that are not acceptable in the school environment.

Protection

Norfolk Island Central School rejects all forms of bullying. We value, respect and show tolerance of others in a safe and supportive environment. We foster positive relationships through our strong welfare programs and policies. Schools exist in a society where incidents of bullying behavior may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all Department staff, students, caregivers and members of the wider school community. All members of the Norfolk Island Central School community are asked to contribute to preventing bullying by modelling and promoting appropriate behaviour and respectful relationships.

Prevention

All students are expected to behave in a socially acceptable manner. The school rules are in place to reinforce the values of our society and community. Children who do not conform to these parameters face consequences and if deemed necessary parents will be contacted and involved in the restorative process.

What our school does to prevent bullying:

* Our school rules prohibit any form of bullying.
* Staff are trained in identification and are aware of the signs of bullying and the school procedures for dealing with it. Programs are developed and modified regularly to ensure that the school maintains a positive climate of respectful relationships where bullying is less likely to occur. Anti-bullying messages are embedded into curriculum in each stage of learning.
* Students are taught strategies for dealing with bullies and bullying through social skills, personal development lessons, values education and participate in programs that address bullying, e.g. Access to DEC programs - Bullying No Way! Digital Citizenship, Cybersmart, KidsMatter,
* Parents are informed of the school’s Anti-bullying plan and procedures. Clear procedures are in place for reporting to the school, child wellbeing unit or community services where appropriate.

Response

What should we do if we are, or see others, being bullied?

Through school assemblies, the school newsletter and peer preventative programs, the importance of reporting bullying at NICS has to be strongly emphasised.  We need to ensure that the stigma of ‘dobbing’ is extinguished and that all students feel comfortable informing someone that they are being bullied or if they witness an act of bullying involving another individual.

What should students do?

Tell your teacher immediately.  You may also tell your Assistant Principal, Head Teacher, Year Adviser and School Counsellors.  They will then discuss this matter with others who have been trained to interview bullies and victims.  The ‘bully’ will assist in solving the problems. Where the bullying involves serious physical assault, you should immediately report the incident to either the Deputy Principals or the Principal.

What should staff do?

If a bullying incident takes place in your classroom or playground it is suggested that you: Deal with the immediate discipline situation through the normal discipline system. Try to resolve minor bullying situations by listening and acknowledging the seriousness of the report no matter how small it may, at first, appear. Complete an Incident Report on Millennium and report the incident to the Year Adviser or Assistant Principal or Head Teacher, with details of disciplinary action taken by you. The above-mentioned will then coordinate reports and the appropriate anti bullying strategy.

What should parents do?

Encourage your children to understand the unacceptability of bullying as much as possible.  A thorough reading of this policy with your children is highly recommended. Encourage your children to follow the procedures outlined above if they are being bullied. Contact the school if your child’s efforts to deal with bullying do not appear to be working.  Discussion of preventative strategies with your child over this matter is also recommended. When the schools attempts to deal with reported bullying and victimisation do not appear to work in isolation, your assistance may well be sought.  In cases of serious physical bullying, you will automatically be involved.

‘Dealing with Bullying’ Steps

Students will 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.

Students who are not being bullied but are aware of others who are, will be encouraged to report it, to protect those that are being bullied and so that the bully can be helped too.

Students will be proactive and need to decide what action to a take.

**Step 1:** Ignore it. Show that it does not upset you. The bully is then not rewarded and the bullying may stop. *If it does not stop:*

**Step 2:** Talk to the person bullying you. Tell her or him to stop.

*If it still does not stop:*

**Step 3:** Talk it over openly with class teacher. Using ‘Keeping Our Children Safe’ scaffold, they can help you decide what to do. Class teacher to record incidents of bullying on Millennium.

*If the bullying still does not stop:*

**Step 4:** After two incidents of being bullied or bullying, refer to Executive teacher through Millennium.

*If the bullying still does not stop:*

**Step 5:** Refer toDeputy Principal or Principal. Allow him/her to take the action they see as necessary.

**Step 6:** Further action may be required whereby Deputy or Principal refer student(s) to the School Counsellor.

**Step 7:** Counsellor may develop strategies and programs to support any student who has been affected by, engaged in or witnessed bullying behaviour.

The Anti-bullying plan is available on the school’s website under downloads and will be reviewed every three years by the Wellbeing Committee, Executive Team, parent and community representatives and students. The effectiveness of the plan will be reviewed annually through the Annual School report using school surveys, feedback, record of incidents and observations.

Serious or long-term incidents involving assaults, threats, intimidation or harassment to be referred to the police, Child Wellbeing Unit or Community Services at the discretion of the School Principal.

Other Incidents of Bullying

Explanation of departmental appeal procedures and further information may be sort from the Complaints Handling Policy.

Additional Information

*‘Keeping Our Children Safe’* scaffold

*‘Dealing with Bullying’ Flowchart*

### Related Links

### Cybersmart School Gateway

Cyberbullying Stories

KidsMatter Primary

Bullying. No Way!

Racism. No Way!

National Safe Schools Week

National Centre Against Bullying

Kids Help Line

Principal’s comment

School contact information

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