



SAINT MARY MACKILLOP COLLEGES

WAGGA WAGGA K - 12

ANTI-BULLYING POLICY

RATIONALE

The purpose of this policy is to promote consistency of approach and to create a climate in which all members of Saint Mary MacKillop Colleges are valued and feel safe.

AIM

At Saint Mary MacKillop Colleges, we are committed to making a safe environment by developing authentic relationships between students, parents and staff, based on care, mutual respect and open communication.

Bullying in any form will not be tolerated at our school.

BULLYING —What Is It?

The most frequently cited definition of bullying is the “repeated oppression, psychological, physical or verbal, of a less powerful person by a more powerful person or group of persons.” (Rigby 1996).

There are three critical points in this definition:

Power

Children who bully may acquire power through various means: physical size and strength; status within a peer group; and recruitment within the peer group so as to exclude others.

Frequency

Bullying is not a random act; it is characterised by its repetitive nature. Because it is repetitive, the children who are bullied not only have to survive the humiliation of the attack itself but live in constant fear of its re-occurrence.

Intent to harm

Bullies usually deny any intent to harm others and may not always be fully conscious of the harm they cause. Causing physical and emotional harm however, is usually a deliberate act. It puts the child who is bullied in a position of oppression by the child who bullies.

Bullying behaviours range from petty ‘bossiness’ to severe repeated physical violence over time. Behaviours such as ostracism, rumour spreading, stand over tactics and name calling all constitute bullying when there is intent to hurt.

Technology, including the internet and mobile phones can also be used as instruments for bullying. This is known as Cyberbullying. Cyberbullying involves being cruel to others by sending or posting harmful material or engaging in other forms of social aggression using the internet or other digital technologies (Refer- Attachment ICT).

STATEMENT OF PURPOSE

1. To give all members of the school community a shared vision of what constitutes bullying.
2. To provide a clear procedure to manage and prevent bullying.
3. To maintain a commitment to the school ethos and purpose of providing a safe environment.

Within Saint Mary MacKillop Colleges 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 our school.
- 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 school policies and rules and expectations.

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.
- Report all incidents of bullying in Accordance with Section 24 of the Children and Young Persons (Care and Protection) Act 1998(NSW).

MANAGING BULLYING

Ideally, a formal response to bullying behaviour should give perpetrators a clearer understanding of who has been affected, and how. It gives them

- an opportunity to help repair the damage that has been done;
- strong incentives to minimise further harm;

USING THE METHOD OF SHARED CONCERN

The key to managing and preventing is engaging those involved in discussion about what is happening and decide on some ways to overcome the problem. The Method of Shared Concern concentrates on finding a solution to the problem for all students involved. This strategy can also be used at home by parents.

The Method of Shared Concern aims to change the behaviour of students involved in bullying incidents and improve the situation for the student being bullied. This method helps students to develop empathy and concern for others and gives them strategies that will help them to get along better with others in the school and at home.

What happens in shared concern?

1. Individual meetings are held, with each of the students involved in the bullying incident e.g. The student or students bullying, the person being bullied and any bystanders who may have seen what was happening;
2. Each student is asked about the problem and to suggest ways she personally could help to improve the situation;
3. The student being bullied is also given the opportunity to discuss what happened and is encouraged to think of ways to improve the situation;
4. There is a follow-up meeting or meetings, discussion and planning that give the students the opportunity to change and improve attitudes and behaviour and to put these into practice in a supportive environment.

WHAT WE ARE DOING AT SAINT MARY MACKILLOP COLLEGES TO PREVENT BULLYING?

- All students and staff upon entry to the school are educated about the Anti-Bullying Policy and the School's Expectations. There is an explanation of this policy during Religion, staff meetings, assemblies and publication to Parents. Each classroom has a copy of the School's Expectations visible on the entry wall (*See attachment*). School Expectations are sent home to parents at the beginning of each new year.
- Parents and students read and sign a rights and responsibilities document (*See attachment*).

SCHOOL RESPONSE TO BULLYING

Staff are to investigate every report of teasing and bullying, with the aim of:

- Bringing it to a prompt and effective stop
- Facilitating the eradication of negative attitudes and behaviours of the bullying student or students
- Assisting any student who has been the target of teasing or bullying to build resilience.

If parents contact a member of School staff to report a concern about teasing or bullying, it is the responsibility of that member of staff, on the same day, to pass on the information to the Primary Principal/ Secondary Coordinator. He/she is responsible for coordinating an effective and prompt investigation and follow up. He/she should ensure that parents receive a response within 24 hours.

Our school community does not condone bullying or harassment and the following process has been established to help us deal with such unacceptable behaviour should it occur.

- Based on the severity of the bullying incident, a student may commence at any stage of the below process.
- The Interview process may involve the Primary Principal/Secondary Coordinator and Class Teacher at any of the below Stages. The Pastoral Care teacher is notified.
- Parents will be kept informed at all stages of the process.

Stage I

When concerns are raised regarding a student being bullied, or responsible for bullying, Class Teachers, in collaboration with the Primary Principal/ Secondary Coordinator will manage the response and will seek information to clarify what has happened. An incident report is completed by teacher.

All students involved will be interviewed and if the reported bullying incident is substantiated, the student responsible for bullying will be issued with an Official Caution letter denoted by Primary Principal/ Secondary Coordinator. A copy of this caution will be placed on the student's file.

Following this process, the Primary Principal/ Secondary Coordinator, will formulate an appropriate response to allow students to move forward. Counselling may also be recommended to students involved and the respective Pastoral care coordinators will be notified.

The Primary Principal/ Secondary Coordinator will inform the parents of students involved in the investigation process.

Stage 2

When a repeated incident is substantiated the student(s) will be referred to the Primary Principal/ Secondary Coordinator who will:

- Provide a verbal and written response to the parents of the students involved.
- Request counsellor/Pastoral care involvement to assist students involved in the bullying in consultation with the parents.
- Consult with staff, students and parents to develop an appropriate, meaningful consequence.

A behavioural contract to be signed determined by Primary Principal/ Secondary Coordinator I.

Documentation of proceedings will be kept.

Stage 3

When a further bullying incident is substantiated there will be:

- An interview with the parents of the student responsible for bullying.
- A program of suspension and gradual re-integration with other students coordinated by the Primary Principal/ Secondary Coordinator.
- A report placed on the student's file.
- Further Counsellor or Police Youth Liaison involvement.
- A behavioural contract to be signed (prepared by Primary Principal/ Secondary Coordinator).

Stage 4

Should a student reach this stage, the Primary Principal/ Secondary Coordinator will interpret this to indicate that the student has chosen, through his/her actions, to be excluded from the School.

MONITORING AND EVALUATION

In order to facilitate monitoring, evaluation and target setting, Saint Mary MacKillop Colleges will implement the following procedures

1. Conduct questionnaires and surveys to assess the level of bullying. These will be anonymous.
2. Complaints, incidents and follow up will all be recorded so that any emerging patterns can be noted and the effectiveness of procedures can be checked.

REMEMBER

Bullying is not allowed in our school and no one should suffer from it
By working together:

- We can all help to PREVENT bullying.
- We can all help to STOP bullying
- We can increase our AWARENESS of bullying.
- We can raise the SELF ESTEEM of both bullies and victims.
- We can help both bully and victim gain POSITIVE ACCEPTANCE by their peers.
- We can all raise the level of RESPONSIBILITY to make sure we all do what we can to prevent and stop bullying.

Contacts

School Liaison Officer and Youth Liaison Officers Police
Wagga Wagga
Ph: 02 6922 2599

Centacare South West NSW Wagga Wagga
Ph:1300619379

Related Policies:

Discipline Policy
Pastoral Care Policy
School Expectations
ICT Policy

SUPPORTING DOCUMENTATION:

SAINT MARY MACKILLOP COLLEGES School Expectations

General Behaviour:

In the interests of promoting the common good of the whole school community and providing an environment in which students can grow in prudence and self-control, the school expects students to:

1. Obey all the instructions and/or rules laid down by:
 - The Directors of the school.
 - The Primary Principal.
 - The Secondary Coordinator.
 - The class teachers.
 - Other staff members responsible for their supervision and welfare.
2. Make an effort to do their best work on a consistent basis.
3. Submit set work on time and in a suitable form.
4. Carry communications responsibly from parents to school and vice versa.
5. Represent the truth to parents and teachers in their discussion of school matters.
6. Apologise for breaking rules, inconveniencing teachers or hurting other students.
7. Be friendly in manner towards teachers, other adults and other students.
8. Organise and care for their own belongings efficiently.
9. Care for the school's property and equipment.
10. Respect the property of other students.
11. Be considerate of the rights of others to learn and to earn respect.
12. Show gratitude and appreciation for what others do for them.
13. Own up to misdemeanours.
14. Accept honourably the penalties stemming from their own misdemeanours.

Appearance:

Students are expected to wear their school uniforms correctly as a sign of:

- Personal self-respect and discipline.
- School spirit and pride.
- Respect for the sensibilities of others.

This means that:

For Girls:

- Hair should be clean and neatly groomed and, if longer, drawn back from the face and secured with school regulation maroon ribbons and/or headbands or plain clips.
- Hair should not fall untidily over face or eyes. No hair dye or artificial colouring is permitted.
- Make-up is not permitted and this includes lip-gloss. (Lip balm may be used, but it may not be applied during class periods.)
- The full uniform must be worn. Top buttons on the shirt must be done up and the crossover worn unless a teacher instructs otherwise.
- Jumpers and long-sleeved shirts must be worn correctly. Sleeves should be worn full-length and not rolled or pushed up.
- Shoes should be clean.
- If knee-high tights are worn, their tops must be adequately covered by the skirt of the tunic.
- Ear-rings are not permitted. Those girls who have their ears pierced may wear plain gold studs.
- Apart from a watch, no other jewellery may be worn with the school uniform.

For Boys:

- Hair must be kept to school regulation length, clean and combed into a neat style.
- No hair dye or artificial colouring is permitted.
- Ties must be worn and top buttons done up, unless a teacher instructs otherwise.
- Jumpers and long-sleeved shirts must be worn correctly. Sleeves should be worn full-length and not rolled or pushed up.
- Shirts are to be worn tucked into the trousers, and boys are expected to come to class with their shirts tucked in.
- A regulation black belt is to be worn with the trousers.
- Regulation socks should be worn.
- Shoes should be clean.

Classroom Etiquette:

In the interests of cultivating the virtues of charity, diligence and justice, students are expected to show respect and consideration for the teacher and for their fellow class-members throughout each class.

This means that:

- They stand when a teacher formally enters the room.
- They return the teacher's greeting in a polite, friendly and audible manner.
- They are to have ready in advance, all the books and equipment needed for the lesson, including their prayer book.
- They pray the opening prayer audibly and reverently.
- They pay attention to the teacher's instruction and to his/her description of tasks assigned.
- They do not talk to fellow students during the class unless the teacher invites them to do so.
- They do not 'play' with objects during class.
- They do not laugh at or otherwise deride the efforts of other students.
- They are to sit in a normal, respectful posture; not sprawling, rocking on chairs or adopting other postures which are unhealthy or inappropriate.
- They should face the teacher unless required to do otherwise.
- They are not permitted to scribble on books or materials - either their own or those of others.
- They are expected to write and set their work out neatly.
- They are expected to make up work they have missed through absences, unless exempted by the teacher.
- They are expected to apply to the teacher for any such missed work; not to wait until the teacher approaches them.
- They do not call out in class but put their hand up if they wish to communicate with the teacher.
- They are expected to respond actively to a teacher's questions and to speak their answers audibly.
- They are expected to keep their book-box in an orderly way and to make sure their desk area is tidy before and after each class.

Recess Expectations:

Students are expected to be obedient and respectful to the teacher on duty, following directions and school rules regarding the lunchtime and play procedures.

They are also expected to use recess for the purpose for which it is included in the school day - recreation, socialisation and physical exercise.

This means that:

- Students must be observable by the teacher on duty at all times.
- Girls and boys must keep to their designated playground spaces.
- Students should come out to the playground or lunch areas promptly after the bell so that they can be properly supervised.
- Students must have the teacher's permission to leave the playground area.
- If students do not choose to exercise physically after eating, they should respond promptly to teacher's instruction to do so.
- Students should wear their sun-hats during the designated months.
- Blazers should not be worn during games or heavy physical exercise at recess.
- No physical aggression or any form of bullying is permitted in the playground.
- There should be no littering of the lunch area.

Bus Behaviour:

In the interests of students cultivating on the bus, the same virtues as those expected in school, they are expected to show respect and consideration for their bus driver and for their fellow-travelers.

This means:

- Students should bear in mind that the school's reputation depends on their conduct.
 - Behaving and /or speaking to the bus driver in a polite and friendly manner.
 - Responding promptly and politely to any lawful request made by the bus driver.
 - Respecting and obeying the laws of safety, while traveling.
 - Behaving in an orderly fashion while traveling (e.g. not throwing things around the bus; not calling out loud or abusive remarks either to the bus driver or to fellow travelers).
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WAGGA WAGGA F - 12
SAINT MARY MACKILLOP COLLEGES
PARENT RIGHTS & RESPONSIBILITIES

PARENTS' EXPECTATIONS:

1. I expect that my child's personal and spiritual formation will be consistent with Catholic teaching and values. I expect that in this school my child will learn the truths of the Catholic faith, encounter the beauty of Catholic tradition and culture and grow in love for God and in a desire to follow Christ through prayer and the life of virtue.
2. I expect that my child's education in this school will nurture his/her talents and encourage him/her to strive for excellence. I also expect that it will motivate and prepare him/her to recognise opportunities in his/her life beyond school.
3. I expect that my child will be safe, respected and valued by teachers and peers and that his/her property, including his/her good name will be protected.
4. I expect that there will be opportunities for me to gain information and insights into my child's education as well as to express my views on this.
5. I expect that the personnel of the school will undertake their roles professionally and competently.

PARENTS' RESPONSIBILITIES:

1. I have a responsibility to:
 - Ensure that my attitudes and behaviour reflect Catholic teachings and values, including obedience to the laws of the Catholic Church regarding attendance at Mass on Sundays and reception of the Sacraments of Penance and Holy Communion.
 - Instruct and nurture my child in the Catholic faith and support him/her in the religious education he/she receives in the school.
 - Require my child to be respectful and cooperative with all school personnel.

- Recognise and respect my child's abilities, capacities and needs.
- Help my child and guide him/her in making right decisions in their school life.
- Encourage my child to show good example and to take responsibility within the school.
- Guide and encourage my child to live the Christian virtues, especially those of faith, charity, fortitude, prudence and justice in their daily life at school.
- Encourage my child to use their talents in service to others.

2. I recognise that parents have the chief role in the education and formation of their children and so I have a responsibility to:

- Encourage my child to meet his/her potential, without unreasonable pressure.
- Support the programmes used in the school.
- Be informed about my child's academic and personal progress.
- See myself as part of the school community and contribute accordingly.
- Be informed about developments in the College and use the available processes for involvement in school affairs, such as Key Functions and school events.

3. I have a responsibility to be a role model for my child by:

- Respecting the uniqueness and dignity of all people.
- Dealing reasonably and fairly with members of the school community.
- Understanding and upholding the ethos and rules of the school.

I/ We the undersigned, agree to accept and abide by these principles. Date: _____

Name (PRINT): _____

Signed: _____ Circle: Father/Mother/Guardian

Name (PRINT): _____

Signed: _____ Circle: Father/Mother/Guardian

STUDENT RIGHTS & RESPONSIBILITIES

STUDENTS' EXPECTATIONS:

1. I expect to be taught in a Catholic environment in which I am instructed in the doctrines of the Catholic faith and nurtured in the moral, spiritual and cultural traditions of the Catholic Church.
2. I expect to be assisted in my living of the Christian virtues and in my witnessing to Christ and His Kingdom.
3. I expect to be treated with understanding and compassion; that I will be able to live my daily life in the College without being threatened or mocked, or my good name damaged.
4. I have the right to expect that my property will be safe within the College.
5. I expect that the physical environment of the College will be safe.
6. I expect that I will be able to learn without interference or distraction from other students.
7. I expect to be taught by teachers who are competent, fair and sympathetic to my needs.
8. I expect to learn in an environment that is supportive of my individual talents.
9. I expect to be valued as a student at this College.

1. I have the responsibility to respect the teachings, values and traditions of the Catholic faith and to be open to the development of my faith through Religion lessons, prayer and liturgical worship and all other spiritual exercises carried out in the College.
2. I have the responsibility to revere God's commandments and the precepts of the Church and to adhere to these as far as I am able.
3. I have a responsibility to see that I do not in any way mistreat other people in the College community, either by mocking them, physically harming them or damaging their reputation.
4. I have the responsibility to care for the good and safety of other members of the College community insofar as I am able.
5. I have the responsibility to ensure that I do not damage, steal or destroy others' property and that I care for and take responsibility for my own property.
6. I am responsible to see that I treat the College environment with respect and that I do not contribute to any danger or damage which may harm or disadvantage others.
7. It is my responsibility to see that I do not interfere with or distract other students from their work.
8. It is my responsibility to co-operate with all staff and comply with their instructions.
9. It is my responsibility to develop my talents to the best of my ability in all areas of College life.
10. I have the responsibility to develop and uphold the good name of the College by my words, posts, actions and appearance and to behave at all times in a manner that will bring credit to the College.

I/We the undersigned, agree to accept and abide by these principles.

Name (PRINT): _____

Signed: _____

Age: _____ Year: 5/6/7/8/9/10/11/12

Date: _____

STUDENTS' RESPONSIBILITIES:



SAINT MARY MACKILLOP COLLEGES ACCIDENT/INCIDENT REPORT

Date of Accident/Incident: _____ Time of Accident/Incident: _____
_____ AM/PM

Name of person/s injured/ involved.....

In the accident/incident at.....

Address.....

.....

Cause of the accident/incident.....

.....

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Name of person/s witness to the accident/incident.....

Address.....

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Name of person/s witness to the accident/incident:

Address.....

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Nature of the Injuries.....

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Subsequent action and treatment involved.....

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Parent Advised: Yes / No Method of Advice.....

Signed by..... Date.....

Address.....