



# NEW MADINAH COLLEGE

## ANTI-BULLYING POLICY AND PROCEDURES

NESA MANUAL REFERENCE  
3.6.2

SAFE AND SUPPORTIVE  
ENVIRONMENT

### *POLICY REVIEW*

*This Policy was approved on 6<sup>th</sup> September 2023 and will be reviewed at least every two years. The next due date for review is therefore 6<sup>th</sup> September 2025. Where any material change is deemed appropriate to be made to this Policy, it may be amended and submitted for review and approval at an earlier date*

## Introduction

Bullying is an act of aggression causing embarrassment, pain or discomfort to an individual.

Bullying behaviour can take a variety of forms including:

- **Verbal** eg: name calling, teasing, abuse, putdowns, sarcasm, insults and threats.
- **Physical** eg: hitting, punching, kicking, scratching, tripping, spitting and pushing.
- **Social** eg: ignoring, excluding, alienating and making inappropriate gestures
- **Psychological** eg: spreading rumours, nasty looks, hiding or damaging possessions, malicious SMS and email messages and internet chatting, and inappropriate use of camera phones and internet (cyberbullying).

People who bully try to gain control of a situation by making you feel afraid or angry, sometimes even start a fight. It is often done so that adults are not aware of it.

### Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity;
- follow the College's ethos;
- respond to incidents of bullying according to the College's Anti-Bullying policy.

### Teachers have a responsibility to:

- respect and support students in all aspects of their learning;
- model appropriate behaviour;
- arrive to class on time and move promptly between lessons;
- respond in an appropriate and timely manner to incidents of bullying;

## Procedures

- If a bullying situation becomes apparent, it must be reported to the Principal as soon as possible. When appropriate a written report is requested. Parents/carers are encouraged to contact the Principal at email [principal@nmc.nsw.edu.au](mailto:principal@nmc.nsw.edu.au). All communication will be kept confidential.
- Staff members who have witnessed or been informed of a bullying (including cyber bullying) incident must respond to it immediately and unambiguously even if some aspects of the response are dealt with at a later stage. A staff member's own reactions to incidents of bullying will influence the attitudes of the children. For example, failure to respond to an incident may be construed as condoning bullying behaviour. The care of the victim of bullying should be the first priority.
- When an incident of bullying is witnessed, the staff member should, as soon as possible obtain a report of the incident. Both parties should be interviewed separately. If more than one student is involved in perpetrating the bullying, talk to each of the perpetrators separately. Students involved in the incident must each complete a statement, which will be filed in the students' files, after the matter has been resolved.
- The staff member must complete an incident report, which will be documented on Compass.
- The staff member will inform the DP/Co-ordinator, who will contact the parents/carers of the victim(s) and the bully(s) to inform them that a bullying incident has occurred and that they will be kept informed of the progress of the investigation.
- The DP/Co-ordinator may investigate the matter further and meet with the victim(s) and bully(s) to discuss the appropriate consequence for the perpetrator/s. The DP/Co-ordinator will contact parents/carers of the victim(s) and the bully(s) to inform them of the findings of the investigation. and advise them of the consequences for the perpetrator/s. Support for the victim(s) must be provided.

### **Serious bullying incidents.**

- All serious incidents must be reported by the to the Deputy Principal (DP)/Co-Ordinator, who will investigate the matter further. If necessary, the DP will inform the Principal, who will then determine whether the incident requires further action.
- If the bullying is severe or extreme, the Principal may contact the School's Liaison Officer(SLP) at Young Police station and the AIS for further assistance. The contact information for the SLP are located at reception.
- In extremely serious cases of a proven allegation, whether related to excessive violence, long-term verbal or emotional abuse, sexual misconduct or serious cyber bullying, the police will be contacted and they will lead the investigation. In these cases, the Principal will inform the relevant authorities and seek advice from AIS. In the event of a police investigation, the school will provide all records pertaining to the investigation
- In situations of severe and/or extreme bullying where the Principal deems that suspension or expulsion of the perpetrator/s may be a consequence the Student Behaviour Support Policy procedures will be followed.
- The Deputy Principal will organise a meeting with the Principal and the perpetrator/s and their parents/carers to discuss the findings of the investigation of the incident, appropriate consequences based upon the severity of the bullying and any prior history of bullying behaviour and a possible plan to prevent further bullying incidents.
- The Principal will meet with the victim/s parents/carers to keep them informed about the progress of the investigation and to check on the wellbeing of the victim/s. The Principal will offer the victim/s a counselling service should they need it.
- Both the perpetrator(s) and the victim(s) will be offered counselling by the College's Sheik or counsellor to support the victim(s) and to help prevent any recurrence.
- Records of documentation of investigation and meeting records will be kept in the students' files.
- Relevant details from the Anti-bullying and Student Behaviour Support policies are communicated to parents/cares by the classroom teacher at parent information sessions at the beginning of the year and through the front office upon request.
- The College's Anti-bullying Policy is available on the New Madinah College website, and a summary is provided on the school's Annual Report.

## Preventative Measures

New Madinah College can intervene effectively to reduce bullying by developing a safe and supportive school climate. Staff, students and parents/carers must all work together to provide a safe environment where every student feels secure, supported and valued.

### 1. Staff must:

- be both role models and guardians (in loco parentis). That is, they must model respect in their own relationships and protect the rights and responsibilities of others;
- demonstrate positive behaviours in their own relationships;
- be aware of the potential influence of both their intended and inadvertent behaviour;
- have lessons that are climate orientated as well as task orientated;
- offer generous praise for pro-social and helpful behaviours by students;
- praise friendly and supportive behaviours of students toward one another on a frequent basis;
- teach non-violent, non-racist, and non-sexist ideas, values and behaviours, as a core part of the every-day curriculum;
- teach social skills, including communication, making friends, accepting feedback from others, conflict resolution and appropriate assertiveness;
- promote positive relationships and enhance the school experience for students by developing a good rapport with them;
- provide active supervision during recess and lunch;
- promote specific class rules against bullying and emphasise the immediate consequences of bullying.

### 2. Students must:

- treat one another with mutual respect;
- behave according to Islamic values and morals;
- play safely and report all bullying incidents;
- co-operate with other students and staff and,
- refuse to be involved in any bullying situation.

3. Parents/carers should:

- watch for signs of distress in their children, eg: unwillingness to attend school, missing equipment, requests for extra money and damaged clothes or bruising;
- take an active interest in their children's social life and acquaintances;
- advise their children to tell a teacher if they are being bullied;
- inform the College if bullying is suspected and not take matters into their own hands;
- not encourage their children to retaliate;
- be willing to attend interviews at the College if their children are involved in any bullying incident and;
- be willing to inform the College of any cases of suspected bullying even if their children are not directly affected.

## Appendix 1

### NEW MADINAH COLLEGE'S GUIDELINES AGAINST BULLYING

New Madinah College does not tolerate bullying in any form. All members of the College Community are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all.

The consequences of unacceptable behaviour are severe.

#### 1. What is bullying?

Bullying is an act of aggression causing embarrassment, pain or discomfort to another:

- It can take a number of forms: physical, verbal, gesture, extortion and exclusion.
- It is an abuse of power.
- It can be planned and organised or it may be unintentional.
- Individuals or groups may be involved.

#### 2. Some examples of bullying include:

- any form of physical violence such as hitting, pushing or spitting on others
- interfering with another's property by stealing, hiding, damaging or destroying it
- using offensive names, teasing or spreading rumours about others or their families
- writing offensive notes or graffiti about others
- making degrading comments about another's culture, religious or social background
- hurtfully excluding others from a group
- ridiculing another's appearance
- forcing others to act against their will

### 3. **If we are bullied:**

- we may feel frightened, unsafe, embarrassed, angry or unfairly treated
- our work, sleep and ability to concentrate may suffer
- our relationships with our family and friends may deteriorate
- we may feel confused and not know what to do about the problem

### 4. **What do we do to prevent bullying at New Madinah College?**

As a school community, we will not allow cases of bullying to go unreported but will speak up, even at risk to ourselves.

(a) This requires staff to:

- be role models in word and action at all times
- be observant of signs of distress or suspected incidents of bullying
- make efforts to remove occasions for bullying by active patrolling during supervision duty
- arrive at class on time and move promptly between lessons
- take steps to help victims and remove sources of distress without placing the victim at further risk
- report suspected incidents to the appropriate staff member such as the class teacher and Principal who will follow the designated procedures

(b) This requires students to refuse to be involved in any bullying situation. If you are present when bullying occurs:

- if appropriate, take some form of preventative action;
- report the incident or suspected incident and help break down the code of secrecy



If students who are being bullied have the courage to speak out, they may help to reduce pain for themselves and other potential victims.

(c) New Madinah College recommends that parents:

- watch for signs of distress in their children, e.g. unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising;
- take an active interest in their children's social life and acquaintances;
- advise their children to tell a staff member about the incident. If possible, allow them to report and deal with the problem themselves. They can gain much respect through taking the initiative and dealing with the problem without parental involvement;
- inform the College if bullying is suspected;
- keep a written record (who, what, when, where, why, how);
- do not encourage their children to retaliate;
- communicate to their children that parental involvement, if necessary, will be appropriate for the situation;
- be willing to attend interviews at the College if their children are involved in any bullying incident;
- be willing to inform the College of any cases of suspected bullying even if their own children are not directly affected.

## Appendix 2

### **WHAT CAUSES BULLYING?**

A number of different factors contribute to bullying problems.

- **Family Factors:** A lack of attention and warmth towards the child, together with the modelling of aggressive behaviour at home, and poor supervision of the child may contribute to bullying behaviour.
- **School Factors:** Just as low levels of supervision in the home are associated with the development of bullying problems, so too, are poor supervision at school particularly in the school playground, hallways, canteen area and sometimes during transition times (e.g. moving to and from sport lessons).

New Madinah College acknowledges that our social climate needs to be one where there is warmth and acceptance of all students.

### **POSSIBLE SIGNS OF A STUDENT BEING BULLIED**

Students may:

- become unwilling to come to school or attend erratically;
- begin doing poorly in their school work;
- become withdrawn or isolated, start stammering;
- have a desire to remain near adults especially at break times;
- find their possessions going “missing”;
- have unexplained bruises, scratches or cuts;
- become distressed, eat very little; and/or
- refuse to say what is wrong and give improbable excuses to explain any of the above.

## **UNDERSTANDING THE MENTALITY OF THE VICTIM AND THE BULLY**

If intervention is to be successful in the long term you must try to understand the bully.

They will frequently use 'difference' as an excuse for their bad behaviour. It is not the difference in the victim which causes the problem. It is the bullies who have the problem because they are afraid, envious, cruel, angry, insecure or unhappy. They often show no sympathy for the victim and will try to avoid apologies.

Victims are sensitive in nature, perhaps emotional, lacking in self-confidence and sometimes with an uncertain sense of humour. They experience similar problems of self image to those of the bully. They may be lonely and isolated in the larger environment although secure at home and in small groups. They may be physically small or weak and unlikely to retaliate.

## **WHAT ARE THE LONG-TERM CONSEQUENCES FOR VICTIMS, BULLIES, AND BYSTANDERS?**

Victims of bullying typically are very unhappy children who may suffer from fear, anxiety, and low self-esteem. If bullying patterns go unnoticed in the school, the victim

- may try to avoid school, and social interaction;
- more likely to be depressed and suffer low self-esteem and;
- experience significant psychological harm which interferes with their social, emotional and academic development.

The serious long-term outcomes for bullies are also important to recognise. Bullies tend to become aggressive adults who stand a much higher chance into taking their bullying behaviour into their career workplaces.

Another important but often overlooked group of students who are affected by bullying are the bystanders. They may not take the initiative to bully themselves, but will follow a bully's lead in helping to harass or victimise a particular student. Students who observe violent behaviour and see that it has no negative consequences for the bully will be more likely to use aggression in the future.

**1. What to do if you are being bullied:**

- Try to ignore the bullying or say 'No' firmly then turn and walk away. You must do this forcefully and walk away immediately.
- Try not to retaliate in a physical or verbal way.
- Try not to show that you are upset or angry. If you can hide your emotions the bully will get bored and leave you alone.
- Tell a friend and ask him/her for help. It is harder for a bully to pick on you if you have a friend with you for support.
- Try to avoid being alone in places where the bully is likely to pick on you.
- Tell a sympathetic teacher. Bullies depend on secrecy. If you need help do not be embarrassed about asking for it. Everyone needs help sometimes and teachers can only help if they know about the problem.

**2. What to do if you see someone being bullied.**

- Find a teacher straight away and explain what you have seen or heard.
- Do not ignore the bullying. Everyone has a responsibility to prevent bullying. (Think how you would feel if it was happening to you).
- Make sure that you do not get involved in the bullying.

**3. What will the College do if you report bullying?**

- Take bullying seriously and find out the facts of any incident.
- Support students who are being bullied.
- Take appropriate action against the bull