St Raphael's
CATHOLIC PRIMARY SCHOOL
SOUTH HURSTVILLE

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ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL
ANTI-BULLYING GUIDELINES & PROCEDURES [1]

DEFINITION

Bullying is intentional and repeated behaviour that involves the ongoing misuse of power that can cause physical and/or psychological harm to a student. Bullying behaviour can be verbal, physical, social (e.g. excluding, alienating behaviour) and psychological (spreading rumours, sending hurtful messages or comments) and includes bullying via social media and other online platforms (cyber-bullying).

Bullying can involve discrimination, intimidation and harassment. Bullying behaviours may be individual or collective behaviours which occur on or outside school premises and during or after school hours. Some bullying may constitute criminal conduct such as assault, threatening behaviours, property damage or harassment and stalking.

Sydney Catholic Schools Prevention and Management of Student Bullying Policy

These guidelines are to be used in accordance with Sydney Catholic Schools guideline to Anti-bullying

📄 GDL_Antibullyingplanguidelines_V1_20221210.pdf

TYPES OF BULLYING

Physical Bullying

○ Hitting, kicking, punching
○ Pushing, shoving, spitting, pinching
○ Making rude gestures
○ Taking or damaging property of others
○ Forcing others to hand over food, money or something that belongs to them
○ Making someone do something they don't want to do

Verbal Bullying

○ Name-calling
○ Teasing
○ Insulting
○ Threatening
○ Sarcasm or joking in a put-down manner
○ Making fun of someone because of their appearance, physical characteristics, cultural background (racism) or gender
○ Gossiping or spreading rumours
○ Making fun of someone's actions

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[1] Reviewed Annually - June 2025

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○   Verbal sexual harassment (sexual comments or talk)
○   Causing discomfort through telephoning, e-mailing and others forms of communication

Emotional / Psychological Bullying
○   Excluding someone from a group, game or any other activity
○   Isolating someone by stopping others from being that person's friend
○   Purposely ignoring a member of a group
○   Making or giving invitations in front of the excluded child/children
○   Whispering to others in front of one member of a group with the intent to exclude them

Passive Bullying
○   Standing by and watching a bullying incident without seeking help
○   Encouraging another child to bully on your behalf

Cyber Bullying
●   Using digital technologies, including mobile phones, emails and social media tools to bully
●   pranking: repeated hang-ups, anonymous, mocking or threatening phone calls
●   image sharing: forwarding or sharing unflattering or private images without permission
●   text and email: sending insulting or threatening text messages or emails
●   personal online information: publishing online someone's private, personal or embarrassing information without permission, or spreading rumours online.
●   identity theft: assuming someone's identity online and negatively representing them in a way that damages their reputation or relationships.
●   hate sites: creating hate sites or implementing social exclusion campaigns on social networking sites.

RESPONSIBILITIES

Responsibilities of Staff
●   Understand and follow Sydney Catholic Schools
●   Model appropriate behaviours at all times reflecting the Gospel values
●   Incorporate into their programs the concept of bullying and its meaning
●   Assist students to develop strategies for dealing with bullying eg. 'NO GO TELL' Reinforce that "bullying" behaviour is not acceptable
●   Become aware of the signs of children being bullied - constantly torn clothes, not eating lunch, desire not to come to school, fear of certain persons or groups, change in behaviour patterns
●   Supervise the playground effectively – be constantly on the move.
●   Deal with all reported and observed incidents of bullying consistently as set out in these procedures
●   Take all reports of bullying seriously and treat them confidentially
●   Report incidences of bullying to the Principal

Responsibilities of Students
●   Report that they are being bullied to their parents, to a teacher
●   Show consideration, respect and support towards others
●   Help someone who is being bullied by reporting it

Responsibilities of Parents

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- Support the school in the implementation of the procedures
- Watch for signs that their child is being bullied, e.g. reluctance to attend school, bedwetting, bruises, changes in sleep patterns or any change in general behaviour
- Notify the school if they think that their child is displaying bullying behaviour and assist the school in addressing this problem
- Speak to the class teacher or a member of the Leadership Team at an appropriate time if their child is being bullied as per the communication flowchart
- Children who are perceived to be displaying bullying behaviour <u>are never to be approached directly by a parent</u>
- <u>Parents are never to directly approach another parent regarding bullying behaviour.</u>
- Encourage their child to report that they are being bullied or if they have seen someone being bullied.

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Reported incidents of bullying will be responded to as outlined below. These procedures are to be used in accordance with Sydney Catholic Schools guideline to Anti-bullying

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- All incidents of playground bullying/conflict will be reported to the teacher on duty and recorded on the playground referral form. All serious incidents will be dealt with immediately by a teacher and the child/children sent to the Principal or Assistant Principal, or in their absence, by a member of the Leadership Team.
- The teachers monitor the behaviour, the student is removed from the playground until such time that the behaviour ceases. Re-entry process is scheduled and monitored.
- The children being harassed by bullying behaviour meet with the teacher or Principal to discuss the incidents and strategies for feeling safe at school. Parents/carer will be notified.
- The affective questions (Restorative Justice Practices) are used when discussing the incident/s with students. Students may be required to complete the affirmative questions and have it signed by parents, returned to school the next day and filed in the Pastoral Care folder located in the Principal's office. The folder is used to track repeated bullying incidences. In addition, the Assistant Principal maintains a database to track unacceptable behaviours. The SPBL teams accesses this information to map if follow up needs to occur across the school.
- If a parent reports the incident then all parties will be spoken to.
- In extreme cases where the bullying behaviour continues then the child will be referred for outside counselling/support service following consultation with the Principal, teacher and parents/carers.
- At the discretion of the Principal the child may be suspended.

Evaluation of the Policy

- This document supports the SCS Prevention and Management of Student Bullying Policy. All staff will evaluate it regularly.
- SPBL data will be monitored on a regular basis.

Contact Information for Our School

- NSW School Liaison Police. Phone Number: 9375 8553
- Community Services Helpline. Phone Number: 133 627
- NSW Health. Phone Number: 9391 9000