Antibullying Policy & Procedures

Reviewed annually by the Pastoral Care Team March 2008
The procedure for dealing with incidences of bullying at Kinross Wolaroi School is set out in the flowchart on the following page.
ABC GUIDELINES

Statement
1. It is our understanding that Kinross Wolaroi School should be a place where each person in it can feel safe, secure and able to achieve their potential.
2. It is expected that all members of this school – Staff, Students and Parents – will work together to ensure that bullying, whether verbal or physical, subtle or overt, does not happen.
3. We do not and will not accept bullying in this school.
4. We will review the position in this school of any person who persists in bullying.

Definition
Bullying is repeated intimidation, over time, of a physical, verbal or psychological nature of a less powerful person or persons by a more powerful person or group of persons.

Types of bullying
There are many types of bullying. These may include:
- Physical
- Verbal
- Isolation
- Extortion
- Gestures
- Damage to property
- Intimidation
- Note writing
- Cyber bulling
- Sexual Harassment

Declaration of Rights
Kinross Wolaroi School aims to be a place in which every person in the school community – students, teachers, other workers and parents – feels safe, secure and free of bullying.
- Individual differences are valued and respected.
- Every student is able to learn without distraction or hindrance.
- Every teacher is able to teach without distraction or hindrance.
- Every person can take pride in themselves and their work.
- Every person is courteous to, and cooperative with, others.
- No person is ‘given a hard time’.
- If any person states that teasing has gone too far, it will stop.
- The mood of the school is such that a child will feel supported if they are harassed or bullied.
- Every person will feel safe to report incidences of bullying of which they are aware in the confidence that it will be followed up appropriately.
The procedure for dealing with incidences of bullying at Kinross Wolaroi School is set out in the flowchart on the following page

Incidents are reported to the appropriate representatives who log the incident and conduct a preliminary investigation.

The details will be entered in a Bullying/Incident Report. *(See Appendix A)*

With regard to detailed investigation and counselling one of the following strategies will be used:

2. The No Blame approach – based on the model developed by Maines and Robinson.

These approaches have been well researched and lead to successful resolution of the issues in almost all cases.

At all stages of the process appropriate documentation will be kept with the Student Counsellor.
FLOW CHART

Incident/s reported by Teachers, Students, Nursing, Ancillary and House Staff, Parents

Primary Representative  Secondary Representative

Log Incident

Preliminary investigation by Student Counsellor

No  Yes

Further Action Required?

Record details of preliminary investigation

Discussion between Student Counsellor, Director of Pastoral Care and/or Year 7 Coordinator with Target, with perpetrators and then if needed as a mediation session with all parties involved.

Contact Group
Director of Pastoral Care
Head of Boarding House
Head Tutor
Prep classroom teacher

Notify (for both parties): Parents, Prep Classroom Teacher, Boarding House Staff, Head Tutor

Report back to Counsellor

Convene a Panel * to review case and decide on future

Case closed. Recorded in files Parents and Contact Group notified that case is complete

Monitor

Has course of action been successful?

Yes  No

Course of action

PANEL*
Fixed:
Student Counsellor
Chaplain
Director of Pastoral Care
Deputy Principal/ Head of the Prep School

Co-opted:
Head Tutor
Tutor
Head of Boarding House
Prep Classroom teacher

File in Bullying Incident Report
Record files

Recorded in files

Parents and Contact Group notified that case is complete

Has course of action been successful?
**BULLYING INCIDENT REPORT FORM**

<table>
<thead>
<tr>
<th>Initial Report completed by</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td><strong>Persons Involved</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Target:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Perpetrator/s:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Where bullying occurred**

<table>
<thead>
<tr>
<th>Location:</th>
<th>Activity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>Assembly</td>
</tr>
<tr>
<td>Playground</td>
<td>Boarding</td>
</tr>
<tr>
<td>Boarding House</td>
<td>Cadets</td>
</tr>
<tr>
<td>Bus bay</td>
<td>Class</td>
</tr>
<tr>
<td>Other _________________</td>
<td>Sport</td>
</tr>
<tr>
<td></td>
<td>Other _________________</td>
</tr>
</tbody>
</table>

**Description of bullying**

- Emotional
- Physical
- Verbal
- Text / Electronic

Brief Description: ____________________________________________________________

<table>
<thead>
<tr>
<th>For use by Anti-bullying Committee</th>
<th>Actions and Persons Notified</th>
<th>Follow up</th>
</tr>
</thead>
</table>

Copy to be filed with Student Counsellor