



CATHERINE MCAULEY CATHOLIC COLLEGE ANTI-BULLYING PROCEDURE

APPLICABLE TO	Staff, Students & Parents		
DOCUMENT OWNER	Principal		
APPROVAL DATE	Term 1 2021		
APPROVED BY	Senior Executive		
LAST REVIEW DATE/S	New Procedure	NEXT REVIEW DATE	12 months from approval date
RELATED DOCUMENTS	CSO Anti-Bullying Policy for Students CMCC Anti-Bullying Policy Complaints Resolution Policy 2018 CMCC Pastoral Care and Wellbeing Policy School Community Code of Conduct Serious Incident Management Policy		

Purpose

This procedure relates to the College Anti-Bullying Policy.

Scope

This procedure applies to all types of student bullying behaviour, including online (cyber) bullying, and applies outside of school hours and off school premises where students have been involved and there is a clear and close connection to the school.

Responsibilities

All staff are responsible for the completion of plans with the person, etc.

The Principal is responsible for communicating, administering and managing this procedure with staff.

The Assistant Principal is responsible for liaising with the relevant Leader of Wellbeing in managing potential bullying issues when required. The Assistant Principal will also liaise with relevant external agencies when necessary.

The Head of House is responsible for supporting Leaders of Wellbeing when required to investigate an issue.



The Leader of Wellbeing is responsible for investigating the issue and liaising with relevant staff, student/s and their families. The Head of House and Assistant Principal may become involved for more serious matters.

Staff are responsible for following these procedures when managing any situation that involves a student or students who are potentially being bullied.

Students are responsible for promoting positive relationships that respect and accept individual difference and diversity and follow the school procedures in reporting and responding to bullying behaviours.

Step by Step

Catherine McAuley Catholic College holds a zero tolerance to any form of bullying and/or ridicule which gives reference to physical appearance, race, social indifference or cultural beliefs. Parents are encouraged to read the Catherine McAuley Anti-Bullying Policy which is on the College website.

The College will deal with incidents involving bullying with a focus on the principles of restorative justice and procedural fairness. Restorative justice at the College is based on the belief that when relationships are harmed we must work with the students, staff and parents involved to restore the relationships.

Procedures for Staff

1. Reassure the student/s that you will listen carefully to their concerns. (*For more serious concerns, contact the relevant Student Coordinator or for any high risk safety concerns contact the Principal or Assistant Principal immediately*).
2. Staff member gathers information by completing the Initial Action Tool (Appendix #) and provides this to the relevant Student Coordinator.
3. Discuss a plan of action with the student/s and refer to the College's policy in terms of expectations and implications.
4. Inform the student/s what you intend to do.
5. Provide suggestions on what to do if the bullying occurs again or set up a meeting to discuss this.
6. Contact the parent/carer informing them of the incident and your course of action and keep them informed throughout the investigation.
7. Leader of Wellbeing collects from all involved written statements (signed/dated) and interviews separately those students involved.
8. Leader of Wellbeing, or Assistant Principal/Principal if required, determines recommendations for actions to be taken (i.e. consequences, counselling, referral to Office of Safeguarding or Catholic Schools Office etc)
9. Notify appropriate college staff.



10. Leader of Wellbeing monitors and reviews situation with student/s, staff and parents/carers until resolved.
11. Record all relevant details of the incident for all students involved in the College's student data management system, Compass (Chronicle).

Procedures & Guidelines for Students

1. Tell the student who is bullying to stop. State quite clearly that the behaviour is against college vales/expectations and is offensive.
2. Ignore them and walk away. Do not retaliate with physical or verbal abuse.
3. Report your concerns immediately.
4. The report should be made to your Class Teacher, Mentor, Year Coordinator, College Psychologist, family, friend, student or any adult with whom you feel comfortable.
5. Take a friend with you if you are worried to tell someone by yourself. If you don't feel comfortable telling someone face-to-face, communicate your concerns by e-mail.
6. Keep telling people until someone listens.
7. Don't blame yourself for what has happened.
8. The person receiving the complaint will report it to your Year Coordinator or Mentor for action.
9. If bullying happens on the phone or internet don't respond to the message and report it immediately.
10. Any reported bullying incident is to be followed up sensitively and responded to consistent with the College Anti-Bullying Policy and Procedures.

The reporting of anti-social behaviour is one-way students can defend and protect their peers and the College's positive culture.

Strategies for Students

only try these strategies if you are not in any immediate danger of being physically hurt and you feel confident you can do them.

- Ignore the bullying and walk away. Do not retaliate with physical or verbal abuse.
- Act unimpressed or pretend you don't care what they say or do. You could say 'okay. Whatever' and walk away.
- Use strong, assertive statements, starting with the word 'I'; tell the other person 'I want you to stop that' in a strong and confident voice.
- Use 'fogging' which means making a joking or funny comment that makes the other person think you don't care about what they say.
- Ask your friends to speak up for you.



- Try to stay positive and focus on all the things you do well. Write down your thoughts and feelings about the bullying to help you think clearly about what you can do.
- Surround yourself with your friends and people who help you feel good about yourself.
- Try to resolve the problem behind the bullying. If you feel safe to do so, talk with the other people involved and ask them how you might be able to sort out the problem together.

Source: www.bullyingnoway.gov.au

Procedures & Guidelines for Bystanders

If you see bullying and feel confident enough to take safe action, there's a bigger chance that the bullying will stop. You can use words or actions to help someone who is being bullied. A group of students standing up to bullying together helps everyone to stay safe.

- Tell the person to stop bullying – be an 'upstander' not a bystander.
- Be a friend to the person being bullied.
- Encourage the person being bullied to inform someone.
- Seek help. You can decide to do something about it and help to protect others.
- Write a description of the event and give it to a teacher.
- Tell someone, talk it over with the teacher, your parents/carers or someone in your family.
- Include them in your group and introduce them to your friends.
- Suggest safe places for them to go.
- Show them how to set their privacy settings on social networking sites and mobile devices.
- Avoid joining in. Don't:
 - Reinforce the bullying behaviour by encouraging, cheering and laughing, even if it is from a distance or when you hear about it later.
 - Resend or respond to messages or photos that may be offensive or upsetting to someone.
 - Harass, tease or spread gossip about others on social media.



Guidance for Parents and Carers

- Be aware of the signs of distress in your child, e.g. unwillingness to attend school, a pattern of illness, missing equipment, requests for extra money, damaged equipment or clothing.
- Inform the school of any cases of suspected bullying even if your child is not directly involved or affected.
- Take an active interest in your child's social life and acquaintances.
- Assist your child to discuss any incidence of bullying with a teacher. If possible, allow your child to report and deal with the situation. Your child can gain respect and confidence through taking the initiative and dealing with the problem without direct parental involvement.
- If your child is being bullied, discourage any planned retaliation, either physical or verbal, by discussing positive strategies they can use.
- Be positive about your child's qualities and encourage your child to be tolerant and caring.
- Be willing to attend interviews if your child is involved in an incident of bullying, and work cooperatively with the school.
- Do not deal directly with the other children or their parents/carers but work through and with the school.
- Discuss the school's expectations about behaviour and how best to deal with bullying.



Anti-Bullying Contact Information & Support Services

College Administration Office:

Ph: 4068 1000

E-mail: admin@medowiecmcc.mn.catholic.edu.au

Catholic Schools Office – Maitland Newcastle:

Ph: (02) 4979 1200

E-mail: info@mn.catholic.edu.au

Police Youth Liaison Officer:

Contact: Senior Constable John Collins & Ph: 4983 7453

Parent Line NSW:

Ph: 1300 1300 52 (24 hours a day 7 days/week)

Kids Helpline:

Ph: 1800 55 1800 (24 hours a day 7 day/week)

E-mail: counsellor@kidshelpline.com.au (8am – 10pm daily)

Lifeline:

Ph: 13 11 14 (24 hours a day 7 days/week)

ReachOut.com:

Online youth mental health service & information, stories and support network

Website: <http://au.reachout.com>

eheadspace: (9am – 1am 7 days/week)

Online chat or email support services for young people aged 12–25, as well as their family and friends

Ph: 1800 650 890

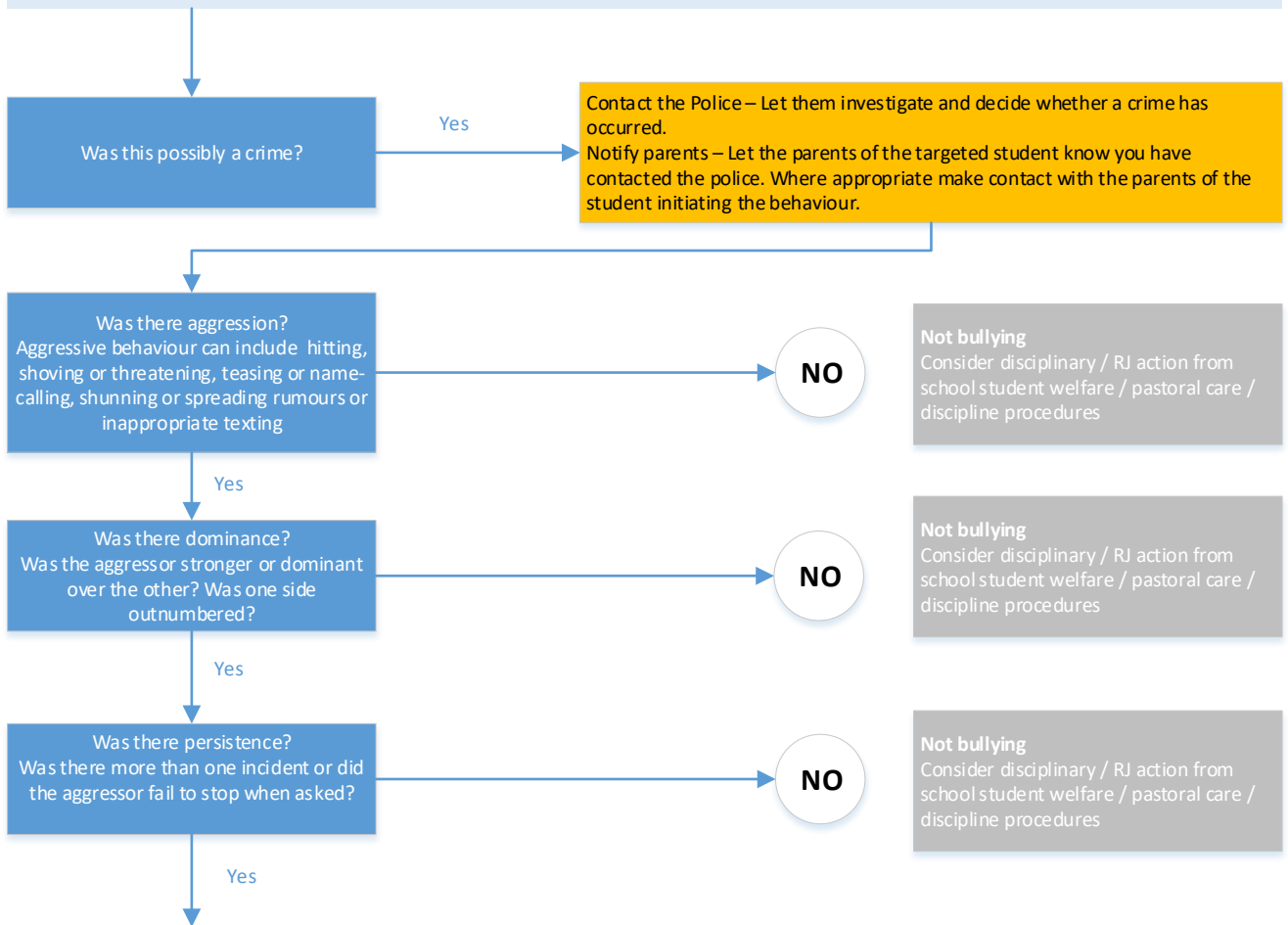
Website: <http://headspace.com>



Bullying Assessment and Action Flowchart

Interview all students involved in the incident

- What happened? How did it start? Did you tell him / her to stop? Is there anything you did that might have contributed to this happening?
- Where clarification is required by the school the CSO / Police Liaison Officer should be contacted

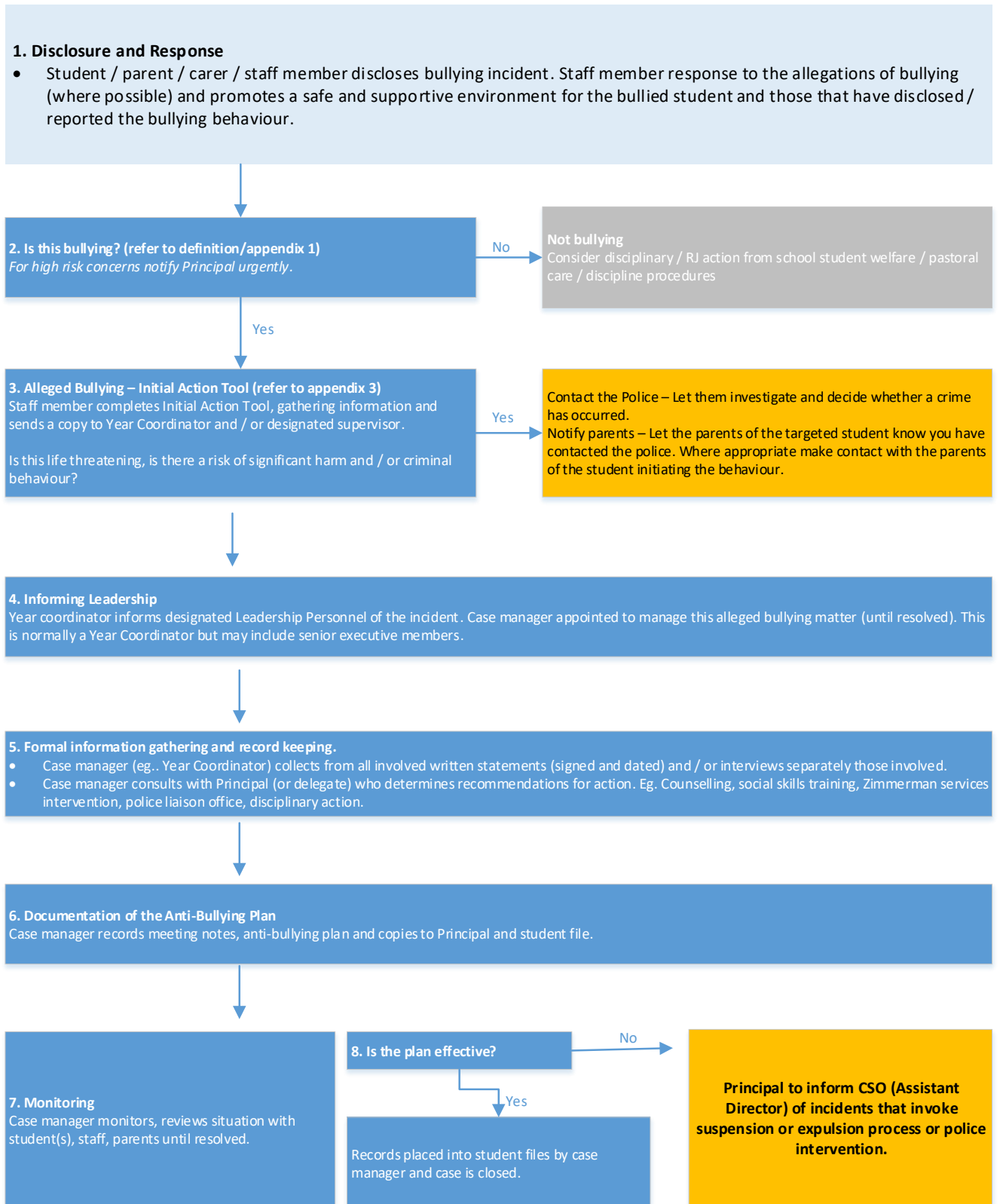


Respond to bullying

1. Provide appropriate support structures for the targeted student and the student reporting the bullying behaviour.
2. Discipline initiator for bullying, based on the seriousness and persistence of the behaviour.
3. Educate and counsel all students including bystanders.
4. Ask all students, What could you do that would keep this from happening again?
5. Ask all students, Would you let me know if anything like this happens again.
6. Monitor and follow up to make sure that bullying does not recur.
7. Liaise regularly with the police liaison officer.



Anti-Bullying Procedures for Staff - Flowchart



All relevant parties are informed about actions being taken through the investigation process .



Alleged Bullying Initial Action Tool

Bullying is a serious offence and is not acceptable in our school. All school employees are required to report alleged violations and every act of bullying will be investigated, and parents/carers informed.

School:

Teacher investigating incident:

Name of student and class:

Date/time of incident:

Where did the incident occur?

- On bus transport In playground In classroom Outside school Other

Who reported the alleged incident? Please circle:

- Bullied student Other student Parent/carers Member of staff School community member

Identify the nature of the alleged bullying incident:

Written

e.g. graffiti, notes, letters, writing on books, written threats, ridicule through drawings, etc.

Social

e.g. lying, spreading rumours, playing a nasty joke, mimicking and deliberate exclusion, etc.

Verbal

e.g. name-calling, insults, threats, severe sarcasm, abusive comments, racist remarks, etc.

Physical

e.g. pushing, shoving, fighting, tripping, hitting, poking, spitting, etc.

Cyber

e.g. using technology such as email, mobile phones, chat rooms, social networking sites, etc. to verbally, socially or psychologically bully

Psychological bullying

e.g. intimidation, manipulation and stalking

Damage to property

eg. Theft of bags, clothes, money, property, tearing clothes, ripping books etc.



Bystander

Encouraging others to bully or witnessing bullying without taking affirmative action.

Briefly outline what occurred in the alleged incident:

Is there concern the alleged incident may have been influenced by any of the following?

- Race/culture Disability Gender Socio-economic status Other

Is there evidence of an imbalance of power in this incident?

- Academic ability Age Social status Strength Size Other

Is there evidence that this behaviour is deliberate or planned?

According to the alleged bullied student has he/she experienced other or repeated incidences of bullying from the alleged student(s) engaged in bullying behaviour? (If yes, please give dates, who was involved, outcomes.)

Is there evidence that this behaviour is deliberate or planned?

Is there any relevant background/history to this alleged incident?



Were there any witnesses? (Identify student names and classrooms)

What do the witnesses to the alleged incident perceive happened?

What effect is the situation having on the student's wellbeing including self-esteem, feelings about school, motivation, relationships with peers, physical health, etc?

What is required to resolve this situation now and in the future?

Indicate the investigative procedures carried out.

Interviewed student(s)
involved

Interviewed parent/carer of
victim(s)

Interviewed parents of
student(s) alleged to bullied

After investigation, was the allegation of bullying substantiated?

Yes/No

If 'No', please sign below and place a copy of this document into student(s) file and refer to school's Behaviour Management Policy.

If 'Yes', please sign below, place copy of this document into student(s) file and refer incident to the Year Coordinator or Principal.

SIGNED:

DATE: