



“Fair Go” Anti Bullying Policy

“Donald High School is a Child Safe School”

Last Update: 2017

Review Schedule: 2018

Donald High School does not tolerate bullying in any form. All members of the School Community are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all. Our bullying policy applies to all stake holders and relationships within the school eg. students, parents, staff and community.

1. What is bullying?

Bullying is a systematic, intentional, repetitive act of aggression causing embarrassment, pain or discomfort to another:

- it can take a number of forms: physical, verbal, gesture, extortion, exclusion, covert and cyber.
- it is an abuse of power
- it is generally planned and organised but may be spontaneous
- 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
- using put-downs, belittling others' abilities and achievements
- writing offensive notes or graffiti about others
- making degrading comments about another's culture, religious or social background
- hurtfully excluding others from a group
- making suggestive comments or other forms of sexual abuse
- 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 Donald High School?

As a School Community we will not allow cases of bullying to go unreported. We will aim to educate and empower students, staff and the community to speak up against and hopefully eliminate bullying.

a) This requires **Staff** to:

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

vii) Bullying incidents should be reported on the schools standard report sheet (see attached). Records of the report and the follow up procedures must be kept on file in the school.

b) This requires **Students** to:

- i) Refuse to be involved in any bullying situation. If you are present when bullying occurs or are a witness to bullying:
 - (a) if appropriate, take some form of preventative action;
 - (b) report the incident or suspected incident and help break down the code of secrecy.
- ii) 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) The school recommends that **Parents**:

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

When staff, students and parents work together we create a more healthy environment at Donald High School.

As a school we plan to review and evaluate this policy as part of our policy review schedule in collaboration with staff, students and parents.

DONALD HIGH SCHOOL BULLYING REPORTING FORM

HAVE YOU BEEN BULLIED, HARRASSED, ASSAULTED, OR ABUSED LATELY?

DON'T TRIVIALISE WHAT HAS HAPPENED! SPEAK OUT!

Donald High School does not tolerate bullying in any form. Report any cases of bullying to Year Level Coordinators or Wellbeing staff. Just fill out the form.

NOTE...

You may make yourself liable to serious consequences if you abuse this system by reporting false cases or by providing false evidence.

IDENTITY Name: _____

Year Level: _____

Involvement with the incident.

Are you the victim or a witness? (please circle)

INCIDENT DETAILS

Please provide some details regarding the incident.

Type of bullying:(Tick all that apply.)

- Emails
- Phone text
- Physical
- Social media
- Verbal
- Other (please specify)

Method of Bullying.

What is the method of the bullying? (Tick all that apply)

- Abuse of private property
- Aggressive conduct
- Crude/sexist remarks
- Harassment
- Name calling
- Racist remarks
- Spreading false rumours
- Other (please specify)

When did this happen?

Provide relevant information regarding:

When did the incident (s) start?

Has it happened more than once?-Y/N

If YES, how frequently?

Are there any witnesses? Y/N(write response below)

EVIDENCE:

Have you any evidence?

- screenshots
- photos
- videos
- documents
- anything else that shows evidence of the incident(s)

Have you talked to other people about this issue?

(Tick all that apply)

- No
- Yes- My peers at school
- Yes- My peers outside school
- Yes- My teachers
- Yes- Wellbeing staff
- Yes- My parents or other relatives
- Yes- Other people (please specify)

RESPONSE:

Please tick the following if you wish to receive a response: If you request a personal response, your anonymity will be maintained.

- No
- Yes- Level coordinator
- Yes- Wellbeing staff
- Yes – Other staff member- Please specify.

GUARANTEE:

Please tick off the following.

Confirmation of personal details.

- I guarantee that the above I.D. represents me, the incident reporter.

Confirmation of Legitimacy of reported incident.

- I guarantee that the above reported incident is legitimate and truthful.

SIGNATURE:..... **DATE:**.....

Donald High School – Fair Go

We all have the following rights and expectations:

- 1. The right to be treated in a fair, honest and friendly manner.**
- 2. The right to be respected for who we are.**
- 3. The right to a positive and productive working environment.**
- 4. The right to be free from physical threats.**
- 5. The right to be free from teasing and verbal abuse.**
- 6. The right to be free from covert and cyber bullying**
- 7. The right not to be put down or humiliated.**
- 8. The right for property to be safe and secure.**