Our School Anti-Bullying Plan

This plan outlines the processes for preventing and responding to student bullying in our school and reflects the Bullying: Preventing and Responding to Student Bullying in Schools Policy of the New South Wales Department of Education and Communities.

Windsor High School’s Anti-Bullying plan has been created with the collaboration of the Welfare Team, Positive Behaviour for Learning (PBL) team, Executive Team, Student Representative Council and the P&C.

The plan was initially created through the welfare and PBL team. All members of staff will be responsible for the implementation of aspects of the plan. Evaluation of the anti-bullying plan will be conducted through annual surveys of staff, students and the community to assess its effectiveness, and biannual Quality of School Life Survey.

Statement of purpose

Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying. This document aims to provide strategies relevant to students, staff and parents/community members so the Windsor High School community can access a common framework of specific strategies for preventing, identifying, reporting and dealing with bullying behaviors.

Protection

Windsor High School understands bullying behaviour to be intentional or repetitive behaviour that causes distress, fear, hurt or undue pressure on an individual within the school. We understand that bullying can take a number of forms, including:

- Verbal Bullying - name calling, sarcasm, insults, threats, teasing and abuse.
- Physical Bullying - hitting, kicking, punching, spitting and tripping
- Social Bullying - ignoring, excluding, ostracizing, alienating and making inappropriate gestures.
- Psychological Bullying - spreading rumours, hiding or damaging possessions
- Cyber bullying - malicious SMS and/or email messages, inappropriate use of camera/mobile phones and the inappropriate use of social networking sites such as Facebook.

What is Bullying Behaviour?

The Windsor High School community views bullying as inappropriate behaviour that hinders the teaching and learning at the school, and interferes with the wellbeing of the students. Any inappropriate behaviour that inhibits another student’s right to learn and undermines a person’s right to feel safe will not be tolerated.

Responsibilities in preventing and responding to bullying

Each group within the school community - students, teachers, parents and/or caregivers - has a specific role in preventing and dealing with bullying. They have a responsibility to:

- Support the school’s anti-bullying plan through their individual words and actions
• Actively work together to resolve incidences of bullying behavior when they occur.

**Students have a responsibility to** –

- behave appropriately, respecting individual differences and diversity
- follow the school Anti-Bullying Plan
- respond to incidents of bullying according to the Windsor High School Anti-Bullying Plan.

**Parents and caregivers have a responsibility to** –

- support their children in all aspects of their learning
- 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

**Teachers have a responsibility to**-

- respect and support all students in all aspects of their learning
- model appropriate behaviour
- respond in an appropriate and timely manner to incidents of misbehaviour and/or bullying according to this school Anti-bullying Plan

**WHS has the responsibility to** –

- inform students, parents, caregivers and the community about the School Welfare document and Anti-Bullying Plan
- provide students with strategies to respond positively to incidents of bullying behaviour, including responsibilities as bystanders or observers

- provide parents, caregivers and students with clear information on strategies that promote appropriate behaviour, and the consequences for inappropriate behaviour
- communicate to parents and caregivers that they have an important role to play in resolving incidents of bullying behaviour involving their children
- follow-up on complaints of bullying, harassment and intimidation.

**Maintaining a Positive Climate**

**Prevention**

These strategies aim to develop awareness amongst students of the nature of bullying, the consequences of bullying, their role in preventing bullying and the processes to follow if they are victims of bullying.

**Preventative strategies include:**

- Recognition of positive social interaction (sociability) via the merit system
- Anti-bullying focus on whole school assemblies
- Anti-bullying focus on year assemblies
- The production and distribution of anti-bullying pamphlets
- Promotion of anti-bullying messages and information
- Anti-bullying lessons delivered as part of the Stage 4 PDHPE curriculum and Seminar lessons
- Whole school anti-bullying program
- Outside Agency Programs – Police School Liaison Officer Cyber-Bullying Talks. Production Companies presenting plays on Bullying.
- Positive Behaviour for Learning (PBL) Program
Early Intervention

Windsor High School has in place strategies and programs to ensure support for students who have been identified as being at risk of developing long-term difficulties with social relationships and those students who have previously experienced bullying or engaged bullying behaviour.

These strategies and programs are:

- **Home Group Lessons** – Year 7 and 8 students will explore the nature of bullying, types of bullying, strategies to deal with bullying, through the use of popular culture.

- **Peer Support Program** - Year 7 students are aligned with Year 10 mentors who support students both academically and personally as they begin their school life at Windsor High School.

- **Shine** - Welfare program designed to improve female self-concept, self-image and personal issues.

- **Strength** - Welfare program designed to improve male self-concept, self-image and personal issues.

- **Rock and Water** - A program aimed at improving students’ ability to make decisions and choices regarding behaviour and relationships.

- **Cyber-Bullying Workshops** - the current workshops are delivered by the Police School Liaison Officer. Students are informed about their rights and responsibilities when using technology.

- **Drum Beat** - a flexible program that combines experiential learning with Cognitive Behavioural Therapy, and engages young people and adults who may be anxious or resistant to ‘talk based’ therapies. The program explores relationship issues such as:
  - Peer Pressure
  - Bullying
  - Dealing with emotions
  - Identity
  - Social Responsibility
  - Teamwork

- **Peer Mediation** - aims to reduce incidences of bullying by providing a school environment that is positive, caring, safe and friendly. Peer Mediation teaches students to resolve low-level conflicts using their peers as mediators. Mediation opens up communication channels allowing the disagreeing students to discuss their problems and come to a resolution with the guidance of the mediators.

- **Chaplain** - students can spend on an individual basis with the school chaplain.

- **Coordinated support** - is a process of providing high level integrated support for a limited number of students exhibiting behaviours of significant concern (internalising and externalising).

Response

WHS will strive to promote positive relationships that respect and accept individual differences and diversity within the whole school community.

Peer Support leaders will deliver an anti-bullying message to Year 7 students through the Peer Support program.

SRC are to make a presentation at school assembly to promote an anti-bullying message.

WHS staff will regularly undergo professional training in recognising and preventing harassment and bullying. Staff are kept up to date about research in maintaining and promoting respectful and safe learning environment and relationships across the whole school community.

Teachers have training in non-violent crisis intervention to assist in responding to bullying.
**Reporting Bullying**

Each member of the school community has the responsibility to report cases of bullying. Reporting may take a number of forms.

**Students** can report bullying:

- Directly report incidence by disclosing information about themselves or other students to teachers/Year Advisors/HT Welfare, school executive or the counselor.
- In the classroom: to the classroom teacher, Year Advisor, HT Welfare
- In the Playground: to the teachers on duty
- Travelling to and from school: to parents, bus driver, Deputy Principal.
- At Sport: to the supervising teacher or Sports Coordinator.

**Parents/caregivers** who feel their child is being bullied should:

- May make direct contact with the school either by arranging a meeting or phone call to Year Advisors, HT Welfare or Deputy Principal to find out if the incident is known and discuss any concerns.
- Make a follow up appointment in a week or two to check the progress of the situation.

These procedures for reporting will be publicised to the school community through the following avenues:

- Staff: staff meetings
- Students: home group classes and year meetings
- Parents/caregivers: newsletters and through access to the Anti-bullying plan.

**Procedures for dealing with bullying**

All teachers will be a point of contact for students or caregivers who have concerns regarding bullying.

Teachers will respond in the following ways:

- Deal promptly with bullying reported to them in their classes.
- If bullying in the classroom is ongoing, there should be a referral to the head teacher of Faculty. (If it is reoccurring HT Year)
- If bullying occurs in the playground teachers should address it promptly and also, make a referral to the Head teacher on duty on that day.
- Teachers may also make a referral to a Year Advisor for further inquiry, who will raise the issue at Welfare meeting.
- Referral to counselor, Head Teacher Welfare or Deputy Principal for incidences causing major concern.
- Contact parents of children involved.

Any occurrence of bullying should be entered into the school Sentral database. This is then made available for staff in particular Year Advisors and school executive to view.

Year Advisors will review Sentral data weekly to identify patterns in bullying behavior. This information will be tabled at the Welfare meeting by the Year Advisor, stating the students involved, where appropriate action, intervention and support for both bully and victim will be determined.

In instances that are dealt with directly by the teacher, the Year Advisor should also be informed by Sentral or by email. In this way an across the school perspective can be maintained and decisive action taken quickly.

Any incidences of bullying reported by parents will be followed up by the Deputy Principal, Head Teacher Welfare, Year Advisor and counsellor, and the parents will be informed as to the actions taken.

Instances of bullying are dealt with on a case by case basis. The strategies outlined in this plan are both reactive and preventative in nature.
to deal with a variety of bullying incidences. The Anti-Bullying Plan will be used in line with the School Welfare policy.

**Strategies for supporting bullying**

Students who have been bullied will have the opportunity to build their self-esteem and be taught conflict resolution skills. Students engaging in bullying will also be provided with services to assist in dealing with anger management, and build problem-solving skills.

Strategies to support students who have been affected by, engaged in or witness to bullying behaviour include:

- Peer mediation if appropriate
- The Year Advisor, in consultation with the Head Teacher Welfare and Deputy Principal may counsel bullies of the outcomes which will occur if they continue their actions
- The Counsellor will work with the bullied and the bully to help devise strategies to help them deal with the issues.
- Consequences for bullying, which include: detentions, in-school isolation, suspension and expulsion applied by the Deputy Principal/Principal.
- Use of District Support Services to provide programs to assist in bullying issues
- The Welfare Team to devise strategies, and programs to address individual cases.
- In the case of cyber bullying parents may be asked to refer a matter to the police.

Windsor High School has instituted a number of programs to counter bullying behaviour. Programs such as Strength and Shine, Rock and Water, Peer Support, Drum Beat, Peer Mediation, Coordinated Support Program and Cyber Bullying Workshops assist in addressing and minimising bullying behaviour at our school.

**Provision of information to parents**

Parents of students who have been the victim of bullying and who have bullied other students will be contacted to discuss the issues. A Year Advisor meeting may occur depending on the extent of the issues. Through this collaboration the school and community will work to eliminate any future incidences of bullying.

**Reporting to the police**

The school's procedures for reporting incidents involving assaults, threats, intimidation and/or harassment to the police are as follows:

- Student is interviewed by the Deputy Principal who will collect relevant information (written statements)
- An interview will be conducted with all relevant witnesses to the incident (written statements)
- Parental Contact will be made.
- If it is a ‘critical incident’ the following will occur:
  - Report to School Safety and Response Hotline
  - Notify the Regional Office
  - Inform the police
  - Notify DEC media unit (if necessary)
- Contact Local Area Command (Windsor Police)
  - Provide details of the incident
  - Ask for a police officer to be sent to the school to conduct further investigation.
**Child Well-Being Unit**

Based on recommendations made during the Welfare meeting, HT Welfare and Deputy Principal may refer matters that concern the health and general wellbeing of a student to the Child Well-Being Unit or Community Services.

**Appeals and Complaints**

Students and parents can make a complaint to the Principal if they consider a bullying issue has not been dealt with by the school.

Students and parents may appeal if they consider that correct procedures have not been followed and/or that a decision was unfair.

Students and parents who require assistance in lodging an appeal must be referred to regional office. Appeals can be made through the:
- School Education Director
- Regional Director

The School Education Director and Regional Director must deal with the appeal within 20 school days of lodgement, ensure communication to person making appeal is maintained, review all relevant material, provide all relevant material is made available to student and their parents, discuss relevant issues and advise parties of the decision and reasons for that decision.

WHS will collect data from the welfare referral system concerning incidences of bullying behaviour. The Year Advisor will monitor referrals on a weekly basis, teachers will also immediately refer any incidences of bullying to the Year Advisor.

Windsor High School will respond to bullying behaviours in a number of ways. Refer to ‘Responding to Bullying’ Procedures on page 8 of this document.

**Publicising the policy**

The school diary will be issued to every student in the school with details about where to access the schools Anti-Bullying Plan. Each Year Advisor will explain the policy to the students.

The school website will contain a copy of the plan and the school Welfare policy. This will be promoted via the school newsletter and diary.

The Anti-Bullying Plan will be tabled at the P&C meeting.

The Windsor High School Anti-Bullying Plan will be promoted and implemented throughout the school with the aid of PBL. Regular review will provide opportunities for reflection and renewal of the plan.

Windsor High School will evaluate the effectiveness of the plan as follows:

- The plan will be reviewed by the Welfare team annually and findings provided to staff to ensure that staff are aware of the plan and remain committed to it.
- An analysis of Sentral referrals with reference to bullying, harassment and victimization. Comparisons to be made of referrals pre-implementation and post Anti-Bullying Plan. This procedure will also be carried out throughout the year.
- Through the use of surveys to students and staff, for example Quality of School Life (QSL) & Tell Them From Me Survey
- The school Anti-Bullying Plan will be monitored and amended, where appropriate, to reflect changes in the school and current teaching and learning practices.

**Annual Reporting**

The school will report annually to the school community about the effectiveness of the school’s Anti-Bullying Plan through:

- The Annual School Report
- Staff Meetings – using Sentral data to demonstrate the reduction in bullying referrals.
• The School Website – demonstrating the school’s Anti-Bullying Programs.

**Reviewing the Anti-Bullying Plan**

The Anti-Bullying Plan will be reviewed with the school community every year. The welfare team will conduct surveys, reassess the programs to ensure the effectiveness of the Anti-Bullying Plan. The review will include the learning community.

**Additional Information**

**Police Youth Liaison Officer – Natalie Haynes**
Phone- 45874099
Email- hayn1nat@police.nsw.gov.au

**School Liaison Officer – Senior Constable Ben Gillen**
Phone- 0417735487
Email- gill1ben@police.nsw.gov.au

**Additional Contact Details**

Windsor Police – (02) 45874999
Police Hotline – 131444
School Safety and Response Hotline – 1300363778
Child Well-Being Unit – (02) 92699400
Child Protection Helpline – 133 627
Kids Helpline – 1800551800
Beyond Blue – 1300224636

**Principal’s comment**

This Anti-Bullying Plan has been developed by the School Welfare team in association with the school community. It is an important step in consolidating the school’s welfare structures as they relate to bullying. Windsor High School staff considers that bullying is not acceptable and that staff, students and parents need to work in partnership across the learning community to deal effectively with issues of bullying.

**Anti-Bullying Plan – Team Members**

Annette Cam – Principal
Shannon Mudiman – Deputy Principal
Ashlea Khalid – Head Teacher Welfare

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