



Policy Name	Anti-Bullying Policy & Procedure
Related Policies and Legislation	Anti-Discrimination Policy Child Protection Policy Computer Usage Policy Duty of Care Policy Mobile Electronic Devices Policy Occupational Health and Safety Policy School Social Media and Networking Policy Behaviour Management Policy & Procedure Code of Conduct – Treetops Staff United National Safe Schools Framework Nations Charter of Rights for Children AISWA Guidelines – Bullying Prevention
Policy Category	Behaviour Management
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	20 May 2010 15 March 2013 27 October 2016
Date Set for Review	October 2019
Person/s Responsible for Review	Treetops Administration

Anti-Bullying Policy & Procedure

Purpose

The Anti-Bullying Policy is one of a number of policies and procedures (listed above) that together describe the behaviour, culture and practices expected of employees, contractors, volunteers and students in their work and learning at Treetops Montessori School.

The Anti-Bullying Policy aims to prevent bullying. It describes the sorts of behaviours and relationships that constitute bullying. It lists the rights and responsibilities students and staff should expect and uphold when working and learning at Treetops. It describes Treetops' commitment to preventing bullying and how it will deal with any incidents or suspected bullying.

Background

At Treetops Montessori School we uphold the *United Nation Charter of Rights for Children* by maintaining that every child has the right to an education and every child has the right to be safe. These rights and responsibilities apply to all members of our school community.

Our Rights	Our Responsibilities	Examples of Acceptable Behaviour
To be treated with courtesy and respect.	To practise courtesy, respect and care of others. To promote the self-esteem of all.	Respectful of self and others such as using correct names. Honesty and courtesy in all situations. Friendly socialisation Respect of the culture and diversity of <i>all</i> members of the school community.
To work and learn in an enjoyable, safe environment free from violence	To keep our environment safe, secure and free from violence.	Care of all students and staff.
To teach and learn without disruption.	To ensure that there is no disruption (physical or psychological) to another person's teaching-learning environment.	Following classroom rules and directions from staff.

Treetops Montessori School does **not** tolerate bullying and is committed to providing a positive and safe environment for all members of the school community. All staff and students are obligated to report any incidents of bullying or suspected bullying. We educate our staff and students about bullying and the effects of bullying; we closely monitor the behaviour of our staff and students to ensure that bullying is not allowed to occur; and we will take swift and early action to deal with any bullying that does occur.

Definition of Bullying

Bullying is usually a series of repeated intentionally cruel incidents, involving the same people, in the same bully and victim roles, with a disparity of power between the parties. This, however, does not mean that in order for bullying to occur there must be repeat offences. Bullying can consist of a single interaction. Bullying behaviour may also be defined as a criminal act if the bully is twelve years of age or older.

Bullying is a wilful, conscious desire to hurt, frighten or threaten. It can be physical, verbal, threatening/psychological and/or emotional. It can be directed at a person's belongings such as repeatedly hiding someone's possessions. It can occur using technology such as email, phone, messaging and internet (cyber bullying). Bullying includes racial, religious, homophobic, and sexual harassment. It can occur in the form of offensive gestures, intimidation, extortion and social exclusion. It is behaviour that is designed to hurt, injure, embarrass, upset or discomfort the other person for the bully's own gain or gratification and to feel a sense of power over the victim.

Effects of bullying or being bullied

Signs of bullying or being bullied can include changes in mental health such as depression and anxiety, social effects such as loneliness, physical health signs such as evidence of physical harm or poorer health, and other effects such as reluctance to go to school, lower academic performance and unhappiness at school.

School Commitment

In line with the National Safe Schools Framework, Treetops Montessori School:

- Encourages teachers to embody programs against bullying in their classroom curriculum in order to minimise bullying;
- Records incidents of bullying in a consistent way that allows for monitoring of such behaviour;
- Encourages teachers to discuss appropriate standards of behaviour and school rules with all students;
- Will involve the Police and other agencies as necessary.

The school will support students who are being bullied by:

- Improving the self-esteem of victims through counselling and/or social skills programs;
- Developing programs and strategies to assist bullies to work cooperatively with others rather than in a confrontational way that seeks to exert power;
- Taking all incidents of bullying seriously and dealing with them quickly and thoroughly.

Bullying Procedure

Procedures

Treetops will investigate and take firm and appropriate action in the event of bullying. All bullying or suspected bullying must be reported, including from bystanders. Reporting should include any changed behaviour of persons that is suspected to be due to bullying or being bullied.

If a student is being bullied, they, their parents or any bystander who witnessed the bullying should in the first instance report the incident/s to a teacher who will investigate, take appropriate action and notify the parents.

Bullying can also be reported to the Deputy Principal or Principal, or referred to the Deputy Principal or Principal if the matter is not resolved or cannot be resolved by the teacher.

All reports of bullying or signs of bullying will be investigated by the School.

Investigating bullying may involve:

- Meeting those concerned individually. Both bully and victim may write down an explanation of the event(s).
- Providing the opportunity for mediation between concerned parties.
- Contacting parents/caregivers at an early stage.

Strategies to deal with bullying may involve:

- Arranging a family conference when persistent instances of bullying occur;
- Using peer groups to actively discourage bullying;
- Separating individuals where practicable (e.g. contact);
- Mediation;
- Counselling;
- Case conference;
- Suspension;
- Isolation from other students.