Anti-bullying Plan
Cartwright Public School
Our School Anti-Bullying Plan

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.

The Draft Plan has been distributed to the school community for their feedback. Comments and suggestions were integrated into this plan where appropriate.

Statement of purpose

Cartwright Public School rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environment of the school.

Protection

Cartwright Public School understands that 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.

All members of the school community should contribute to the prevention of bullying by modelling and promoting appropriate behaviour and respectful relationships.

Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all Cartwright Public School staff, students, parents, caregivers and members of the wider school community.

The principal ensures that Cartwright Public School implements this anti-bullying plan that has been developed collaboratively with students, school staff, parents, caregivers and the wider community. As a result the whole community has a shared understanding of how to prevent and respond to bullying behaviour.

School staff 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. This is achieved through the implementation of whole school programs.

Students have the responsibility to behave appropriately, respect individual differences and diversity by adhering to the school values of being Caring, Positive and Safe.

It is expected that parents and the wider school community support the implementation of the schools anti-bullying plan and procedures.

Prevention

Cartwright Public School implements whole school bullying prevention strategies through:

- Creating a positive and safe school ethos.
- Maintaining the school values of being Caring, Positive and Safe in all interactions.
- Implementing the You Can Do It program which includes a whole school celebration for students demonstrating the keys to success each term.
- Connecting positive playground and classroom reward systems to the You Can Do It program.
• Providing the school community with an Anti-Racism Contact Officer.
• Celebrating the diverse school community by holding an annual Multicultural Day.
• Modelling appropriate behaviour by staff, students and wider community consistent with the school values and You Can Do It program.
• Communicating regularly in the school newsletter to parents and caregivers about the content explored in the You Can Do It program.
• Establishing safe zones within the school premises for students requiring support.

Cartwright Public School embeds and implements anti-bullying strategies within the classroom by:
• Using group work and explicit teaching of group work strategies in all Key Learning Areas.
• Modelling and encouraging the use of positive and supportive language with an expectation of student use.
• Holding specific class lessons in Personal Development, Health and Physical Education.
• Teaching targeted lessons explaining the appropriate and correct use of information and communication technology systems.
• Providing opportunities for students to develop acceptable social interaction skills during Infants developmental play.
• Involving students in establishing classroom rules of behaviour.

Early Intervention
Cartwright Public School implements the following early intervention strategies and programs for students who are at risk of developing long-term difficulties with social relationships and those students who are identified at or after enrolment as having previously experienced bullying or engaged in bullying behaviour through:
• Classroom teachers creating an atmosphere of mutual respect and value within the school environment.
• School executive providing support through mediation with students. Feedback is provided to parents and staff as necessary.
• Action plans are developed by school executive to address student needs and behaviours.
• The school creating an atmosphere which encourages parental involvement.
• The school counsellor providing individual and group support to identified students.
• The Learning Support Team assessing student needs and implementing identified strategies.
• The Student Learning Support Officers implementing developed programs on the playground.
• As the need arises, targeted lessons for identified students to combat bullying.
• Weekly management meetings to alert staff of specific student needs.
• Individual Education Plans addressing bullying behaviours.

Response
Cartwright Public School will implement the following strategies to empower the whole school community to recognise and respond appropriately to bullying, harassment and victimisation and behave as responsible bystanders through:
• Offering community information sessions on this policy.
• Promoting awareness of the contact details for anti-bullying support organisations.
• Displaying student created anti-bullying posters around the school for the whole school community.
Cartwright Public School will follow the reporting of bullying incidents as outlined in the flow chart below:

Note: All incidents will be treated individually and may not necessarily follow this exact flow chart.
Cartwright Public School will publicise the procedures outlined in this policy in the following ways:

- Enrolment packages for new students
- School newsletter
- Displayed around the school
- Presented to all staff at a management meeting
- School website

Cartwright Public School will implement the following procedures in a quick and timely manner when an incident of bullying is reported to the school:

- The adult the incident is reported to attempts to resolve the situation using the student welfare policy.
- The incident is reported to the school executive.
- School executive will hold discussions with the perpetrator, victim and any bystanders to resolve the issue. Pertinent details of the incident will be documented.
- School executive will determine appropriate action and support to be provided for all concerned parties in line with the student welfare policy.
- Documentation will be used by school executive to ensure that accurate information is given to parents and caregivers.

Cartwright Public School will match planned combinations of interventions to the particular incident of bullying as detailed below:

- Students involved in verbal bullying will follow the processes determined by the school. Initially students will discuss the incident with school executive. The school executive will determine appropriate actions and support based on the particular situation.
- Students involved in physical bullying will follow the processes determined by the school. Initially students will discuss the incident with school executive. The school executive will determine appropriate actions and support based on the particular situation, which may include immediate suspension based on department policy.
- Students involved in social bullying will follow the processes determined by the school. Initially students will discuss the incident with school executive. The school executive will determine appropriate actions and support based on the particular situation.
- Students involved in psychological bullying will follow the processes determined by the school. Initially students will discuss the incident with school executive. The school executive will determine appropriate actions and support based on the particular situation.
- Students involved in cyber-bullying will follow the processes determined by the school as well as department policy. Initially students will discuss the incident with school executive. The school executive will determine appropriate actions and support based on the particular situation. Parents requested to take action.

Cartwright Public School will implement the following strategies and programs to support any student who has been affected by, engaged in or witnessed bullying behaviour through:

- Providing individual and group support with the school counsellor.
- Referring students involved to the Learning Support Team.
- Equipping students with the strategies to eliminate bullying behaviours.
- Conducting mediation sessions with all involved parties.
- School executive sharing actions and support to staff as required.
- Holding individual meetings with parents and caregivers of students involved in bullying behaviours.
Cartwright Public School will provide regular updates, within the bounds of privacy legislation, to parents and caregivers about the management of bullying incidents that have been reported to the school through:

- Regular communication between staff, parents and caregivers.
- Individually inviting parents and caregivers of students involved in bullying behaviours to discuss concerns with school executive.
- Documentation that will be used by school executive to ensure that accurate information is given to parents and caregivers.

Cartwright Public School will adhere to the Department of Education and Communities procedures for reporting incidents involving assaults, threats, intimidation or harassment to the Serious Incidents Unit or where necessary the Green Valley police.

Cartwright Public School will follow the Department of Education and Communities guide for contacting the Child Wellbeing Unit or Community Services using the mandatory reporting tool.


Cartwright Public School will promote and publicise this Anti-bullying Plan including how it will be made available to the school community. This will occur through:

- Communicating to staff during a staff meeting.
- Making the policy available on the school server.
- Publishing the policy on the Cartwright Public School website.
- Publishing the policy in the school newsletter.
- Displaying the policy around the staffroom and office areas.
- Displaying the policy in each classroom.
- Ensuring that a copy of the policy is available in each casual teacher folder.
- Creating posters by students to be displayed around the school.

Cartwright Public School will abide by the following processes to monitor and evaluate the effectiveness of this Anti-bullying Plan through:

- The documentation of bullying incidents to be collected and reviewed by school executive.
- Opportunities for parents and caregivers to provide feedback to school executive about the action and support given to their child.
• Annual reflections by staff about the effectiveness of the actions and support provided to students.
• Seek feedback from students regarding the preventative and reactive measures implemented within the school.

Cartwright Public School will report annually to the school community on the effectiveness of this Anti-bullying Plan through the publication of the school’s Annual School Report.

Cartwright Public School will review this Anti-bullying Plan with the school community when devising the school plan for 2015-2017.

Additional Information
Police Youth Liaison Officer and the School Liaison Police Officer:
Mary Bakijovski
Phone Number: 96071799 (Extension 85799)
Fax Number: 96071711 (Extension 85711)

The following organisations are useful sources of information and support in regards to bullying:
• Kids Helpline
  1800 55 1800
  www.kidshelpline.com.au
• Lifeline
  13 11 14
  www.lifeline.org.au
• Parentline NSW
  13 20 55
  www.parentline.org.au
• Cybersmart
  1800 880 176
  www.cybersmart.org.au
• Reach
  www.reach.org.au
• Beyond Blue
  1300 224 636
  www.beyondblue.org.au
• Kids Matter
  www.kidsmatter.edu.au
• Bullying No Way!
  www.bullyingnoway.com.au
• Mindmatters
  www.mindmatters.edu.au
• National Centre Against Bullying
  www.ncab.org.au
• School-Link
  9616 4265

Principal’s comment
Cartwright Public School has developed this school plan to support the ethos of caring, positive and safe behaviours within our school community. As a school, our expectation is that all members of our community will be respected and valued. Programs and strategies are implemented to embed these values into all aspects of school life. Students and the whole school community recognise these values and are expected to demonstrate them within and without our school grounds.
All members of the school community have had input into the formulation of this policy.

The following staff members from Cartwright Public School collaborated to create this Anti-bullying Plan:

Cheryl Langford, Principal
Kristy Clark, Assistant Principal
Tamara Pollock, Class Teacher
Fiona Curtis, Class Teacher

**School contact information**

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