



## POLICY: Anti-Bullying

System: Safe and Supportive Environment	Audience: Whole School community
Primary Responsibility:	Deputy Heads of School, Wellbeing team
Approved by:	Headmaster
Updated Document:	1/1/2009, 1/1/2014, 6/11/2018
Effective: 26/3/2024	Review Date: 18/8/2025
Manual Reference:	3.6, 3.6.1.2

**Key support phone number:**

**Police Youth Liaison: Brisbane Water Local Area Command: 4323 5599 / 131 444**

### 1. OBJECTIVE

Central Coast Grammar School (CCGS) rejects all forms of bullying. All students and staff have the right to be treated fairly and with respect in a manner consistent with the School's ethos of *striving for excellence in all endeavours in a happy, caring and supportive environment*.

This requires the establishment and maintenance of policies and procedures to ensure that all persons at CCGS can be free of intimidation, harassment, discrimination and victimisation.

All members of the school community contribute to preventing or removing bullying by modelling, promoting respectful relationships and appropriate behaviours. Further, all instances of bullying should be reported and acted upon as quickly as possible.

## 2. CONTEXT

This Policy applies to all employees, volunteers, parents/guardians, students, and visitors to the School. This Policy should be read in conjunction with the Anti-Bullying (Students) Procedure

The focus of anti-bullying strategies acknowledges the importance of how the victim perceives the conduct of the offender.

The School is committed to taking reasonable steps to provide a safe, secure and caring environment. Through education programs and school practices the school seeks to raise awareness and understanding of bullying, violence and harassment. Further, the School seeks to address any code of secrecy and counter the view that bullying is acceptable behaviour. Through its practices and policies the school looks to provide clear, consistent and equitable procedures for dealing with bullying behaviours. In caring for those involved in bullying behaviours the school provides support and counselling services.

## 3. DEFINITION

### **BULLYING:**

Bullying is a repeated form of behaviour that has the following elements. A desire to hurt; the perpetration of hurtful behaviour (physical, verbal or relational) in a situation in which there is an imbalance of power; the action being regarded as unjustified, typically repeated and experienced by the target of the aggression as oppressive, and by the perpetrator as enjoyable (Centre for Educational Statistics and Evaluation, 2017).

Bullying may be physical, verbal, psychological, or social. Cyber bullying is a form of bullying, causing hurt via modern technologies such as the internet and other forms of social media, and through the use of smart phones and other mobile devices. Bullying can take many forms, all of which will cause distress. Examples of bullying include (but are not limited to):

- Physical: Hitting, pushing, tripping, kicking, spitting on others.
- Extortion: Threatening to take someone's possessions, food or money.
- Verbal: Teasing, using offensive names, ridiculing, spreading rumours.
- Non-Verbal: Writing offensive notes or graffiti about others, using e-mail or text messaging to hurt others, rude gestures, facial gestures.
- Exclusion: Deliberately excluding others from the group, refusing to sit next to someone.  
Property: Stealing, hiding, damaging or destroying property.
- Cyber: Sending offensive/threatening images, making offensive/threatening/hurtful comments, spreading rumours via emails, SMS, chatrooms etc.

Bullying is not single acts of nastiness or meanness, random acts of aggression or intimidation, while not acceptable, are not defined as bullying. Children not getting along with their peers is not bullying, nor is a situation of mutual conflict. Random action of aggression are not bullying (though they may constitute an assault).

#### 4. SYMPTOMS OF BULLYING

For behaviour to be classified as bullying, it needs to involve repeated actions that are intended to cause hurt. There is a difference between bullying behaviour and what can be described as normal interpersonal conflict. The symptoms associated with bullying include, but are not limited to:

- not wanting to go to school
- change in friends and social activities
- anger
- tears
- depression
- low self-esteem
- and a raft of psychosomatic symptoms such as headaches and stomach aches.

Withdrawal and reluctance to “join in” can be a warning sign, as can truancy, misbehaviour and aggressive behaviour. Cuts, bruising, torn clothing, requests for extra food or money as well as a decline in academic performance can also be clues that a student may be suffering from bullying.

#### 5. DISCOURAGING BULLYING

CCGS promotes a safe learning environment for all students and this includes presenting age appropriate strategies to educate the School community about the impact of bullying, the role of bystanders and appropriate use of technology. These aspects and the detail included to this policy, are addressed with students in forums such as Health lessons, Year Assemblies, School Assemblies and year group presentations. Expected standards of behaviour, together with student responsibilities and rights are set out in the Student diary.

The school reporting processes serve to reinforce / set the standards for expected behaviour and participation on the campus. Student progress in attending to these standards is reviewed each term by key staff at the school. Where behaviours are found to be inconsistent with expectations for students, the staff members work with the student to ensure a safe and positive learning and school environment for all. The school encourages positive strategies for fostering pro-social skills that safeguard and support all parties involved.

#### 6. RESPONSES TO BULLYING

It is the responsibility of the adult to whom the report has been made to ensure that a response is initiated. The person coordinating the response will be the Head of School in collaboration with key staff members associated to the student/s. Allegations of bullying will be investigated as outlined in the Anti Bullying Procedure.

Any student found to have committed bullying will be involved in a restorative justice process and may be subject to disciplinary procedures as outlined in the Anti Bullying Procedure. The disciplinary procedures undertaken by the School will vary according to the seriousness of the alleged behaviour and be at the discretion of the Principal as outlined in the Anti Bullying Procedure. Where an allegation is proved, consequences imposed may vary according to the behaviour, prior record, age and maturity of the student. Consequences may range from a warning to suspension or termination of enrolment.

## 7. MONITORING AND EVALUATION

The School’s Wellbeing team will regularly review this policy. Staff need to read the School’s Anti-Bullying Policy, Privacy Policy and Anti-Discrimination Policy available via MyCCGS – Policies and Procedures.

Parents are encouraged to inform the School as soon as possible of suspected bullying episodes. It is preferred parents use the following order:

<b>Junior School</b>	<b>Middle School</b>	<b>Senior College</b>
<ul style="list-style-type: none"><li>• Class Teacher</li><li>• Year Coordinator</li><li>• Director of Wellbeing K-6</li><li>• Deputy Head of Junior School</li><li>• Head of Junior School</li><li>• School Psychologist</li><li>• Deputy Headmaster</li></ul>	<ul style="list-style-type: none"><li>• House Coordinator</li><li>• Deputy Head of Middle School</li><li>• Head of Middle School</li><li>• School Psychologist</li><li>• Deputy Headmaster</li></ul>	<ul style="list-style-type: none"><li>• House Coordinator</li><li>• Deputy Head of Senior College</li><li>• Head of Senior College</li><li>• School Psychologist</li><li>• Deputy Headmaster</li></ul>

This Policy is not intended to extend the responsibilities of the School beyond the law, and the School reserves the right to change or modify this Policy at any time by notice on the School website.

## 8. ASSOCIATED DOCUMENTS

- Anti-Bullying Procedure
- School Rights and Responsibilities document (Student Diary)
- Complaints Handling
- Student Welfare Policy