The following steps are in place to support students to respond to harassment and bullying:

- Approach the person directly to resolve the problem
- Report the problem to a teacher or another person who can help you report to a teacher
- Speak to the Principal if the problem has not been resolved

The following steps are in place to support families to respond to harassment and bullying:

- Report concerns to a teacher, preferably the class teacher
- Speak to the Principal/Deputy Principal/Director if the problem has not been resolved
- If the problem is still unresolved, make contact with the Regional Director

The following steps are in place to support staff to respond to harassment and bullying:

- Approach the person directly to resolve the problem
- Speak to your line manager if the problem has not been resolved
- If the problem is still unresolved, make contact with the Regional Director
- Make contact with Employee Assistance Program (EAP) Staff Counselling

If you are bullied or you know someone who is being bullied, report it. Report the bullying as soon as it happens. Do not ignore it. If you ignore bullying it may get worse.

Restorative Justice is a process through which victims and others are given an opportunity to confront the offender, express their feelings, ask questions and have a say in the outcome.

Offenders hear firsthand how their behaviour has affected people.

They may begin to repair the harm by apologising, making amends and agreeing to a simple contract.

Conferences hold offenders accountable while providing them an opportunity to discard the “offender” label and be reintegrated into the school community.
Bullying is deliberate, hurtful behaviour to repeatedly hurt, threaten or embarrass someone. It impacts negatively on the victim’s safety and wellbeing.

Cyberbullying is becoming more prevalent with student access to computers, mobile phones and cameras.

Parents need to be aware of the cyber bully who has the wilful, conscious desire to repeatedly hurt, threaten or embarrass someone using electronic media.

### Forms of Bullying:

**Physical**
- Fighting, pushing, shoving, hitting, spitting, invasion of personal space or any unwelcome physical act

**Verbal Bullying**
- Name calling, teasing, offensive language, spreading rumours about others, putting people down, making degrading comments about culture, race, physical appearance, gender, religion or social background

**Gesture Bullying**
- Offensive notes or material, graffiti or damaging other people’s property

**Telephone Bullying**
- Students who repeatedly phone others’ homes or mobiles with the intention to harass or cause discomfort

**Extortion Bullying**
- Standover tactics, giving up possessions and threats

**Exclusion**
- Being left out of activities on purpose with the intention to hurt

### What to do:

1. Care enough to do something about it whether or not it affects you personally
2. Support the person being bullied
3. Don’t stand by and watch - get help from an adult
4. Show that you and your friends disapprove of bullying
5. If you know of bullying tell a teacher

### Responsibilities of Staff:
- Provide safe, stimulating and engaging learning and play environments
- Introduce the school’s harassment and bullying policy to students at the start of each year and revisit regularly
- Teach programs which support an ‘harassment and bully free’ environment
- Encourage students to use steps to stop harassment
- Respond to, and follow-up, all concerns expressed by students, families and other staff
- Implement restorative strategies to manage inappropriate behaviour and resolve conflict
- Maintain confidentiality

### Responsibilities of Senior Staff:
- Ensure that staff, students and families are familiar with the school’s policy
- Support staff to respond to, and follow up concerns
- Respond to, and follow-up, all concerns expressed by students, families and other staff
- Ensure that all staff receive appropriate professional development to implement the school’s policy

### Responsibilities of Parents:
- Watch for signs of distress in your child/ren
- Advise and support your child/ren to report harassment and bullying
- Discourage your child/ren from retaliating
- Report concerns to a staff member
- Build positive relationships with students and families
- Provide opportunities for student negotiation and decision making

**Report Bullying**
If you are bullied or you know someone who is being bullied, report it. Report the bullying as soon as it happens. Do not ignore it. If you ignore bullying it may get worse.

If you are bullied:
1. Tell the person who is bullying to stop. State clearly that the behaviour is unwelcome and hurtful.
2. Seek help. Talk about it with someone you trust. This may include a friend or a student mediator. There is nothing so awful that we can’t talk about it with someone.
3. Report it to a teacher or the Principal. Feel confident that any incident can be solved.

If you know someone is being bullied:
A bystander who observes or hears a bullying incident is considered part of the problem if they don’t act.