



Karoonda Area School and Preschool

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Bullying and Harassment Policy

Approved by: Governing Council

Date approved: 21st March 2017

Next review date: Term 1, 2018
Evaluation will occur in consultation with all stakeholders.

Saved in: K:\Clerical\Policies in Handbook\Bullying and Harassment Policy 2016

Karoonda Area School is committed to providing a safe and caring environment that fosters respect for others and does not tolerate bullying and harassment.

Our Definition of 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 such as the internet and mobile phones

Our Definition of Harassment

Harassment is behaviour that targets an individual or group due to their identity, race, culture or ethnic origin, religion, physical characteristics, gender, sexual orientation, marital, parenting or economic status, age, ability or disability and that offends, humiliates, intimidates or creates a hostile environment.

Bullying and harassment

- May involve:
 - Hitting, kicking, pinching, pushing, shoving, spitting, making rude gestures, taking or damaging something that belongs to someone else, forcing others to hand over food, money or something that belongs to them or making someone behave in a manner they know is unacceptable (**physical**)
 - Name-calling, teasing, threats, making fun of someone because of his or her appearance, gender, physical characteristics or cultural background or making fun of someone's actions. (**verbal**)
 - Notes, graffiti, text messages, sending filmed or photographed images or comments on social networking sites (**visual/written**)
 - Stand-over tactics or gestures (**psychological**)
 - Rumours, putdowns (**social exclusion**)
 - Physical, verbal or nonverbal sexual conduct (**sexual**).
- May be done directly (e.g. face to face) or indirectly (e.g. via the internet or mobile phones)
- Involves the misuse of power and may be motivated by jealousy, distrust, fear, misunderstanding or lack of knowledge
- Has an element of threat
- Can continue over time
- Is often hidden from adults
- Will be sustained if adults or peers do not take action.

Report of Bullying and Harassment

Incidences of bullying or harassment should be reported to any staff member, the Student Counsellors, CPSW or the Principal by children or their parents. Any bullying or harassment incidents that are dealt with will be recorded through the school's behaviour management system and these will be kept for future reference in the Student Behaviour Records folder stored in the Administration area.

Responses by Staff to Reported Incidents of Bullying and Harassment by Students

- Talk to those involved about the incident and remind them that such behaviour is not acceptable. Comfort the victim using restorative justice practices and provide future strategies to deal with the situation should it occur again.
- Follow through the incident in line with the school's behaviour management policy
- Inform Care Group teacher and all relevant staff of the incident and record it. Coordinators will follow up repeat offences through the Karoonda Area School Behaviour Code.

The staff will be responsible for implementing the program and ensuring that incidents of bullying and harassment are dealt with in a manner consistent with the policy and as soon as possible after it is reported or observed.

Strategies We Will Use to Deal with Bullying and Harassment

At Karoonda Area School we will:

- Openly talk about bullying and harassment – what it is, how it affects us and what we can do about it
- Teach our students the skills which will build their self-esteem and empower them to take responsibility for themselves – and give them the opportunity to practise these skills.
- Take part in a Bully Audit twice annually at a time not pre-known to students or if the need arises. Students identified as bullies or victims will be counselled appropriately.

Responsibilities of staff:

- To model appropriate behaviour at all times
- To deal with all reported and observed incidents of bullying or harassment as set out in this policy
- To ensure the students are supervised at all times
- To report incidents of bullying or harassment to the Principal if this is warranted
- Record on Yellow Slip (kept in Behaviour Management folder).

Responsibilities of students:

- To 'tell' if they are being bullied or harassed or if they see someone else being bullied or harassed
- To help someone who is being bullied or harassed
- To not bully or harass others
- To complete Bully Audit form when requested.

Responsibilities of parents:

- To watch for signs that their child may be being harassed or indulging in bullying or harassing behaviour
- To speak to someone on staff at Karoonda Area School if their child is being bullied or harassed or they suspect that this is happening
- To instruct their children to report if they are bullied or harassed.