



Teach about bullying in all year levels. Include how to prevent, identify, respond to and report bullying and cyberbullying.

Take bullying seriously. Respond to reports of bullying or observed bullying behaviours.

Use fair and consistent responses to bullying or suspected bullying.

Document all bullying incidents. Check in with students while bullying incidents are being resolved.

Work with the Governing Council, site leadership, department staff and the local community to design local strategies to prevent and reduce bullying.

Encourage parents and carers to take part in activities that promote safety and wellbeing.

Share information on how to prevent and respond to bullying and cyberbullying.

Review our strategies and actions to prevent and respond to bullying. We will make sure that student needs are being met.

Set up safe ways for students to report bullying and let students know how to do this.

Make information about the complaints resolution process available.

Develop solutions to bullying incidents with students, staff, parents and caregivers.

Take action against discrimination, harassment and violence. Report criminal actions to South Australia Police.

Provide targeted social and emotional support for students who need more help after bullying incidents.

## How bullying is reported and resolved

We will work with students, parents and carers to resolve bullying issues. If needed, we will get advice, counselling and support from external services.

All reports of bullying will be taken seriously. Responses will be planned and quick. The principal or leadership team will immediately respond to life threatening, significant harm or criminal behaviour issues. We will refer criminal actions to South

Pastoral Care Worker  
FLO case manager  
Support staff  
Youth worker

You can report bullying incidents by:

Over email  
Face-to-face  
Over the phone  
Through our app  
Schedule a meeting  
Problem box

Give us as much information as possible. This might include:

who was involved, including who engaged in the bullying behaviour, who  
the behaviour was directed at and witnesses  
when the incident happened  
where the incident took place, for example social media  
the behaviour  
if anyone stopped or tried to stop the behaviour  
what led up to the incident  
what happened after the incident

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loss of privileges  
given a learning task  
use of reflection space or class  
limited areas for play or activities or extra yard supervision  
suspension and exclusion.

### Refer to services

Refer students to specialist support, if needed. This might be from the Department for Education or external services. Options will be discussed with students and their families.

### Document and record

All incidents of bullying and responses will be documented and stored in line with Department for Education records management procedures. A record of an incident might go in a student's file. Incidents can be recorded in our electronic databases. For example EDSAS, IRMS or Day Map.

### Monitor and follow-up

Staff will check on all students involved in a bullying incident. They will make sure all students are safe and relationships are repaired. They will talk with students, parents and carers about the actions taken. They will check if these actions have helped.

If a student, parent or carer are not happy with the steps taken by the school, they can call the department's complaints management line on 1800 677 435.

## Definitions

### Bullying

A national definition of bullying has been endorsed by the Education Council.

**Bullying is an ongoing and deliberate misuse of**

(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.

Bullying has three main features

It involves a misuse of power in a relationship

Conflict or

anxiety  
not wanting to go to school  
lack of interest in school  
isolation and depression.

Psychological harm can last some time. It will depend on a student's situation and the support available to them. Support might come from family, school and friends.

A fear of being bullied can create psychological harm.

Examples of types of bullying

Physical: hitting, kicking, tripping, pinching, pushing or damaging or stealing belongings.

Verbal: verbal abuse, name calling, insults, teasing, intimidation, or threats.

Social: social exclusion, lying, spreading rumours, unkind facial expressions or body language, mean and condescending looks, playing jokes to embarrass and humiliate, mimicking and damaging someone's reputation or social relationships.

Cyber: Cyberbullying is online bullying. It uses technology, including social media platforms. Verbal and social bullying can be cyberbullying when they occur online.

Cyberbullying includes:

abusive texts and emails  
hurtful messages, videos and images, including images that have been changed  
sharing personal images and videos without consent  
pretending to be someone else online to be hurtful.

Harassment, discrimination and violence

Bullying, harassment, discrimination and violence all create or add to a negative environment. This can make students feel unsafe and unable to reach their full potential.

Harassment

Harassment is behaviour that targets an individual or group. This can be because of their: identity, race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; age or ability.

It offends, humiliates, intimidates or creates an unsafe environment. It might be a: pattern of behaviour or a single act. It might be on purpose or unintended.

Discrimination

Discrimination happens when people are treated differently to others. This can be because of their: identity, race, culture or ethnic origin; religion; physical

characteristics; gender; sexual orientation; age or ability. Discrimination interferes with people's right to fair treatment and equal opportunities.

## Violence

Violence is the intentional use of physical force or power. It can be threatened or actual, against another person. It might result in psychological harm, injury or in some cases death. It might involve provoked or unprovoked acts. It can be one incident, a random act or can happen over time.

Bullying, harassment, discrimination and violence may be based on gender, race, sexuality, culture, religion, disability and care status. Bullying, harassment, discrimination and violence for any reason is not acceptable in South Australian public schools. It will be responded to.

Responses will depend on the:

- behaviours
- needs of the students
- rights of all students to be safely included in learning.

## Roles and responsibilities

We each have a role to play to:

- prevent bullying and harassment
- respond when it happens
- support those involved and affected by bullying.

The Australian Student Wellbeing Framework elements are leadership, inclusion, student voice, partnerships and support. They guide our practices and responses to prevent and reduce bullying in our school community.

### School leaders and staff

- Model and promote positive behaviour. Value diversity, demonstrate respect, and include all students and their families.
- Provide and take part in professional development to build skills, knowledge and confidence about preventing bullying. Including how to recognise, respond and manage it.
- Assess bullying data and trends to develop prevention strategies. Do this with the Governing Council and school community.
- Collect data on bullying regularly. Use the data to plan how you will prevent and respond to bullying.
- Explicitly teach students about respectful relationships, bullying and cyberbullying. Teach them how to recognise bullying, what to do and how to get help.
- Work with students to come up with solutions to bullying. Include them in decisions that affect their safety and wellbeing.

Support all students to be included, in particular students at higher risk of being bullied.

Take action when bullying and cyberbullying has been reported. This includes incidents that happen out of school hours or off school grounds when it relates to school relationships.