Bullying: Preventing and Responding to Student Bullying in Schools Policy (2011)

The NSW Department of Education and Communities rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments of the Department.

Bullying

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long term effects on those involved including bystanders.

Conflict or fights between equals or single incidents are not defined as bullying.

Bullying behaviour can be:
- verbal eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- physical eg hitting, punching, kicking, scratching, tripping, spitting
- social eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- psychological eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

The term “bullying” has a specific meaning. The school’s Anti-bullying Plan sets out the processes for preventing and responding to student bullying. The school has a range of policies and practices, including welfare and discipline policies that apply to student behaviour generally.

School staff have a responsibility to:
- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying according to the school’s Anti-bullying Plan.

In addition, teachers have a responsibility to:
- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

Students have a responsibility to:
- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan
- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Plan.

Parents and caregivers have a responsibility to:
- support their children to become responsible citizens and to develop responsible online behaviour
- 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
- report incidents of school related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur.

All members of the school community have a responsibility to:
- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school’s Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.
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.

Hoxton Park High School is a positive, accepting, and tolerant community where the values of excellence, creativity and equality are developed in a safe and nurturing environment.

This plan sets out the requirements for dealing with bullying behavior, including specific strategies for identifying, reporting and dealing with bullying behaviours. The Anti-Bullying Plan is a key part of Hoxton Park High School’s planning for student well-being and effective learning and compliments our school’s Student Welfare and Discipline Process.

Statement of purpose

Students at Hoxton Park High School have the right to expect that they will spend the school day free from fear of bullying, harassment, intimidation and victimisation. Bullying at our school is taken very seriously and is not acceptable in any form. Bullying devalues, isolates, frightens and affects an individual’s ability to achieve. Furthermore, bullying has long term effects on those engaging in bullying behavior, those who are the subject of bullying behavior and onlookers or bystanders.

Students, teachers, parents, caregivers and the wider school community can expect that:

- Students at Hoxton Park High School will be safe at school, free from fear of bullying, harassment, intimidation and victimisation.
- Students will be provided with the appropriate support if bullying occurs.

Students attend Hoxton Park High School to participate in quality education that will help them to become self-directed, life long learners who can create a positive future for themselves and the wider community.

Protection

The school understands bullying to be any repeated behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through communication and information technologies.

Bullying behaviour can be:

- **Verbal** – name calling, teasing, abuse, putdowns, sarcasm, insults, threats.
- **Physical** – hitting, punching, kicking, scratching, tripping, spitting.
- **Social** – ignoring, excluding, alienating, making inappropriate gestures.
- **Psychological** – spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

Bullying involves the abuse of power in a relationship. Bullying can involve all forms of harassment (including sex, race, disability, homosexuality or transgender), humiliation, domination, intimidation and victimisation of others.
Conflict or fights between equals or single incidents are not necessarily defined as bullying. Students need to experience some conflict to develop resolution skills and resilience for development as normal healthy human beings.

Students have a responsibility to:
- Report any incidents of bullying to a teacher/Year Advisor
- Follow the School rules
- Understand the bullying behaviour
- Understand the consequences of bullying for all parties involved

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

Staff have a responsibility, and are committed to, acting on any report of bullying from students or parents, where all individuals will be treated equally.

**Prevention**

In developing and maintaining a positive climate of respectful relationships, where bullying is less likely to occur, Hoxton Park High School has a number of strategies.
- PBL
- Modeling of appropriate behaviour by staff
- Peer Mentoring
- Peer Mediation
- Enrichment Days
- Year Assemblies
- Emphasis on fostering and maintaining a wide range of relationships and diverse peer groups from Year 7.
- Student Support Officer Workshops
- External Presenters eg. Young Australians, Police Youth Liaison Officer

Hoxton Park High School presents a culture of active bystanding and immediate referral of bullying related issues.

As education plays a significant role in the prevention of bullying behaviour, staff are committed to creating a school environment where bullying is less likely to occur. All faculty curriculum can support this notion through the inclusion of suitable anti-bullying content, wherever possible, in teaching programs.

**Early Intervention**

Hoxton Park High School has a number of intervention strategies and programs for students who are identified as being at risk of developing long-term difficulties with school relationships and students who have been identified as previously experiencing or engaging in bullying behaviour.
- Learning Support Team
- Student Services Team
- Student Support Officer Workshops – students are referred by the Learning Support and Student Services Teams
- Peer support
- Peer Mediation – Year 12 students acting as mentors or mediators for students in the junior years.
- Prefects – supporting students in the playground.

Response

The school will empower the whole school community in recognising and responding appropriately to bullying behaviours, harassment and victimization and behave as responsible bystanders.

Whilst no bullying is acceptable it can take many forms and vary in severity. Each individual case is different. Bullying behaviours are often viewed as:

- Low Level
  - Food throwing at a person
  - Individual name calling

- Moderate Level
  - Name calling that involves a group
  - Repeated low level bullying
  - Cyberbullying (isolated incidents)

- High Level
  - Verbal abuse
  - Physical abuse
  - Cyberbullying (repeated or involving multiple people)

**Low level bullying behaviour** will be managed in class and reported to the Head Teacher along with the Year Advisor.

**Moderate level bullying** will result in an online report being filed and informing the Head Teacher and/or Head Teacher Student Services.

**High level bullying behaviour** will result in Deputy Principal intervention and a written report being filed.

All staff are encouraged to record relevant data relating to bullying and harassment on Millennium as well as discussing incidents at the weekly Student Services meeting and Learning Support Team meetings.

The processes for dealing with bullying behaviour will be publicised with the school newsletter which appears on the schools website and are continually reinforced with students and staff.

Hoxton Park High School will endeavour to deal with any report of bullying as immediately as possible.

Students who have been affected by, engaged in or witnessed bullying behaviour will be supported by their Year Advisor, who will also provide relevant information to staff. They will also have the opportunity to speak with the school counselor or participate in a workshop, focusing on bullying, run by the Student Support Officer.

Parents and caregivers are able to gain updates about the management of bullying incidents that have been reported to the school by contacting the Deputy Principal or appropriate Year Advisor.
Students who have engaged in bullying behaviour may have a Progress Book which is to be monitored by teachers and parents/caregivers daily for a period of time.

**Hoxton Park High School complies with the Department of Education and Communities policies for reporting incidents involving assaults, threats, intimidation and harassment. This is the responsibility of the Senior Executive who will contact School Safety and Response on 1300 363 778.**

**Staff at Hoxton Park High School have all received Child Protection Training and are aware of the procedures for Keep Them Safe and mandatory reporting.**

Any appeal or complaint will be dealt with through the procedures set out in the DEC’s Complaints and Handling Policy.

The school will identify patterns of bullying behaviour through the use of Millennium reports which are monitored by the Student Services Team.

This Anti-Bullying Plan will be made widely available to the school community through its placement on the school website. Parents, caregivers and students will be informed of its whereabouts and general content through the use of the school newsletter.

The effectiveness of this Anti-Bullying Plan will be evaluated through the analysis of the number of bullying incidents reported within Millennium and the severity of these incidents. Data will also be collected on the ability of staff to implement the plan as well as student reaction to it.

*The annual school report will be used to communicate the effectiveness of this plan to the wider school community.*

*The Anti-Bullying Plan will be evaluated every three years through the use of surveys as well as feedback from staff and students.*

---

**Additional Information**

Contact information for relevant personnel:

- Police Youth Liaison Officer (YLO) – Snr Constable Anthony Fitzjohn
- Home School Liaison Officer (HLSO) – Marline Cross – 9727 2111

Contact information for relevant support services

- Kids Helpline: 1800551800
- Child Wellbeing Unit: 1300480420
- Department of Community Services: 63514688

**Principal’s comment**

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination.

The Anti-Bullying Plan is a significant component of the overall School Welfare Policy at the school. We will continue to work as a learning community of staff, students and their families to ensure all stakeholders feel safe and happy whilst they are at school.

Leny Wallace
Principal

**Staff leading the development of this plan:**

Aleksandra Lukic – Head Teacher Student Services
Rebecca Halley – Year 10 Advisor
Sarah Smith – Student Support Officer

---

The Anti-Bullying Plan – NSW Department of Education and Communities
School contact information

Hoxton Park High School
40 Wilson Road, Hinchinbrook 2168
Ph: 9607 4222
Fax: 9607 4836
Email: hoxtonpark-h.school@det.nsw.edu.au
Web: http://www.hoxtonpark-h.schools.nsw.edu.au