



**T A M B E L I N**

INDEPENDENT SCHOOL GOULBURN

## **Anti-Bullying & Harassment Policy**

Tambelin advocates a bully/harassment free school environment. It aims to help students develop various strategies to use in dealing with people who may bully or harass. The school's over-riding concern is to ensure these behaviours are dealt with and understood as not acceptable in the school environment. The school tries to ensure that no child feels they must deal with unwanted behaviour of others by themselves. Tambelin is a **TELLING school**. This means that **anyone** (this can be a bystander, a friend who has knowledge of an incident or the student themselves) who knows that bullying is happening is expected to tell the staff.

### ***What is Bullying/Harassment?***

Bullying is the use of aggression with the intention of hurting another person.

Bullying/harassment results in pain and distress to the victim.

These actions can be:

- **Emotional** - being unfriendly, excluding, tormenting( e.g. hiding books, threatening gestures)
- **Physical** - pushing, kicking, hitting, punching or any use of violence. Please note that this also includes excessive behaviour during games
- **Racist** - racial taunts, graffiti, gestures
- **Sexual** - unwanted physical contact or sexually abusive comments
- **Homophobic** - because of, or focussing on the issue of sexuality
- **Verbal** - name calling, sarcasm, spreading rumours, teasing

### **Procedures:**

**Level 1a - Less serious cases of bullying e.g. falling out of friends.**

#### **Method of Shared Concern**

- Perpetrator/victim is identified.
- Information about what is happening is ideally obtained through observations and reports.
- Discussions are held with perpetrator/s individually asking directly what he or she knows about the matter. No accusations are made.
- Then he or she is asked what they can do to help improve matters – aim is for a constructive response and a change in the situation.
- There are no threats or warnings.
- Further meetings are held to check on whether they have honoured their promises and what progress has been made.

- The victim is then interviewed with teacher expressing concern, sympathy and support over what has been happening.
- If need be questions may be asked if anything was done to bring on the bullying – **provocative victim.**
- Teacher discloses (if not already known) that he or she has actually talked with the perpetrator/s individually and that each of them agreed to cooperate.
- The teacher makes a time to meet again with the victim to see how things develop.
- Once it is evident that good progress has been made a meeting can be arranged with victim and perpetrator/s to compliment everyone on their progress.
- In cases where the victim has behaved provocatively, the teacher must seek to facilitate adjustments in behaviour of both sides. The aim is to get the students to reach an agreement – ideally in writing and in an agreed form – about how each will behave towards each other in future.
- A record will be kept of all “Shared Concern” incidents.
- Parents will be notified that their children have taken part in the above process.

### **Level 1b – All other cases of bullying except for physical bullying.**

#### Victim/Perpetrator Interview

- Victim is listened to, story clarified, support and reiterate that the school views bullying/harassment seriously.
- Perpetrator is interviewed.
- Perpetrator is to complete ‘Behaviour Incident’ form which includes identifying which ‘Student Responsibility’ was not adhered to.
- Victim is to complete his/her portion on the form
- Victim and perpetrator are brought together so teacher can inform both parties of what is believed to have happened.
- The victim is asked in front of the perpetrator if he/she feels confident in reporting other incidents of bullying, either brought about by the perpetrator or instigated by the perpetrator.
- Teacher completes form.

#### Guidelines for Consequences:

1. Copies of Behaviour Incident form forwarded to parents of all students involved.
2. Out of play one session.
3. This time will be spent drafting and publishing an apology to be read to victim and which recognises the type of distress caused by such behaviour.
4. If bullying re-occurs within one week of initial incident two out of play sessions. The next incident could incur five out of play sessions.
5. If bullying behaviour persists out of play sessions will again increase, this could also include exclusion from excursions/classroom etc.
6. After the third incident parent, teacher and student will discuss the need for increasing out of play sessions or other interventions that may help stop bullying behaviour.
7. A record of all incidents will be kept.
8. Please note parents are welcome at any time to make comment on the procedure.

### **Level 2 – Physical Bullying**

Interview procedure will be carried out as for Level 1b and consequent actions.

#### ***Guidelines for Consequences:***

1. **Excessively hard and unsportsman like behaviour** will result in the completion of a ‘Behaviour Incident’ form, a copy of which will be forwarded to parents.

2. Perpetrator/s will be out of play for one session and excluded from competitive games for one week.
3. This time will be spent drafting and publishing an apology to be read to the victim/s and which recognises the type of distress and consequences caused by such behaviour
4. If behaviour re-occurs in the week after being re-admitted to competitive games there will be a doubling of consequences.
5. After the third incident parent, teacher and student will discuss the need for increasing out of play sessions or other interventions that may help stop bullying behaviour during games.
6. A record of all incidents will be kept.
7. Please note parents are welcome at any time to make comment on the procedure.
8. **Other incidents of physical bullying** will be acted upon in a similar manner to the above.
9. Consequences will range from five to 10 out of play sessions depending on the seriousness of the incident. There will be a recommendation from the teacher but,
10. A discussion will be held with parents after the completion of the 'Behaviour Incident' form to determine the exact consequence.
11. Please note parents are welcome at any time to make comment on the procedure.
12. When and if required, depending on the severity of the Police Liaison Officer to be contacted:

**Goulburn Police Liaison Officer: 02 4824079**

Updated 2013  
Review 2015