



# Our Lady's Assumption School Bullying Policy

**CURRENTLY BEING REVIEWED**

## Rationale

Our Lady's Assumption School community respects the rights of its students to be free from all forms of bullying and are committed to providing a safe environment for all students.

## Principles

Through our shared vision and whole school policy we are committed to addressing all incidents of bullying. At Our Lady's Assumption we aim to ensure that all students are valued and that engaging in 'bullying behaviour' is unacceptable.

Disregarding bullying behaviours or participating as a 'bystander' is unacceptable. It is the responsibility of all community members to ensure our safety, security and respect for all individuals.

The process (action plan) will target individuals engaging in bullying and any bystanders.

At the classroom and playground level, teachers will endeavour to educate students about appropriate and acceptable social behaviour.

At the school community level, issues of bullying will be addressed by relevant students and staff and where necessary, the school Leadership Team.

Resistance to behaviour change and repeated offending will require the school's discipline procedures to be enforced (refer to Discipline Policy).

## What is Bullying?

Bullying is seen as a behaviour by one or more persons, which is used to intimidate, exclude, frighten or dominate others. An individual or a group can carry out bullying.

## Forms of Bullying

Bullying can take many forms including :

### PHYSICAL

- Hitting, punching, tripping.
- Kicking, biting.
- Negative body language.
- Damaging someone's property.
- Stealing someone's property.

## **VERBAL**

- Making hurtful and racist comments/jokes, name calling.
- Commenting on social and/or family backgrounds.
- Picking on others.

## **EMOTIONAL**

- Spreading rumours, gossip.
- Taking or damaging property.
- Sending hurtful notes.
- Attempting to intimidate, threaten or belittle.
- Forcing an individual to do something he/she doesn't want to do

## **SOCIAL**

- Deliberately ignoring or avoiding.
- Excluding from the group.

## **Signs of Bullying**

### **Signs of being bullied may be:**

- Feeling frightened, angry or embarrassed.
- Finding it hard to concentrate on school work.
- Not wanting to come to school.
- Not getting along with others.

## **Student Action Plan**

### **If you think you are being bullied.....**

**Ask yourself - Was it deliberate? Yes or No**

If Yes follow these steps:

- Ignore the behaviour and show it doesn't upset you.  
**If the behaviour continues...**
- Tell the individual/s engaging in bullying behaviour to stop it.  
**If the behaviour continues...**
- Move to a safe area.  
**If the behaviour continues...**
- Tell another student around you that you are being bullied.  
**If the behaviour continues...**
- Tell a staff member.

## **Bystander Action Plan**

### **If you think someone is being bullied.....**

**Ask yourself – Does this look or sound like a bullying situation? Yes or No**

If Yes follow these steps –

- Tell the person who is bullying to "Stop it."
- Offer friendly help to make the individual/s feel safe.  
**If the behaviour continues...**
- Take the individual/s to a staff member and report what you saw or heard.

## School Action Plan

- A staff member will assess the situation and speak with the students involved.  
**If necessary...**
- Class discussion about bullying will be included in general teaching lessons across learning areas such as Religious Education and Health  
**If necessary...**
- Refer to the Leadership Team who will take appropriate action and make contact with parents if necessary.
- Complete 'Bullying Incident Report Form'.

## Parents' Role

### Parents can help by:

- Showing an interest in your child's school, social, sporting and cultural life.
- Having a warm and friendly home environment where your child is encouraged to bring friends home.
- Developing your child's self esteem by offering encouragement, saying and doing positive things, nurturing their positive qualities and valuing them for who they are.
- Teaching children to respect differences and be tolerant.
- Setting a good example, as role models, when resolving your own conflicts.
- Discussing school expectations about behaviour and how best to deal with bullying.
- Assisting your child to understand and practice the strategies stated here.
- Being observant and looking out for telltale signs that something is wrong.
- Informing the school if you become aware of any bullying incident so that it can be stopped.



# Our Lady's Assumption School Bullying Incident Report Form

Student: \_\_\_\_\_ Class: \_\_\_\_\_

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Location of incident: \_\_\_\_\_  
\_\_\_\_\_

Behaviour displayed: <input type="checkbox"/> Bullying <input type="checkbox"/> Being bullied		
Physical	Verbal	Emotional
<input type="checkbox"/> Hitting, punching <input type="checkbox"/> Kicking <input type="checkbox"/> Pinching <input type="checkbox"/> Scratching <input type="checkbox"/> Damaging property <input type="checkbox"/> Throwing things at someone <input type="checkbox"/> Other	<input type="checkbox"/> Teasing <input type="checkbox"/> Name calling <input type="checkbox"/> Insulting someone <input type="checkbox"/> Threatening remarks <input type="checkbox"/> Discriminatory remarks <input type="checkbox"/> Lies or nasty stories <input type="checkbox"/> Offensive language <input type="checkbox"/> Other	<input type="checkbox"/> Exclusion from friends <input type="checkbox"/> Ignoring someone <input type="checkbox"/> Making fun of someone <input type="checkbox"/> Stopping someone from joining in <input type="checkbox"/> Disrupting someone's game <input type="checkbox"/> Other

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action taken:**

- Shared concern
- Parents informed

Follow up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Parent Signature**