Anti-bullying Plan
Hay War Memorial High School
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.
HWMHS 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.

Statement of purpose

Hay War Memorial High School (HWMHS) is dedicated to providing a secure and supportive environment for all members of the school community – free from all types of bullying.

All people entering our school, who behave in a respectful and acceptable manner, have a right to feel safe and freely express themselves without fear of bullying.

This policy will:

- Define bullying
- Identify strategies for all members of our school community to prevent bullying within the school
- Summarise our approach to bullies and bullying.

Protection

What is bullying?

Bullying is a deliberate, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure on an individual.

Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment (including sex, race, disability, and gender), humiliation, domination and intimidation of others.

Bullying can take many forms:

- Verbal – such as name calling: teasing: abuse: putdowns: sarcasm: insults: threats: racist, homophobic or gender based remarks.
- Physical – such as hitting, punching, kicking, scratching, tripping, spitting, and taking others’ belongings, throwing objects.
- Social – such as ignoring, excluding, ostracising, alienating, making inappropriate gestures, forcing others to act against their will.
- Psychological – such as spreading rumours, dirty looks, hiding or damaging possessions.
- Electronic – such as malicious SMS, “sexting”, cyber bullying, chat mail and email messages: inappropriate use of camera phones and cameras: abusive or threatening phone calls.

How do we know if someone is being bullied?

Students experience bullying may be scared to tell anyone or feel ashamed about being bullied so they may try to hide what is going on. Some signs that someone is being bullied are:

- Lack of motivation
- Vagueness (especially around certain topics)
- Unusual behaviour
• Seeing the person be hassled
• Physical injuries
• Quick change in peer group membership
• Student’s absences from school sharply increase in frequency
• Student withdraws within a short space of time from engagement in learning or other school activities.

How is HWMHS detecting and reducing the incidence of bullying?

HWMHS has embraced a whole school approach to bullying, which ensures that bullying is handled consistently.

The school applies a range of strategies to improve student wellbeing and prevent bullying. These strategies include:

• Identifying areas within the school, which are seen as unsafe by students. This is done through formal and informal student surveys and staff contributions in staff meetings. Management of unsafe areas is developed and implemented by appropriate personnel.
• Activities in self-esteem and conflict resolution are part of the school curriculum
• In addition to KLA activities, special programs are implemented to target small groups of students seen as “at risk” and focuses on personal self-esteem and growth and individual wellbeing. These programs are delivered by staff from the Learning Support Welfare Team including SLSOs and the School Chaplain.
• Targeted programs are delivered to students by external support agencies including “Vinnies Services” such as the “Drumbeat” program and “Girls Strong”.
• Students are supported by a Year Advisor and Year Head Teacher in addition to all staff. Staffs communicate about bullying including the sharing of strategies and responsibilities at meetings including a fortnightly Learning Support Welfare Team meeting, “Monday Morning Muster” weekly meetings, Whole Staff Meetings three times a term, weekly Faculty meetings and special meetings as needed.
• Students can access support from the School Counsellor (or Teacher with a Student Welfare Role), the School Chaplain and external agencies including “Vinnies Services” and CAHMS.
• HWMHS has appointed a member of the teaching staff that performs the role of “Girls Advisor” to offer guidance and assistance for students and a point of contact.
• Year Meetings with a focus on up skilling students to develop strategies to deal with bullying as a target or bystander.
• Professional development of staff in dealing with bullying behavior through internal and external programs.
• Sentral reports are monitored by Year Head Teachers, Year Advisors and the Learning Support Welfare Team on a regular basis. Incidents of bullying are addressed as per School Wellbeing and Discipline policy.

Raising Community Awareness of our anti-bullying plans

• The school surveys students and parents to find out how they feel about HWMHS (e.g. Tell Them From Me Survey). The questions in this survey give parents the opportunity to tell the school their views about bullying and what can be done about it.

• Reminders are given to students during morning assemblies. School community communication including the school newsletter “What’s Happening”, SkoolBag App, and the school website are platforms for communication about bullying that are regularly used at our school. Consequences for bullying are constantly reinforced, as is the definition of bullying. Whole school programs and Key Learning Areas are designed to empower students to respond appropriately to bullies.

• Development and communication of our anti-bullying policy occur by our school newsletter, Parent and Citizens meetings and discussions at the School Council and with members of our Aboriginal community.
Responsibility of the School Community

- Bullying is an antisocial behaviour. It has no place at HWMHS. It is the responsibility of every member of the school community to be proactive in ensuring the prevention of bullying.

Teacher and School Staff Responsibilities

- Be role models for students in what they say and what they do in every class and in the playground.
- Ensure classrooms are safe places, free from ridicule and harassment, where possessions are not stolen or “borrowed” by others, and where learning takes place in a supportive and respectful environment.
- Participate in the annual review of bullying and discussion of strategies to deal with bullies.
- Be vigilant in the monitoring of potential bullying incidents and intervene in a safe manner in order to assist in the reduction of bullying incidents.
- Treat any report of bullying seriously and take appropriate action. This action must include the following:
  - Listen to students and ask questions to clarify the incident
  - Investigate thoroughly
  - Write a Sentral report promptly; ensuring it contains all appropriate information including an entry for the student being bullied under “Target”. Notify Sentral report to the Year Advisor, Year Head Teacher and Deputy Principal as appropriate.
  - Isolate the aggressor/s if physical bullying occurs.
  - Engage appropriate support personnel as required and report incidents of concern to agencies including the Child Wellbeing Unit, the Police, School Security.
  - Advise students, where possible, on how to deal with any repeat incidents which may occur before the initial incident can be dealt with
  - Follow up with the target/s and the person to whom the Sentral report was sent.
  - Inform parents

Student Responsibilities

- Follow the school anti-bullying policy
- Report incidents of bullying to any member of staff
- Understand the anti-social nature of bullying and the consequences of bullying (at school)
- Prevent bullying from happening wherever possible
- Stand up for the target/s without fear of reprisal
- Not to engage in bullying

Parents/Caregiver Responsibilities

- Look for signs or distress in your child
- Listen to your child and investigate carefully to avoid jumping to conclusions
- Support your child by: Believing in them, sympathising with them, telling them that you are pleased they told you
- Advise your child to report the bullying to a staff member.
- Contact either your child’s Year Advisor, Girl’s Advisor, School Counsellor, Year Head Teacher, Deputy Principal or Principal,
- Refer to the School’s Student Wellbeing and Discipline Policy.
- Support their child to become responsible citizens and to develop responsible online behaviour.
- Assist their child in understanding bullying behaviour according to this policy.
- Support their child in developing positive responses to incidents of bullying consistent with the school anti-bullying policy.
- 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 Responsibilities
- Model and promote positive relationships that respect and accept individual differences and diversity within the school community.
- Support the school’s anti-bullying policy through word and actions.
- Work collaboratively with the school to resolve incidents of bullying when they occur.

Prevention/ Early Intervention

HWMHS is committed to developing strategies to assist in the prevention of bullying through developing a range of options to deal with unacceptable behaviours including suspension and expulsion procedures should the matter escalate beyond resolution.

HWMHS Wellbeing and Discipline Policy indicate measures that are implemented to provide support for students to develop positive behavior for leaning according to the PBL model. This includes placement onto Steps and monitoring of behaviours. Bullying is categorized as a major misbehavior and treated accordingly.

HWMHS Teaching and Learning programs incorporate anti-bullying messages across curriculum areas from Stages 4-6 including PDHPE. English text selections, HSIE units and Drama activities. Concepts including bullying, resilience, diversity, equity, difference, tolerance, race, disability and gender are explored.

HWMHS has a strong and active Learning Support and Welfare Team who meet regularly to monitor student behavior and wellbeing. Interventions recommended at this forum and team members engage appropriate support mechanisms for students that may be preventative for “at-risk” students or in response to incidents.

HWMHS has a number of strategies and programs that are implemented at a whole school level for bullying prevention. Programs focus on the development of friendship skills, personal self-regulation strategies, self-concept, self-care, resilience and wellbeing.

This includes:

- Strong links with feeder schools to develop effective transition to high school communication. DoE procedures are adhered to obtain information about peer relationships, student support needs and programs. This information is used to inform class placements and teachers to develop quality teaching and learning programs.
- Mental Health and Wellbeing Days.
- School Chaplain programs including “The Men We Need” and “Unleash” self-esteem programs in addition to 1:1 interaction and support.
• Year Meetings, camps and targeted activities including PBL rewards and skill building days (e.g. Year 7 Survivor Day).

• External Providers workshops including “Girl’s Strong”, “Drumbeat” with Vinnies Services, Red Cross Australia “Save a Mate” and “Talk Out Loud” programs, Cyberbullying presentations by Police Liaison Officers and representatives from the Office of the Children’s eSafety Commissioner.

• Learning Support and Welfare Team programs including “Bounce Back” and “My Friends Youth” programs to develop resilience.

• Communication to parents, students and the community through regular information in the school newsletter (What’s Happening), Skoolbag App, Website and morning assemblies.

Response

Should bullying occur at Hay War Memorial High School, the school will take the following response as support by the “HWMHS School Wellbeing and Discipline Policy”.

Teacher initially deals with incident, records incident onto Sentral and reports incident to Year Advisor and Head Teacher for the relevant year group(s).

Head Teacher interviews target(s) and then bully(ies). Informs Deputy Principal and Year Advisor(s). Report/s given at weekly executive meetings and at fortnightly student welfare meetings.

If first incident:
HT advises bully(ies) of consequence/s. Communication to home via Sentral letter and phone call. If in class – monitoring according to HWMHS Wellbeing and Discipline Policy, support from LSWT.

Target(s) to be spoken to either by Year Advisor, Girls’ Advisor, LaST or School Counsellor, School Chaplain where appropriate. Communication to home by phone call.

HT/Year Advisor updates Sentral.

If second incident:
HT or DP interviews target(s) and then bully(ies). Communication to home via Sentral letter and phone call.

Target(s) to be spoken either by Year Advisor, Girls’ Advisor, LAST or School Counsellor where appropriate.

School Discipline and Welfare policy followed for bully(ies) – monitoring - where appropriate, support from LSWT.

HT/DP updates Sentral.

If third incident:
DP or Principal interviews target/s and then bully(ies). Communication to home via Sentral letter and phone call.

Target(s) to be spoken either by Year Advisor, Girls’ Advisor, LAST or School Counsellor, School Chaplain where appropriate.

Bully:
• Suspension – where appropriate
• An interview with School Counsellor Monitoring for 1 week by DP or Principal on return from suspension
• Risk Assessment / Attendance Plan – where appropriate
• Support from School Chaplain if appropriate

DP/Principal updates Sentral.
Note:

1. The nature of the bullying will determine the consequence. At all times, natural justice will be applied.

2. Our school’s Student Welfare Team will collect and analyse the Sentral data on the nature and extent of bullying at our school. The team will report findings to the staff and community with recommendations, if necessary, for a change in practice and/or procedures.

3. Regular weekly and/or fortnightly meetings occur to monitor and review school procedures in place to deal with bullying (e.g. Whole Staff, Student Welfare Team, Executive, Faculty, Positive Behaviour Team, Learning Support Welfare Team meetings).

4. Policy and procedures are reviewed annually as part of whole school planning to reflect best practice, “Quality Teaching and Learning”. This will occur as a minimum every three years and involve all key school community groups.

5. As part of the Positive Behaviour for Learning program, a rigorous approach to data collection and analysis is undertaken. The data collection includes: student suspensions, detentions, front-office for sick visits, toilet breaks in class time, playground infractions and the identification of Targets. All these incidents are recorded on Sentral which allows accurate data recording and provides ease of analysis. In addition, staff, students and community are surveyed on an annual basis in addressing bullying and in promoting a safe and secure environment.

6. Through the regular meetings staff are aware of and implementing the relevant “Legal Issues Bulletin’s in regards to anti-bullying (i.e. LIB 35 and LIB 42) and current policy, guidelines and advice. This includes adherence to the Children 7 Young Persons (Care and Protection) Act, 1988, and the Safety and Security Directorate guidelines in the suspicion of significant harm occurring to a student within 24 hours of notification.

Regular updates

Incidents involving assaults, threats, intimidation or harassment towards staff and/or other students must be directly reported to the Deputy Principal and/or the Principal. Following Safety and Security Directorate consultation, appropriate action is implemented, including police intervention if necessary. Such an action will be taken following initial investigation adhering to departmental and school policy guidelines.

Patterns of bullying and repeat offenders associated with such incidents will be identified upon reference to the Learning Support and Welfare Team; Year Head Teacher Sentral Reviews reported at weekly Executive Meetings; Suspension Data; School Counsellor and Senior Executive notifications from parents/carers.

Explain the procedures the school will use with regard to contacting the Child Wellbeing Unit or Community Services where appropriate.

Any person who may have a concern or complaint regarding the processes and procedures applied in managing a bullying incident may lodge a complaint using the Department’s proforma.

Complaints Handling Policy

The New South Wales Department of Education has developed guidelines for handling complaints within a school setting, including the making or receiving of complaints and supporting the people involved.

What can a complaint be about?

- Any aspect of the service provided, or not provided, in any Department of Education site;
- The behaviour or decisions of staff; or
- Practices, policies or procedures

How can a complaint be made?
1. Discuss any concerns you have with your child’s teacher
2. If you are not satisfied with the result, make an appointment to discuss these concerns with the school principal
3. If your complaint is about the principal, you must contact the school education director in your area
4. If your complaint cannot be resolved informally, you may be required to put in in writing. Alternatively, you can fill in a complaint form and send this to the school principal or the school education director in your area.

**What you can expect**

- Most complaints can be resolved quickly and informally
- Some complaints are covered by a particular policy or piece of legislation – you will be advised if this is the case with your complaint
- More serious or complex complaints require investigation and take a longer time to resolve – you should be informed of the progress and the result of your complaint by phone or in writing at regular intervals until the matter is resolve

**What are the possible results of your complaint?**

1. The complaint is upheld and one or more of the following actions may be offered to you:
   - Action to fix or improve the situation
   - An apology
   - An explanation
   - An admission that the situation could have been handled differently or better
   - An assurance that the event complained of will not reoccur
   - An explanation of the steps that have been taken to ensure that it will not happen again
   - An undertaking to review the Department’s policies in light of the complaint
2. Your complaint is not upheld – reasons behind this discussion should be given to you clearly


Detail the strategies the school will use to identify patterns of bullying behaviour. Explain how the school will respond to such patterns.

**Evaluation**

HWMHS “s anti-bullying plan will be evaluated through:

- Analysis of SENTRAL data; suspension and attendance data.
- Regular surveys such as the Tell Them From Me survey.
- Data findings will be reported to the school community via welfare and staff meetings, the weekly school newsletter, the Annual School Report, the School P&C and School Council and the SRC.

**Additional Information**

Police Youth Liaison Officer (YLO)

School Liaison Police officer (SLP)

**Policy Access**

School Website

[http://www.haywarmem-h.schools.nsw.edu.au/](http://www.haywarmem-h.schools.nsw.edu.au/)
Support services

Kids Helpline
P: 1800 55 1800

HeadSpace Griffith
P: (02) 6962 3277 F: (02) 6962 6925
headspacegriffith@mphn.org.au
facebook.com/headspacegriffith

AccessLine
ph 1800 800 944 (freecall)


Vinnies Services
Address: 62 Napier St, Deniliquin NSW 2710
Phone: (03) 5881 2735

Intereach Hay Community Hub
Address: 78 Lachlan St, Hay NSW 2711
Phone: (02) 6997 2500

Principal’s comment

All members of our school community have the right to work and learn in a safe and secure environment that is free from bullying. It is the responsibility of all members of our school community to ensure that this happens by adhering to this policy.

Our school wide values of responsible, respect and achieve allow school members to work and learn in an environment where others a respected and we take responsibility for our words and actions in a way that allows for everyone to achieve.

Our school Learning Support and Welfare Team are dedicated to the care of students as are all members of staff and the external support agencies we work with. Our effectiveness in dealing with incidents of bullying requires open and honest communication between all parties. I encourage parents to talk regularly to their child and be aware of their social and emotional wellbeing. I also encourage you to be active in monitoring your child’s social activity including their digital footprint. If members of the school community have concerns, then communicate these to the school to ensure we can assist in a timely and efficient manner to reduce stress and anxiety that may be felt.

Policy Development Team Members

Yvan Chambers - Principal

Cathy Millyard - Learning and Support Teacher/ LSWT Leader

James Caughey - Year Advisor

Rebecca Hayward – Multi Categorical Class Teacher

Rhonda Slattery – HWMHS P&C Representative

Anne Longworth – HWMHS School Council Representative
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