

BULLYING PREVENTION POLICY AND PLAN

Introduction

At Clovelly Park Primary School, we are committed to creating a school community where everyone demonstrates our values of **kindness, courage, thoughtfulness, responsibility, and inclusiveness**. We embrace and celebrate individual differences, promoting a culture where diversity is valued and respected. Every student deserves to feel safe, valued and supported while at school.

What is Bullying?

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Our Vision

At Clovelly Park Primary School, our vision is to create a safe, respectful, and inclusive environment that fosters **positive relationships** and enables every student to reach their full potential. We believe all students have the right to:

- **Feel safe, respected, and valued**, both in and out of the classroom.
- **Learn and thrive** in an environment that promotes kindness and inclusivity.
- **Build the skills and confidence** needed to develop positive relationships and resilience.

As a school community:

- We have high expectations of **respectful** and **inclusive** behaviour.
- We work in partnership with families, students and the local community to promote safety and wellbeing.
- We implement initiatives that educate students to choose behaviours that reflect respect and kindness towards others.

Our Approach to Bullying Prevention

We aim to proactively prevent bullying by fostering a school culture that upholds respectful relationships and wellbeing. At Clovelly Park Primary School, we will:

- Build a **welcoming and inclusive school environment** where everyone feels safe.
 - Work with students, staff, families and the broader community to create and maintain positive relationships.
 - Regularly develop, review, and display classroom behavioural expectations in collaboration with students.
 - Provide training for staff to strengthen their skills in identifying and managing bullying.
 - Deliver the Keeping Safe: Child Protection Curriculum (KS:CPC) to all students to teach them strategies for recognising, managing, and seeking help in bullying situations, including cyberbullying
 - Take all reports of bullying seriously and respond promptly, fairly, and consistently.
 - Establish and communicate clear processes for reporting and resolving bullying.
 - Document all bullying incidents and continuously assess school data to refine our prevention strategies.
 - Share information with families on how to recognise and respond to bullying and cyberbullying.
 - Offer targeted social and emotional support for students impacted by bullying.
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Reporting Bullying

Who Can You Report Bullying To?

Students, parents, and carers can report bullying to:

- Classroom Teachers
- Out of School Hours Care (OSHC) Staff
- Support Staff
- Pastoral Care Worker
- Student Wellbeing Leader
- Assistant Principal
- Deputy Principal
- Principal

How to Report Bullying?

Bullying incidents can be reported through:

- Face-to-face conversations
- Email
- Phone calls
- Scheduled meetings
- SeeSaw (Digital platform)

What Information Should You Provide?

When reporting a bullying incident, provide as much detail as possible, including:

- **WHO:** Identify all individuals involved (including witnesses).
- **WHEN:** Specify the time and date of the incident.
- **WHERE:** State the location, whether physical (e.g., classroom) or online (e.g., social media).
- **WHAT:** Describe the behaviour and context. Include evidence, such as screenshots, if it occurred online.
- **ACTIONS:** Include information about what actions were taken before, during, and after the incident.

Resolving Bullying Incidents

When a bullying incident is reported, staff will:

1. Investigate the Incident:

- Determine whether the behaviour meets the definition of bullying.
- Assess any immediate risks to student or staff safety.

2. Use Intervention Strategies (When Appropriate):

- Facilitating restorative practices, such as an apology or a mediated conversation to repair relationships.
- Organising student conferences with parents/carers to address concerns collaboratively.
- Implementing support plans, such as adjusted timetables or peer support programs.
- Suspending or excluding students, if necessary, under Department for Education guidelines.

3. Refer Students for Additional Support:

- Engage internal and external service providers, where required.

4. Document and Record All Incidents:

- Maintain secure, detailed records according to the Department for Education Records' Management Procedure.
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Monitoring and Follow-Ups

Ongoing Support After Incidents

- Staff will regularly follow up with all students involved in the incident to monitor their wellbeing.
- Interventions will aim to ensure safety while providing opportunities for repairing relationships.

Communication

- Staff will provide regular updates to students, parents, and carers, explaining actions taken.
- Staff will communicate internally and share relevant information, plans, and actions with appropriate staff who need to be informed.

Escalation of Unresolved Concerns

- Students, parents, or carers dissatisfied with the school's actions may escalate their concerns by contacting the Department for Education Complaints Management Line on 1800 677 435.
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Roles and Responsibilities

School Leaders and Staff

- Model respectful and inclusive behaviours for students and the wider community.
- Educate the school community about the distinction between one-off acts of unkindness or conflict and bullying.
- Provide and engage with training to recognise and manage bullying.

- Develop intervention strategies guided by data and feedback.
- Teach students how to identify, prevent, and respond to bullying.
- Respond promptly and consistently to bullying reports.
- Collaborate with families and external services for long-term student support.

Students

- Treat all peers with respect and kindness.
- Speak out if they witness or experience bullying.
- Support friends by encouraging them to seek help.

OSHC

- Bullying incidents will be communicated between OSHC staff and the school as required. i.e. when both parties attend OSHC. This will allow for effective monitoring and intervention. The situation will be monitored until resolved.

Parents and Carers

- Demonstrate safe, responsible behaviour both in person and online.
- Monitor their child's technology use and educate them on cyberbullying risks.
- Report concerns to staff and work with the school to resolve bullying issues.

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