**LILYDALE PRIMARY SCHOOL**

**Anti-bullying and harassment policy**

**POLICY STATEMENT:**

Lilydale Primary School is committed to providing a safe and caring environment and positive culture which enables positive relationships to be formed amongst all students and staff. Lilydale Primary School encourages self-esteem, co-operation, personal growth and a positive attitude to learning and teaching. The students have the right of respect from others and a right to feel safe and secure in their school environment. A clear policy on bullying (including cyber bullying) and harassment will inform the community that **bullying and harassment** **in any of its forms will not be tolerated.**

Lilydale Primary School will actively promote a positive and welcoming personal environment for all members of the school community. When people are bullied or harassed some effects might be anger, embarrassment, fear and humiliation, loss of self-confidence and reduced function and potential. Bullying and harassment will be addressed, individual differences will be respected and students and staff will be enabled and supported in their pursuit of learning and teaching.

**AIMS:**

* To reinforce within the Lilydale Primary School community that no form of bullying or harassment is acceptable.
* Everyone within the school community is alerted to signs and evidence of bullying and has a responsibility to report it to staff whether as an observer or victim.
* To ensure that all reported incidents of bullying are followed up and that support is given to both victim and perpetrator.
* To ensure that all reported incidents of bullying are documented.
* To seek parental and peer-group support and co-operation at all times.

**DEFINITION:**

Any level of bullying or harassment within the school is unacceptable. This policy is to be implemented in conjunction with the Student Code of Conduct as outlined in the Strategic Plan.

***Bullying*** is repeated verbal, physical, social or psychological aggressive behaviour by a person or group directed towards a less powerful person or group that is intended to cause harm, distress or fear.

***Cyber-bullying*** consists of covert, psychological bullying, conveyed through the electronic mediums such as mobile phones, web logs and websites, online chat rooms and social media. It is verbal (over the telephone or mobile phone), or written (flaming, threats, racial, sexual or homophobic harassment) using the various mediums available.

***Harassment*** is any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcome or offensive to a person.

It includes:

* Verbal (*teasing, name calling, put downs, threats*)
* Physical (*hitting, punching, kicking, gestures*)
* Social *(ignoring, excluding, ostracising, alienating*)
* Psychological *(spreading rumours, hiding or damaging possessions*)
* Cyberbullying *(using technology for the purpose of bullying others)*

**GUIDELINES:**A school-wide approach will be taken to deal with bullying (including cyber bullying) and harassment in a consistent and systematic way.

All new students and staff will be informed of the Anti-Bullying and Harassment policy and practices at the commencement of their time at Lilydale Primary School.

All complaints of bullying or harassment will be heard in confidence and taken seriously.

Lilydale Primary School will organise preventative curriculum programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving. Staff programs will occur periodically to keep staff informed of current issues/strategies for dealing with these issues.

There will be disciplinary consequences, covering a range of strategies, for those in breach of the Anti-Bullying and Harassment Policy (including cyber bullying) guidelines and procedures.

**IMPLEMENTATION:**All members of the school community have an essential responsibility to model appropriate behaviour consistent with the school’s values. Parents, teachers, students and the community will be aware of the school’s position on bullying and harassment and will support the school’s strategies to address these. All teachers at Lilydale Primary School share the responsibility for addressing bullying through class programs and yard duty supervision. The Anti-Bullying and Harassment Policy of Lilydale Primary School will be widely promoted to students, staff, parents/carers and the local community.

The Student Code of Conduct and the Behaviour Management Model will be implemented in a consistent and fair manner by all staff.

A summary of the policy will be included in the Student Enrolment Package while new staff will receive extensive documentation as part of the Lilydale Primary School’s induction process.

The Lilydale Primary School teachers will work together to ensure the safety of all its school members in situations of bullying (including cyber bullying) and harassment, by thoroughly investigating all complaints while respecting the need for confidentiality, notifying parents/carers and planning interventions.

If a teacher feels a student is at serious and imminent risk from bullying (including cyber bullying) and harassment then it is their professional duty to pass on the information to an appropriate person in order to ensure appropriate support for the student. It is important that teachers fully document their interaction with the student/s and to verify the actions taken.

Constructive strategies to deal with harassment will include: education in coping strategies; assertiveness training; problem solving and social skills; counselling and behaviour modification. These strategies will be employed in preference to punitive sanctions and negative consequences.

**PRIMARY PREVENTION:**Student programs will be organised to teach positive social skills that actively limit bullying behaviours. Programs will also raise student awareness about bullying (including cyber bullying) and harassment, to provide a forum for discussion of matters and to aid development of attitudes. The school start up program will include a focus on the ways that students should interact with each other based on the school values. Some matters will be dealt with formally in the curriculum and in peer support programs, leadership programs, extra-curricular programs and occasional activities run by outside experts and workers. The curriculum will include anti-bullying messages and strategies in line with current DEECD materials.

Cybersafety programs will be used to encourage appropriate online behaviour across all year levels.

Preventative and early intervention programs including, Prep-Year 5 Buddies, VALUES, KIDS HOPE Program and support for students through the School Chaplain. Social Skills programs will be investigated by the school and implemented depending on the needs of the cohort of students based on discussions between the school staff and the Principal.

Proven strategies to address bullying and harassment issues in classrooms will be provided through professional development and shared with all staff. As well as professional development relating to other student welfare areas such as self-esteem, assertiveness training, conflict-resolution, mediation, cooperative group skills and communication skills.

Lilydale Primary School will provide specialist resources such as books, videos, kits and off site in-service activities to assist staff in responding appropriately to bullying (including cyber bullying) and harassment issues. The school will also provide access to a range of programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving on site or through external agencies.

Teachers will monitor yard behaviour and continue evaluation to inform planning and to ensure prompt responses to incidences of unsafe or disrespectful yard behaviour.

Explicit teaching of Personal and Social Capabilities will be undertaken by classroom teachers to promote safe and friendly behaviours.

A range of activities will be available to students at recess and lunch breaks such as Judo, Chess Club and Library.

Increase community awareness and input relating to bullying/cyberbullying, its characteristics and the school’s programs and response.

**INTERVENTION:**

Staff will respond to incidents and disciplinary consequences for bullying (including cyber bullying) and harassment that comply with the School’s Welfare and Discipline Policy. The Principal will provide disciplinary consequences including suspension in accordance with Department of Education and Early Childhood Development (DEECD) guidelines.

All staff will record bullying or harassment incidents on the Sentral administration program including those involved and witnesses. Other staff and the Principal will be informed about the incident and the actions taken.

Promote the reporting by children and staff of bullying incidents through regular reminders by class teachers and Principal.

Plan strategically and proactively for those students identified through early intervention strategies ensuring longer term management.

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**RELATED POLICIES:**

 Values Program

Student Engagement

Welfare and Discipline

 Student Code of Conduct

 General Behaviour Management Model

 School Wide Positive Behaviour Code

**EVALUATION:**This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Last Reviewed: February 2017