

St Thomas Aquinas Primary School,
Norlane



Anti – Bullying Policy

We believe the children at St. Thomas Aquinas Norlane have the right to learn in a safe and happy environment, without the fear of intimidation.

What bullying is :

Bullying is the unreasonable repeated behaviour directed towards another student.

(It could be teasing, hitting, threatening, excluding and spreading rumours. Bullying may also be biting, scratching, pushing and making fun of people's families or teasing others about things they aren't good at.)

We expect, encourage and support all children to report any bullying incident in which they have been involved as either victims or witnesses. Children may report problems to classroom teacher, teachers on yard duty, principal or their parents.

Actions to be taken:

1. When a bullying incident is reported, the teacher concerned is to listen to all parties involved and check all details. If the bullying incident is substantiated the child/children's names are to be recorded in the Yard Duty Book and the incident clearly named "bullying". Depending on the seriousness of the incident, the student/students involved may receive a warning, or a Behaviour Form (Appendix 2) may be filled out by the teacher on duty or classroom teacher on this first occasion of bullying. Staff are reminded to photocopy the Behaviour Form and file the duplicate in the Office. The consequences for a single incident of bullying may be read under Code of Conduct and Consequences for Infringement Step 1.
2. If there is a second incident of bullying, parents must be informed via the Behaviour Form and a Student Welfare Support Group is to be convened. Parents must be notified by phone and letter of the date and time of the meeting. (See St. Thomas Aquinas Student Welfare Support Group Referral Process and Structural Details). Further incidents of bullying are to be regarded as a Serious Offence with appropriate consequences.
3. The Student Welfare Support Group will identify an appropriate response in the event of further infringements.
4. Further action may include the Student Welfare Support Group notifying the Catholic Education Office, and a formal suspension process may be implemented. Adequate supervision must be available at home in order for a student to be suspended. Staff need to ensure sufficient and appropriate school work has been prepared for the child.

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5. The victim of the bullying incident has the right to expect that the school staff will provide appropriate and immediate support and guidance. The Student Welfare Support Group may be convened to further support the victim in the process of recovery.

Rights and Responsibilities

Responsibilities of children

You have a responsibility:

- to allow others to learn and play happily without interference.
- to act so that no harm comes to yourself or to others.
- to observe school rules.
- to maintain personal hygiene and cleanliness.
- to accept others as individuals with differing backgrounds, personalities and taste.
- to contribute to the best of your ability in all school activities.
- to treat and speak fairly and courteously to others.
- to listen to others.
- to be careful in your use of facilities and equipment.
- to respect others' property.
- to be sensible and careful in what you bring to school.
- to help keep the school clean, healthy and attractive.

Rights of children

You have a right:

- to play happily without interference from others
- to be accepted as an individual
- to develop your academic, social and physical potential
- to be treated and spoken to fairly and courteously by others
- to have appropriate access to school facilities and equipment

Responsibilities of staff

You have a responsibility:

- to maintain a climate where all children have the opportunity – to learn and play happily without interference from others
- to discuss and consistently reinforce school rules and expectations
- to encourage positive use of free time
- to be consistent in dealing with children
- to maintain a classroom climate in which all children are accepted
- to provide opportunities for all children to experience personal success
- to develop a positive self image, tolerance and understanding in children
- to prepare thoroughly and use and develop sound teaching techniques and practices
- to evaluate your performance in order to provide opportunities for all children
- to develop the potential of all children
- to report to parents on children's progress
- to treat and speak fairly and courteously to others
- to provide opportunities for all children to be heard
- to assist children in the proper usage of facilities and equipment

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- to help provide an aesthetically pleasing and stimulating environment

Rights of staff

You have a right to:

- to be treated and spoken to courteously by others
- to be able to perform duties without harmful or disruptive influences

Responsibilities of parents

You have a responsibility:

- to encourage acceptable social behaviour
- to be aware of and encourage children to observe school expectations
- to assist and encourage children to maintain personal hygiene and cleanliness
- to assist children to develop a positive self image, tolerance and understanding of others
- to ensure that children attend school regularly and punctually
- to provide explanations for all children's absences
- to follow children's progress with interest and enthusiasm
- to encourage children to treat and speak fairly and courteously to others
- to encourage children to listen to others
- to allow only reasonable personal items to be taken to school
- to accept your and your child's liability for property
- to accept responsibility for any wilful damage to school property by your child
- to treat and speak courteously to all members of the school community
- to support the community in providing a clean and safe school environment

Rights of parents

You have a right to:

- to be treated and spoken to courteously by others
- to be attended to professionally and effectively

Consequences for Infringements

Teachers are encouraged to be vigilant and monitor potential situations between students and certain areas of the playground for inappropriate student behaviour. If circumstances arise when the teacher is aware of a potential situation then the child/children should be redirected to another area/activity. Affirmation procedures for positive behaviours will be retained and extended as part of the discipline plan to encourage those children who respect the rights of others. Children whose names do not appear in the book over a certain frame of time will be acknowledged.

Classroom:

It is the responsibility of the classroom teacher to deal with classroom infringements. It is recommended that the consequences of a child's behaviour are not carried over to play and lunchtime recesses. Classroom teachers are to keep a record of inappropriate student behaviour.

Playground:

It is the responsibility of the teachers on duty to respond to inappropriate student behaviour in the playground. Inappropriate behaviour should be recorded in the Yard Duty Book. It may not be appropriate to fill out the Yard Duty Book whilst on duty.

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The following steps may be followed in the event of inappropriate student behaviour :

Step 1:

- Speak to all students in a calm and positive tone and manner
- Follow the Restorative Practices script with all parties involved
- ask for a verbal or written apology to the person concerned
- find time for a one to one interview with the child to discuss the misbehaviour
- allow the child to choose an appropriate sanction
- redirect the child to another activity
- withdraw privileges from the child where appropriate
- ask the child to repeat the behaviour correctly
- exclude the child from the class by sending to another class
- exclude the child from the immediate situation or activity – time out
- service to the school community

Step 2:

If the inappropriate behaviour continues, then the teacher will fill out a Behaviour Form, which will be sent home to the parent/guardian with a copy being kept in the office. Any of the above consequences may be used to reinforce responsible behaviours. The teacher on Yard Duty must inform the child's/children's teacher/s a behaviour form has been filled out.

If the student has failed to respond to efforts to assist them and continues to ignore the rights of others in the classroom/playground a further Behaviour Form will be filled out and the parents contacted by phone to arrange a convenient meeting time for all parties. The principal or deputy is required to be present at the meeting. A record of the meeting will be kept in the child's file, including consequences for the child's behaviour.

Step 3:

If the student behaviour is of a serious nature, (see definition for Serious Offence below), which includes bullying, then the school will follow the Guidelines for Responding to Serious Offences as prescribed in the Pastoral Care of Students in Catholic Schools Document 1.14 (pp.17-22). The Principal or Deputy in the absence of the Principal has the right to suspend a child when other disciplinary measures have not produced a satisfactory outcome.

Definition of a serious offence

Conforming to Education Act 1958 (Education Regulations 1988), the Catholic Education Commission of Victoria proposes that a serious offence should be defined as activities or behaviour of a student which:

- i) seriously undermines the ethos of the Catholic School; or
- ii) consistently and deliberately fails to comply with any lawful order of a principal or teacher; or
- iii) is offensive, or dangerous, to the physical or emotional health of any staff member or any students; or
- iv) consistently and deliberately interferes with the educational opportunities of other students.

Step 4:

Immediate suspension may follow a serious offence deemed to be offensive or dangerous to the physical or emotional health of any staff member, students or other person. A meeting with the student's parents will be convened to arrange an appropriate behaviour management plan.

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How Will the School Administer this Policy?

Professional Development Programmes for all staff, students and parents will be conducted to ensure that everyone in the school community is aware of the policy and procedures.

Evaluation:

This policy will be reviewed as part of the schools four-year review cycle or earlier as required.

This Policy established in 2015

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