Burwood Girls High School

Anti-Bullying Procedure

Burwood Girls High School rejects all forms of bullying.

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination.

All members of the school community contribute to preventing bullying by modelling and promoting appropriate behaviour and respectful relationships.

What is Bullying

- Bullying is the deliberate intention to harm someone who does not have the power to stop it.
- Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.
- Cyber-Bullying refers to bullying through information and communication technologies.
- Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, sexuality or gender.
- Bullying of any form or for any reason can have long term effects on those involved including bystanders.
- **Bullying, harassment or any form of discrimination goes against Burwood Girls High School core values and can be unlawful because it interferes with the rights of a person to feel safe and valued as a member of the school community.**

The key features of bullying:
- **Causes hurt and distress**
- **Is repeated**
- **Involves the use of power in an unfair way.**

Examples of Bullying and Harassment are:
- Verbal abuse (name calling, teasing, swearing)
- Intimidation and threats (standing over another person)
- Physical abuse (punching, pushing, spitting, fighting)
- Rumours, malicious gossip, offensive comments (verbal or written)
- Removing, hiding, damaging or destroying the property of others
- Making degrading comments about another's cultural, religious or social background
- Making suggestive comments or other forms of sex-based harassment
- Hurtfully and deliberately excluding peers from a group
- Sending nuisance phone calls or unwanted text messages and/or images by mobile phone or via the internet e.g. email, Facebook, SnapChat, Instagram, KIK.

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It is also BGHS procedure that students' rights and confidentiality around issues of sexuality are respected. We encourage students to disclose homophobic bullying to a staff member, and will ensure that bullying will be taken seriously. No assumptions will be made about the students' sexual preference, nor should the student feel the need to disclose their sexual preference.

Bullying takes many forms. It can be:
- **Face-to-face** such as fighting, pushing, taunting, insulting, embarrassing, intimidating and invading personal space, AND behind-the-back such as writing threatening or offensive messages, sending distressing emails and writing anonymous notes that are hurtful.
- Done **individually** such as a person mocking or teasing someone, AND It can be done as a group by such means as social exclusion or hate group recruitment.
- **Physical**, AND **Psychological**.
- Sexual **harassment** which involves behaviours such as unwanted sexual touching, inappropriate joking, exposure, making sexual advances or demeaning someone due to their sexual orientation, AND Racial harassment which involves behaviours such as social exclusion, teasing, taunting and threats based on another person's race.
- The causing of hurt by **traditional** methods such as punching, kicking and spreading hurtful rumours, AND The causing of hurt by contemporary means such as **cyber bullying**, sexting, engaging in identity theft or by defaming/degrading/insulting someone on social networking sites.

What Bullying isn't
Behaviours that **do not** constitute bullying include:
- Mutual arguments and disagreements (where there is no power imbalance)
- Not liking someone or a single act of social rejection
- One-off acts of meanness or spite
- Isolated incidents of aggression, intimidation or violence. (these will be dealt with under the schools discipline/behaviour policy)

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Shared Responsibility in Preventing and Responding to Bullying Behaviours

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

School staff have a responsibility to:
- Respect and support students
- Model and promote appropriate behaviour
- Have knowledge of school and departmental policies relating to bullying behaviour
- Respond in a timely manner to incidents of bullying according to the school's Anti-bullying Plan.

In addition, **teachers** have a responsibility to:
- Provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

Students have a responsibility to:
- Behave appropriately, respecting individual differences and diversity
- Behave as responsible digital citizens
- Follow the school Anti-bullying Plan
- Behave as responsible bystanders
- Report incidents of bullying according to their school Anti-bullying Plan.

Parents and caregivers have a responsibility to:
- Support their children to become responsible citizens and to develop responsible online behaviour
- Be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour.
- Support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan.
- Report incidents of school related bullying behaviour to the school.
- Work collaboratively with the school to resolve incidents of bullying when they occur.

All members of the school community have a responsibility to:
- Model and promote positive relationships that respect and accept individual differences and diversity within the school community.
- Support the school's Anti-bullying Plan through words and actions.
- Work collaboratively with the school to resolve incidents of bullying when they occur.

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Online Bullying (Cyber Bullying)

What is online bullying?
Online, or cyberbullying, is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology.

Today's technology allows children to communicate instantly with others in both positive and negative ways. Online bullying includes all communications that seek to threaten, humiliate, intimidate, control or put another person or persons down.

How does online bullying work?
Online bullying can be carried out through an internet service such as:
- Email
- Instant messaging
- Chatroom
- Discussion group or forum
- Social networking websites such as Instagram, Facebook, Twitter or YouTube.

Online bullying can also include bullying through mobile phones by:
- Text and picture messaging video clips
- Phone calls.

Online bullies can repeatedly leave negative messages, harass, exclude or cyberstalk victims using these technologies.

Some examples of Cyber Bullying
- Sending hateful or threatening comments or pictures by mobile phones or through social media.
- Posting rude, embarrassing messages or pictures of someone on social media.
- Using social media to socially exclude an individual.
- Creating a fake identity and using it to harm an individual.
- Filming or taking pictures of someone and using them to hurt someone on social media.
- Revealing personal and confidential information about someone without their consent.
- Sexting – taking explicit photos of yourself or others and placing them on social media so others can see them is morally wrong and illegal.

Cyberbullying can be particularly damaging because of the capacity it has to humiliate, hurt and harm a person in front of a wide audience. It can be done quickly and easily and the cyberbully can often be unaware of the extent of the harm being caused. Cyberbullying has been linked to depression, self-harm and even suicide.

Cyberbullying is **against the law** and can result in police involvement.

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Protect yourself from Online Bullying by:
1. Never share your password; or any private details.
2. Being careful sharing who you talk to online, as they may not be who they say they are.
3. Never share information or images of yourself to anyone who you do not know.
4. Never share information or images of or about yourself that you would not want shared. Someone who is your friend today may not be your friend tomorrow.
5. Never agree to meet up with someone you do not know.
6. Remember, once an image is on the internet, it can never be entirely removed.
7. If you are cyberbullied, keep the evidence and report to your parents and the school.

What you should do if you are subject to cyberbullying or stalking?
- Immediately inform your parent/caregiver.
- If you know the person, you should contact him/her and ask him/her to stop.
- Block the offender from your page.
- Print/save a copy of offending messages if possible, to allow for effective follow up.
- If the person is a student at BGHS, report the incident to your Year Advisor, Head Teacher Wellbeing or Deputy immediately.
- If the person is not a student at BGHS, report the incident to the police.
- Report Abuse to web administrators. Click on a 'report abuse' link on the website being used. This website will remove the offensive content, this can take time. If the material is not removed in 48 hours, you can lodge a complaint through the office of the Children's eSafety Commissioner.

What are the consequences for cyberbullying or stalking?
It is a criminal offence with possible legal repercussions to use emails, telephones or text messaging:
- To threaten to kill or harm a person where the intention is to make the other person fearful that the threat will be carried out.
- If the content of the messages or phone calls can be regarded as threatening, harassing or offensive.
- To intimidate a person for the purpose of causing someone fear of physical or psychological harm.

You, or your parent/caregiver need to contact the police who will take whatever action is necessary.

A Police Youth Liaison Officer is available to assist you at Burwood Police Station and can be contacted on Ph: 9745.8499.

Link to NSW anti-bullying website https://antibullying.nsw.gov.au

For more information on Cyber Safety fact sheets for parents, Managing Your Reputation and Cyber Safety Top Ten Tips for Youth visit www.thinkuknow.org.au

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How to deal with Bullying and Harassment?

If you are harassed or bullied you can take a number of steps:
- If it only happens once and you can cope with it, you could ignore the behaviour.
- If it continues, you could say to the bully "Stop it. You are bullying me and I don't like it."
- Try and stay in a group and not be by yourself.
- Always talk it over with people you trust – friends and/or family – who can help plan how to deal with the bullying.
- Do not retaliate aggressively, either physically or verbally. Dealing with the situation in a non-hostile manner commonly goes against the response the person was hoping for.
- You should report it to your teacher, Year Advisor, HT Wellbeing or Deputy who will take action to stop the bullying.

Be an effective Upstander
Take action if you know someone who is being bullied. Students who observe any form of harassment, bullying or discrimination involving someone in the school community wherever it occurs, are strongly encouraged to report this to a member of staff as soon as possible.

Bystanders contribute to the problem – Upstanders can stop the problem.

1. Offer your support
2. Talk to the student about it.
3. Try to make sure the student is not alone at times when they could be bullied or harassed.
4. Encourage the student to report the incident to a member of staff.

How to encourage your child to be an effective Upstander

- **Talk with your child about bullying**
  Ask your child about what happens at school and keep the lines of communication open. That way they are more likely to confide in you.

- **Ask others for help**
  Bystanders far outnumber those who are bullying. Have your child ask others to help say 'stop' to the person bullying.

- **Tell your child to keep their own safety in mind and to tell an adult if they are worried about bullying**
  The important thing is to teach young people how to intervene appropriately so that they don't put themselves or anyone else in danger.

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Telling an adult is not dobbing

- **Let your child know it's okay to tell**
  Make it safe for your child to tell you about what happens at school and how it makes them feel. Try to listen without rushing in with solutions.

- **Help your child with strategies to help others who are being bullied**
  If gossip is being spread about someone they know, encourage your child to speak up and tell the truth. Tell your child not to join in bullying behaviour.

- **Know how to report bullying**
  Young people need to know that they can ask several trusted adults at school for help. Ask your child which adults at school they would report bullying to.

- **Show your child respect and kindness at home**
  If members of the family treat each other well, your child will most likely treat others the same way.

What actions will occur if bullying or harassment continues?
- If the bullying behaviour persists see your Year Advisor who can refer the situation to the Head Teacher Wellbeing and/or Deputy Principal who will then take action to stop the bullying or harassment.
- If the situation continues or escalates, the HT Wellbeing/Deputy Principal will issue a warning to the bully and their parents will be contacted.
- The bully will be issued a warning letter which is to be taken home, signed by a parent/guardian, and returned to the HT Wellbeing/Deputy Principal.
- If the bullying still continues this may lead to suspension and follow up parent meeting.
- If the bullying is happening outside of school, during the evening or on weekends it should be reported to the local POLICE.
- If students from another school are taking part in bullying behaviours, tell your parents who can:-
  - Report it to the Principal of that school
  - Report it to the Police
  - Report it to Deputy/Principal of BGHS who will then contact the Deputy/Principal of that school. The other school is responsible for dealing with their students who are taking part in the bullying.

Other intervention may include:
- Individual or group mediation by the Year Advisor, HT Wellbeing or School Counsellor.
- Parent contact
- Year Advisor, Head Teacher Wellbeing or Deputy Principal discussing strategies with students and parents.

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Strategies that BGHS will implement to empower the whole school community to discourage Bullying

- Anti-bullying posters displayed around the school.
- Printing anti-bullying policies/procedures in student diaries, staff handbook and on the schools website.
- Staff modelling appropriate social interaction skills in delivering non bullying teaching practice.
- Training staff to detect bullying behaviours.
- Staff acting promptly when they see/hear bullying behaviours occurring.
- Staff encouraged to promote an understanding of the school Code of Conduct – to provide an understanding of our school values.
- Using the school newsletter and Parent Portal to keep the school community educated/raise awareness about bullying.
- Students provided with an understanding of the nature of bullying and strategies to use in such a situation in PDHPE, STARR Days, Big Sister activities, camps and Year Assemblies.
- Presentations on assembly by students raising awareness and supporting the schools NO bullying policy e.g. Mini Mind Matters team, SRC and Prefects.
- Development of social skills through a range of activities during STARR Day, camps, Big Sister activities.
- Providing positive leadership opportunities.
- Teachers being on time to class/playground duty to avoid students being unsupervised – as incidents of bullying usually occur when teachers are not present.
- Employing a School Chaplain who has specialised skills in helping both victims of bullying and identifying bullies.
- Encouraging the development of a bond between junior students and their Big Sisters – so they feel comfortable to inform them of any bullying.
- Training the Big Sisters to be able to identify and report any bullying.
- Encourage staff to adopt classroom management techniques that discourage opportunities for bullying behaviours.
- Establishing a strong Wellbeing Team to monitor the wellbeing of students at risk.
- Year 6 to 7 Orientation/Transition Day
- Provide Leadership opportunities
- Data Gathering e.g. Tell Them From Me surveys, Year group surveys
- School Newsletters
- Education – providing students with the knowledge and skills needed to understand the nature of bullying and how to address it.
- Promote awareness and inclusion of all students by taking part in:
  - The National Day of Action against bullying and violence
  - Wear It Purple Day
  - White Ribbon Day / Zonta
  - 1Scope
  - International Day
  - Rainbow Activities
  - MATES

- School camps
  - Yr 7 – Broken Bay
  - Yr 8 – The Tops
  - Yr 9 – Morrisset
  - Yr 10 – Uluru
  - Yr 11 - Jindabyne
- Overseas Visits – Japan / Bali / India / Vietnam / Cambodia / Korea
- Gala Day
- Black Dog Institute - eClinic
- RUOK day
- TIDDAS
- True Colours
- Crescent Club
- SRE
- Pacific Islander Group
- Hands Across the Ocean
- Harmony Day

Link to NSW anti-bullying website https://antibullying.nsw.gov.au

Know where you can go for help
- Reach Out: www.reachout.com.au
- Bullying. No Way! www.bullyingnoway.com.au
- Kids Helpline: 1800 551 800
- Youth Beyond Blue: www.youthbeyondblue.com
- The website, application or phone carrier that you were using at the time.