POLICY	**Bullying**

Policy Owner	Principal
Function/Area	School Community

Policy Statement

Tranby College provides an environment where all students have a right to feel and be safe. Bullying Prevention plays a role in ensuring that our school builds a safe, positive and supportive culture that fosters caring, positive and respectful relationships between all involved in the Tranby College community.

Policy Scope

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.

- Develop an inclusive school culture that minimises incidents of bullying.
- Ensure that all members of the community respect and uphold this culture.
- Ensure all staff; hold bullies accountable for their actions, support the student being bullied and follow College procedures.
- Increase the awareness of all members of the College community regarding bullying and cyber bullying.
- Use and implement strategies that help develop an inclusive school culture.
- Develop and maintain strategies to detect bullying behaviours or characteristics.
- Provide a supportive climate and encourage responsibility towards others so students feel safe to tell someone if they are being bullied.
- Provide guidelines for responding when someone is bullied.
- Continually monitor and review the awareness of bullying issues in the College.
- Encourage students to be proactive and report known acts of bullying.

Policy Principles

Policy Principles are categorised into the headings of:

1. **OVERVIEW**
2. **PREVENTION STRATEGIES**
3. **REPORTING BULLYING**
4. **RESPONDING TO BULLYING**
5. **BULLYING INTERVENTION**

1. **OVERVIEW**

   Tranby College recognises its responsibility to provide students a safe, positive learning environment where individuals are respected and accepted.

   - Bullying is managed through a 'whole College' approach involving staff, students and parents.
   - Bullying prevention strategies are implemented on a continuous basis, teaching age appropriate skills.
   - Bullying strategies are tailored to meet the circumstances of each incident.
   - Staff are positive role models and emphasise a 'no-bullying' culture.
   - Bullying prevention and intervention strategies are reviewed annually.

2. **PREVENTION STRATEGIES**

   The implementation of whole school prevention strategies are;

   - Using the curriculum to provide age appropriate information and skills relating to bullying, cyber bullying and bullying prevention.
   - Professional development for staff in bullying prevention and response.
   - Promotion of a supportive environment that encourages and fosters positive relationships.
   - Promotion of responsible bystander behaviour.
   - Reporting a bullying incident can be made easy through a clear reporting channel.
   - Regular risk assessment, based on peer group age, are conducted within the College to identify any unnoticed bullying behaviour amongst students.
   - Records of reported bullying incidents are maintained on SEQTA.
   - Distribution of bullying prevention to parents.
   - Monitoring laptop and ipad use during the school day.

3. **REPORTING BULLYING**

   Tranby College aims to encourage students and their parents to report bullying behaviours. Early intervention can often result in a more favourable outcome. We want students to be assured that;

   - Bullying is not tolerated.
   - Their concerns will be taken seriously.
   - The College has a clear strategy for dealing with bullying issues.
   - Students are encouraged to report bullying incidents to a staff member as soon as possible by;
     - informing a trusted teacher
     - informing a Dean or Head of House
     - informing the school psychologist
     - informing the College Chaplain

4. **RESPONDING TO BULLYING**

   Bullying behaviours can vary in extent and intent, so each incident must be dealt with on its facts. In all situations, Tranby College will;

   - Take bullying incidents seriously
   - Provide assurance and support to the victim and respect and maintain their confidentiality.
   - Take time to properly investigate the incident, ensuring all facts are considered.
   - Take time to listen to all involved; victim, bully, bystanders.
   - Maintain a record on SEQTA of the bullying behaviour.
   - Escalate the response if dealing with ongoing/ persistent bullying behaviour.

5. BULLYING INTERVENTION

A recommended intervention process may be as follows, depending on severity or individual circumstance;

- 1st Incident
  - student interview
  - bullying incident documented by teacher on SEQTA

- 2nd Incident
  - bullying incident documented on SEQTA
  - consultation with Dean of School (JS) or Head of House (SS)
  - parent contacted and consequences outlined
  - follow up communication with parents, based on contact, from Dean or Head of House

- 3rd Incident
  - bullying incident documented on SEQTA
  - parent and student interview/meeting with teacher and Dean (JS) or Head of House (SS)

- 4th Incident
  - bullying incident documented on SEQTA
  - student and parent interview/meeting with Dean or Head of House, along with Associate Principal (consideration for suspension/ expulsion)

 * If an incident is of a severe nature, steps relating to the incident may be fast tracked.

Definitions

Covert bullying*: Covert bullying can be very difficult for someone outside of the interaction to identify. It can include hand gestures and threatening looks, whispering, excluding or turning your back on a person, restricting where a person can sit and who they can talk with. Social bullying (spreading rumours, manipulation of relationships, excluding, isolating) is often covert bullying.*

Cyberbullying*: Cyberbullying includes any form of bullying behaviour that occurs online or via a mobile device. It can be verbal or written, and can include threats of violence as well as images, videos and/or audio.*

Physical bullying: *Physical bullying includes hitting, pushing, shoving or intimidating or otherwise physically hurting another person, damaging or stealing their belongings. It includes threats of violence.*

Social bullying*: This is sometimes called relational or emotional bullying, and includes deliberately excluding someone, spreading rumours, sharing information that will have a harmful effect on the other person and/ or damaging a person's social reputation or social acceptance.*

Verbal and written bullying: *Verbal and written bullying includes name-calling or insulting someone about an attribute, quality or personal characteristic.*

Related Policy and Procedures

Policy Behaviour Management
Policy Duty of Care
Policy Student Wellbeing
'Bullying No-Way' (https://bullyingnoway.gov.au/) resource

Applicable Legislation

Criminal Code Act 1913 (WA
Disability Discrimination Act 1992 (Commonwealth)
Disability Standards for Education 2005
Equal Opportunity Act 1984 (WA)
School Education Act 1999 (WA)
School Education Regulations 2000 (WA)
State Records Act 2000 (WA)

Responsibilities

Staff Responsibility

Each Staff member has the responsibility to:

- Provide a duty of care to all students in their care.
- Recognise sign of bullying or changes in behaviour that may indicate bullying.
- Model appropriate behaviour.
- If bullying behaviour/ incident is reported to them, it must be recorded on SEQTA.
- Monitor students closely who have been identified as a victim/ bully previously.

Manager's Responsibility

The Principal and the College Leadership has responsibility to:

- Ensure staff are well trained/ informed to deal with a bullying incident.
- Effectively manage bullying incidents when they are reported.
- Create a 'no-bullying' culture.
- Ensure students and parents/carers are well educated about bullying.

College's Responsibility

Tranby College has a responsibility to:

- Ensure that all staff have access to and understand the policy
- Ensure that all students have access to and understand the policy
- Ensure that all parents have access to and understand the policy
- Ensure that the policy is fairly and justly applied across Tranby College
- Respond to the needs of a particular individual as appropriate within the values of Tranby College
- Comply with legislated requirements

Further Information

Further information concerning any aspect of this policy may be directed the Associate Principal.

Policy Sign off & Acceptance

Sign off is required by:

Principal

Revision History *(filled out Board or Principal)*

Version	Approved/ Amended/ Rescinded	Date	Board/ Principal	Approval/ Resolution Number	Key Changes & Notes
	Approved	June 2021	Principal	June 2021	Reformatted and updated

Developed:	Owner:	Review:	Date of last review:	Printed
2001	**Principal**	**2 yearly**	**June 2021**	**25/6/21**

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