



### 1. Purpose

St Johns Park High School rejects all forms of bullying behaviour. At St Johns Park High School all members of the school community is committed to the development of quality relationships and respectful behaviours. All students can be confident that they will receive support if they are bullied.

Bullying can happen in-person or online and can be obvious (overt) or hidden (covert). Bullying involves:

- a misuse of power in a relationship
- Is ongoing and repeated, and
- behaviour that can cause harm.

### 2. Aim

- To maintain a commitment to provide a safe, inclusive and respectful learning community
- To ensure that all staff respond actively to student bullying behaviour and implement approaches to dealing with this behaviour
- To develop within every student, the skills, knowledge and attitudes that will enable them to be resilient

### 3. What is bullying?

- Bullying is a form of **abuse**, and is intentional, repeated intimidating behaviour by an individual or group that causes distress, hurt or undue pressure.
- Bullying can have immediate, medium and long-term effects on those involved, including bystanders.
- Bullying can include, but is not limited to, any of the following forms:
  - **Verbal:** Name calling, teasing, abuse, humiliation, sarcasm, insults, threats
  - **Physical:** Hitting, punching, kicking, scratching, tripping, spitting
  - **Social:** Ignoring, excluding, ostracising, alienating, making inappropriate gestures
  - **Psychological:** Spreading rumours, glaring, hiding or damaging possessions
  - **Cyber:** Malicious SMS and email and misuse of camera phones.

### 4. What is not bullying?

- Mutual arguments and disagreements (where there is no power imbalance);
- Not liking someone or a single act of social rejection;
- One-off acts of meanness, spite, aggression, intimidation or violence;
- Single incidents or fights between equals, in person or online.

### 5. Departmental Policy and Links

The NSW Department of Education, "***Bullying of Students – Prevention and Response Policy***", 2019.  
<https://education.nsw.gov.au/policy-library/policies/bullying-of-students-prevention-and-response-policy>.

The NSW Department of Education, "***Attendance, behaviour and engagement Policy***".  
<https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement>.

## **6. Responsibilities**

### ***Parents and community***

- Provide students with positive anti-bullying role models
- Report any concerns involving bullying to the school immediately
- Be aware of their child's online activities, and report any online bullying to the Police, social media platform, and school
- Support the school in its efforts to resolve bullying incidents
- Support their child to develop positive ways of coping with incidences of bullying

### ***Students***

- To actively reject all forms of bullying at school and online
- Report any incidents of bullying towards themselves or friends to school staff
- Be upstanders not bystanders
- Develop, in consultation with staff, strategies for dealing with bullying
- Behave appropriately – respecting individual differences and diversity

### ***Classroom Teacher***

- Know their students; be alert to any changes in behaviour
- Promote a positive classroom environment
- Act upon bullying
- Make Sentral entries for acts of bullying; disciplinary actions (detentions)
- Notifications to Year Advisers and Head Teacher Faculty
- Consistently implement the St Johns Park High School's Anti-Bullying Policy and Procedures

### ***Year Advisers***

- Know their students; be alert to any changes in behaviour
- Promote a positive relationship
- Support victims of bullying; assist with coping strategies
- Support perpetrators of bullying; assist with coping strategies for behaviour change. Often students who bully are also victims of bullying
- Support classroom teachers
- Contact point for parents
- Record strategies on Sentral
- Refer ongoing bullying to the Head Teacher Welfare, School Counsellor or the Deputy Principal
- Promote anti-bullying and clarify STJPHS expectations

### ***Head Teacher Faculty***

- Know anti-bullying Policy and Procedures
- Intercede in incidences of bullying in Faculty classrooms
- Use interventions - detentions, Faculty cards, awards, interviews, parent contact
- Sentral entries; notifications to Year Advisers, Head Teacher Welfare, and/or Deputy Principal

### **Head Teacher Welfare and Attendance Coordinator**

- Develop strategies to support the students
- Liaise with parents/caregivers
- Promote anti-bullying and clarify STJPHS expectations of the Anti-bullying Policy and Procedures
- Interview students regarding bullying: victim, bystander, bully
- Effective communication with school community
- Implement strategies to correct bullying inspired absenteeism and truancy
- Monitor Student Attendance patterns, and liaise with Attendance Officer and Home School Liaison Officer regarding bullying and poor attendance
- Sentral notifications to Year Advisers, School Counsellors, Deputy Principals, and Principal when necessary
- Referrals to the School Counsellors, Allied Health professionals, and/or external agencies

### **Deputy Principal**

- Students referred by Year Advisors/Head Teacher Welfare with ongoing bullying, or instances which could lead to Police involvement
- If applicable arrange a meeting with the student's parents/carers to discuss ongoing bullying issues
- Enter all attempts to resolve bullying concerns on Sentral. Make notifications to Principal
- Meet with Home School Liaison Officer for students where bullying is affecting their attendance at school

### **Principal**

- Oversee whole school anti-bullying policy and procedures - Department of Education's *Bullying of Students – Prevention and Response Policy*
- Ensure staff are aware of their responsibilities and policy updates
- Promote and clarify SJPHS expectations regarding bullying - community, students and staff
- Reports to Community Services Child Protection, Child Wellbeing Unit, Mandatory Reporter Guide. Interviews families, students, other agencies

### **Home School Liaison**

- Advise Attendance Officer, Year Advisors, Head Teacher Welfare, Deputy Principal and/or Principal, on course of action for students with poor attendance resulting from bullying actions

### **School Administrative Manager/Officers, Student Learning and Support Officers, Student Support Officers**

- Consistently implement the St Johns Park High School's Anti-Bullying Policy and Procedures
- Be aware of any changes in student behaviour
- Promote a positive environment
- Act upon any evidence of bullying in the immediate school environment
- Report any students of concern to Classroom Teachers, Year Advisors, Head Teacher Welfare, or appropriate Deputy Principal

The policy has been written by Donna Draper Head Teacher Welfare in consultation with, and endorsed by:

Ms Effie Niarchos	Principal	Mr Steve Moisis	Deputy Principal
Mr Paul Cairncross	2IC Head Teacher Welfare	Mr Brent Koboroff	Year 9 Year Adviser
Ms Margrete Ilia	Year 9 Year Adviser	Mr John Phanthavong	Year 8 Adviser
Ms Betty Lieu	Year 8 Adviser	Ms Caitlyn Phanith	Student Representative

This policy is due for review in 2025.



## Classroom/Transition Spaces



Student reports bullying to Classroom Teacher (CT)/ Learning and Support Teacher (LaST)/ Student Learning Support Officer (SLSO). If SLSO is informed of bullying they will notify classroom teacher.

CT follows SJPHS Anti-Bullying Policy procedures; record on Sentral; disciplinary action as required – e.g., change classroom seating; classroom isolation; detentions; notify Head Teacher Faculty.

Notify Year Advisers (YA). Ongoing in-class monitoring.



### If Bullying continues



Escalation of actions by Head Teacher Faculty – Faculty detention. Repeated incidences - Level 2 Faculty Behaviour Card issued – parent contact via phone and letter. Sentral notification to year group Deputy Principal.



### Further instances of Bullying



Deputy Principal intervention for repeated/multiple incidences of bullying - Level 1 Behaviour Monitoring Card issued – parent contact via phone and letter. Sentral record made. Potential Official Warning of Suspension for persistent misbehaviour. Potential Police/e-Safety Commissioner intervention.

### Bullying stops



Year Advisers support the student(s) - monitor any ongoing/reoccurrences of bullying behaviour towards victim by bully or associates.



School Counsellor support the victim(s) of bullying behaviour and counsel bully/associates to prevent further occurrences of bullying.



## Playground



Student(s) report the incident to the teacher on playground duty. **Playground Duty Teacher** intervenes to instigate cessation of bullying actions. Take note of the names of students involved. Ensure the safety of the student(s) being bullied. Take immediate disciplinary action as required for bully – detention, isolation from peers etc.

Immediate verbal notification to Head Teacher Playground Duty of situation and actions. Make follow-up Sentral notification to Head Teacher Playground Duty and Year Advisers.



### If Bullying continues



Escalation of actions by **Head Teacher Playground Duty** – removal of bullying student(s) from the playground area; detention. Repeated incidences - **Level 2 Behaviour Monitoring Card** issued by HT Playground Duty – parent contact via phone and letter. Sentral notification to year group Deputy Principal and Year Advisers.



### If Bullying continues or behaviours escalate



**Deputy Principal** intervention for repeated/multiple incidences/escalation of disobedience to Head Teacher Playground Duty - **Level 1 Behaviour Monitoring Card** issued – parent contact via phone and letter. Sentral record made.

Potential Formal Warning of Suspension for persistent misbehaviour.  
Potential **Police/e-Safety Commissioner** intervention.

### Bullying stops



**Year Advisers** support the student(s) - monitor any ongoing/reoccurrences of bullying behaviour towards victim by bully or associates.



**School Counsellor** support the victim(s) of bullying behaviour and counsel bully/associates to prevent further occurrences of bullying.

# St Johns Park High School - Anti-bullying Procedures



## Cyber Bullying



Online bullying occurs or is reported at school to CT/LaST/SLSO/SASS.



**Deputy Principal** intervention – investigation of incident.

Bullies are from SJPHS – Discipline procedures – **Level 1 Behaviour Card** – detention – notify parents via phone and letter. Potential suspension from school.

Bullies are not from SJPHS – Deputy Principal to investigate.

Potential notification to Police/Office of the e-Safety Commissioner.



**Bullying continues or escalates**



**Deputy Principal** makes a formal report to Police and Office of the e-Safety Commissioner.

Notify Principal of all actions.



Intervention by Police and Office of the e-Safety Commissioner.

**Bullying stops**



**Year Advisers** support the student(s) - monitor any ongoing/reoccurrences of bullying behaviour towards victim by bully or associates.



**School Counsellor** support the victim(s) of bullying behaviour and counsel bully/associates to prevent further occurrences of bullying.

# St Johns Park High School

## Anti-Bullying Policy and Procedures - Summary



St Johns Park High School and its community believe that *bullying of any form has no place in our school* and rejects all forms of bullying behaviour. The School is committed to providing a safe, inclusive and respectful learning community which promotes student wellbeing. All staff share the responsibility of ensuring all students feel safe at school and free from bullying. All staff at St Johns Park High School will respond actively to student bullying behaviour to ensure our students succeed and thrive.

Our policy recognises that bullying:

- **Involves a misuse of power in a relationship**
- **Is ongoing and repeated,** and
- **Involves behaviour that can cause harm.**
- **Bullying can happen in-person or online.**

St Johns Park High School aims:

- To promote student wellbeing and work together to create and maintain safe communities
- To reject all forms of bullying and maintain a commitment to provide a safe, inclusive, and respectful learning community
- To develop and implement approaches to dealing bullying behaviour to maximize learning opportunities for our students, and all staff respond actively to student bullying behaviour
- To develop within every student, the skills, knowledge, and attitudes which will foster resilience and support their transition from school to society.

Who to contact at St Johns Park High School:

- Any member of staff
- Year Advisers or Head Teacher Welfare
- Deputy Principal for the Year Group
- Principal

NSW Department of Education Policy and Links:

***“Bullying of Students – Prevention and Response Policy”*** 2019

<https://education.nsw.gov.au/policy-library/policies/bullying-of-students-prevention-and-response-policy>.

***“Attendance, behaviour and engagement Policy”***

<https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement>.

For Additional Information:

Kids Help Line: 1800 55 1800 [www.kidshelp.com.au](http://www.kidshelp.com.au)

Headspace: [www.headspace.org.au](http://www.headspace.org.au)

Bullying No Way: [www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au)

NSW Anti-bullying website: <https://antibullying.nsw.gov.au>

E-Safety Commission: [www.esafety.gov.au](http://www.esafety.gov.au)



# How to Deal with Bullying



## STUDENT (Target)

Use the strategies taught at school - ignore; walk away; name the behaviour - "stop, you are bullying me"

### TELL SOMEONE

A Teacher, Student Support Officer, Year Adviser, Head Teacher, Deputy Principal, Principal or your parents/caregivers

### UPSTANDER

Use strategies taught at school - help the target by intervening; getting teacher support; name the behaviour - "Stop, you are bullying"; support the target of the bullying

Report the incident to a Teacher, Student Support Officer, Year Adviser, Deputy Principal, Principal or your Parent/Caregiver

### TELL SOMEONE

## ALL STAFF

Listen to the student  
Support the student to be immediately safe and complete an Incident Report

Investigate the incident. Support the student to complete an Incident Report.

Record details on Sentral - make Notification to Year Advisers; Head Teacher and/or Deputy Principal

If the incident cannot be resolved or is repeated refer to the Head Teacher, Deputy Principal or Principal

School processes to be followed

## PARENT/CAREGIVER

Encourage your child to report any incidents of bullying as soon as possible

**DO NOT** encourage your child to retaliate in any way (either in person or on cyber)

**DO** encourage your child to follow the school's procedures

Contact the school to ensure that relevant staff are aware of the issue.

If cyberbullying is involved, copy and keep the posts as evidence.

Keep an open mind - remember you are hearing one side of the story.

**DO NOT** directly approach any student or family member in person or online as a response to the bullying