



Anti-Bullying Policy

PURPOSE

The purpose of this policy is to promote consistency of approach and to create a climate in which all members of New Madinah College are valued and feel safe.

The policy creates a framework to assure students and parents that they will be supported when bullying is reported.

Within New Madinah College all students and staff have certain rights. However, along with those rights we also must take responsibility for our own actions.

All students and staff have the right:

- To feel safe, cared for and respected at New Madinah College.
- To be free from threat and intimidation.
- To have a pleasant, healthy and safe environment.

All students have the responsibility:

- To consider the impact of their actions on others.
- To respect the property and rights of staff and students.
- Not to accept bullying, but to report it.
- To follow the college policies and rules.

All Staff members have the responsibility to:

- Provide a safe, secure learning environment for our students.
- Strive to provide an environment free from bullying, harassment, intimidation and abuse.
- Engender a culture where bullying is discouraged and opposed.
- Consider the impact of their actions on others.
- To be positive role models in work and action at all times.

DEFINITIONS

“Bullying and harassment

- may be physical (hitting, kicking, pinching), verbal (name-calling, teasing), psychological (standover tactics, gestures), social (social exclusion, rumours, putdowns) or sexual (physical, verbal or nonverbal sexual conduct)
- may be done directly (e.g. face to face) or indirectly (e.g. via mobiles or the internet: Cyberbullying)
- be motivated by jealousy, distrust, fear, misunderstanding or lack of knowledge
- have an element of threat
- can continue over time
- is often hidden from adults
- will be sustained if adults or peers do not take action.”

POLICY STATEMENT

Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. As a college we take reports of bullying seriously and will actively work towards eliminating incidents of bullying in our college.

The Principal has a responsibility to ensure that:

- teaching and non-teaching staff, students and parents should have an understanding of what bullying is
- teaching and non-teaching staff should know what the college policy is on bullying, and follow it when bullying is reported.

PROCEDURES

To prevent bullying at the college the following measures will be taken:

- All students and staff upon entry to the college are educated about the Anti-Bullying Policy.
- There is an explanation of this policy during staff meetings, assemblies, and in the parent/student handbook.
- Inclusion of sessions promoting positive peer interactions in the college’s Academic Care Program and Pastoral Care Programmes
- Use of the curriculum to examine aspects of **bullying**
- Ensuring that the message ‘it is okay to report **bullying**’ is promoted
- Visual advertising around the college
- Teacher observation of students in and out of classes
- Ongoing professional development of staff
- Input for parents
- Student Support through the Mentoring Program
- Surveys on the incidence of **bullying**
- Counselling for anyone affected by **bullying**

At the college, the following steps are to be taken when dealing with incidents of student bullying:

- If bullying of a student is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.
- A clear account of the incident will be recorded in writing and given to the Principal.
- The Principal will interview all concerned and will record the incident.
- Any investigation and disciplinary action taken must be consistent with the New Madinah College Student Management Policy and the New Madinah College Procedural Fairness Statement.
- Parents of all students involved are to be informed in writing of the incident and action taken by the Principal.
- Class teachers are to be informed of bullying incidents and any action taken.
- Notify the Police Youth Liaison Officer if the bullying situation has involved violence, threat of harm or alleged criminal conduct
 - Youth Liaison officer contact:
Snr Constable Joe Camilleri
Cootamundra CMU
101 Cooper St, Cootamundra NSW 2590
02 6942 0099
 - Young Police Station Contact:
30 Cloete St, Young NSW 2594
02 6382 8199
- Notify NSW Community Services (formerly DoCS) when an incident involving manufacturing, possessing or distribution of child pornography has occurred

The Principal will take the following action for the student who has been bullied:

- offer the student an immediate opportunity to discuss the experience with the Principal or member of staff of their choice
- take steps to reassure the bullied student that their complaint is being taken seriously and that there is support for the student
- take action to assist the restoration of self-esteem and confidence.
- Document any discussion with the student who has been bullied.

The Principal will take the following action for the student who has bullied:

- use Real Justice techniques to discuss what happened
- discover why the student became involved in the bullying behaviour
- establish the wrong doing and need to change
- implement the New Madinah College Student Management Policy when enforcing disciplinary action with the student who has bullied.
- inform parents or guardians to help change the attitude and behaviour of the student
- use Real Justice techniques to work towards restoring the relationship between the students involved in the bullying incident.
- Document any discussion with the student who has bullied.

Documentation relating to a student bullying incident i.e.:

- Incident report
- documentation relating to student interviews
- Disciplinary action taken
- letters sent to parents
- file notes of any follow up action

CYBERBULLYING AND DEFAMATION

The NSW Police define cyberbullying as, “...the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone”.

Australian law defines defamation as “... a person who ‘publishes’ an assertion of fact or a comment that:

- injures – or, importantly, is ‘likely’ to injure – the personal, professional, trade or business reputation of an individual or a company
- exposes them to ridicule or
- cause people to avoid them”

If a case of cyberbullying affects a student outside of college, the following course of action should be taken:

- The student immediately informs his/her parents/carers
- The abuse is reported to the website owner or webmaster
- If the concern is considered very serious, then the police should be informed immediately

New Madinah College recognises that the majority of cases of cyberbullying or defamation occur outside of its controlled network. However, to ensure that students and parents are aware of the correct actions to take, this policy includes protection for its own name, its crest and staff members as well.

A case of cyberbullying/defamation against a New Madinah College staff member(s) or the college occurs if:

- A video or image of a New Madinah College staff member(s) is placed on a public website without the permission of the staff member(s).
- Information about a staff member(s) including their name is placed on a public website without the permission of the staff member(s).
- The New Madinah College name or crest is published on a public website without the written permission of the Principal.
- Cases of cyberbullying or defamation of staff will be seriously dealt with by the Principal in accordance to the rules outlined in the policy and all other New Madinah College based discipline policies.

ASSOCIATED DOCUMENTS

New Madinah College Student Management Policy

Student Welfare Policy

Pastoral Care Policy

Privacy Policy

Resource: <http://www.bullyingnoway.com.au/default.shtml>

Resource: *Bullying Among Young Children: a guide for teachers and carers*,
(December 2003), Australian Government Attorney-General's Department, Canberra

Resource: *A Whole College Approach to Dealing with Bullying and Harassment*,
(2000), Mindmatters, Commonwealth Department of Health and Ageing, Canberra

LEGISLATION

Anti-Discrimination Act (NSW)

Children and Young Persons (Care and Protection) Act 1998(NSW)

Work Health and Safety Act 2011