



### SOURCES OF AUTHORITY

CEWA Policy	Community
Executive Directive	Student Safety & Wellbeing

#### AIM

St Joseph's School aims to be proactive in measures to reduce and, hopefully, prevent bullying and harassment in our school. We aim to provide an environment that is physically, emotionally and intellectually safe for all members of our school community. St Joseph's School is to be viewed as, and has a commitment to be, a "Bully Free Zone".

#### SCOPE

All members of the St Joseph's School community

#### DEFINITIONS

*Bullying is defined as 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 (National Safe School's Framework, 2011)*

#### Bullying is

- when someone gains power over another person by hurting or harming that person, more than just once.
- intentional and there is an imbalance of power.
- continuing to 'pick on' someone, torment them or exclude them, so that the person feels helpless.
- when others are bystanders and encourage bullying behaviour.

#### Forms of bullying:

- **Physical:** any form of violence or threat, intimidation
- **Verbal:** name calling, sarcasm, spreading rumours, persistent teasing, intimidation
- **Emotional:** excluding, tormenting, ridicule, humiliation, intimidation
- **Racist:** taunts, graffiti, gestures, intimidation
- **Sexual:** unwanted physical contact, abusive comments, intimidation
- **Cyber:** unwanted text messages, emails, information technology, intimidation

#### What is NOT Bullying

In keeping with the above definition, "one off" incidents involving social isolation, conflict, random acts of aggression/intimidation or meanness are not defined as bullying.

#### PROCEDURES

It is important that acts of bullying and violence are reported to someone at the school so that it can be investigated and dealt with as swiftly as possible. Parents are asked to contact the Head of School with their concerns.

An online bullying reporting form is available on the student portal for student in Years 5-12. This report goes directly to the Principal who disseminates the information to the appropriate person to follow up the report. [Online bullying reporting form](#)

#### Intervention

Bullying response strategies will be tailored to the circumstances of each incident and each student as required, however the following process will take place

##### 1st notification of incident

- Students interviewed by classroom teacher or House Coordinator
- Bullying incident documented on SEQTA
- Parents of the students may be contacted if required

2nd Incident

- Students interviewed
- Bullying incident documented on SEQTA
- Consultation with Head of School
- Parent contacted and consequences outlined
- Follow-up written communication with letter sent to parents from the Head of School
- Suspension from school may be a consequence
- A behaviour management plan may be required for the student carrying out the bullying

3rd Incident

- Students interviewed
- Bullying incident documented on SEQTA
- Parent and student interview with Head of School and Principal.
- Suspension from school will be a consequence, length of suspension will be determined at the time.
- A behaviour management plan will be required for the student carrying out the bullying
- Supports put in place for students

4th Incident

- Student and parent interview with Principal – consideration of student’s exclusion from the school
- CEWA psychology team will be utilized to work with the families

Severity Clause – for severe incidents of bullying, these steps may be fast tracked.

Staff Responsibility

All staff are responsible to:

- Model appropriate behaviour at all times;
- Deal with all reported and observed incidents of bullying in accordance with this Guideline;
- Ensure that any incident of bullying that they observe or is reported to them, is recorded appropriately;
- Be vigilant in monitoring students that have been identified as either persistent bullies or victims; and
- Acknowledge the right of parents/carers to speak with School authorities if they believe their child is being bullied.

Authorised by	Andrea Woodgate	Signature:	
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