



Education &
Communities

Anti-bullying Plan

East Hills Girls Technology 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.

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

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.

Our School 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.

Our school community, the parents, students and staff are committed to providing a quality education which meets the learning and social needs of our students. Our vision is both “Educating girls for a Technological Future” and embedded in our school motto, “Honor ante Honores”.

Our purpose is to provide a quality education with a technological focus which inspires girls to develop to their full potential, and contribute to their community as informed, caring citizens.

Statement of purpose

East Hills Girls Technology High School has identified Connected Learning, Sustainable Learner and Collective Wellbeing as the three strategic directions for the East Hills Girls Technology High School Plan 2018-2020. These strategic directions are aligned with the Anti-Bullying Plan and the Student Management Plan.

Our Anti-Bullying Plan aims to deal with, and effectively address, issues of bullying through the use of effective strategies for reporting issues, positive prevention strategies and support for managing interactions and anti-social behaviour within our school environment. We promote and maintain positive relationships within our classroom environment and support all members of our school community to address issues in a proactive manner. Positive communication is promoted to all members to ensure issues are resolved in an effective and prompt manner.

Protection

The East Hills Girls Technology High School Anti-Bullying Plan provides clear definitions for understanding bullying behaviours and the processes for preventing and responding to bullying. The purpose of this plan is to outline the provision of safe and respectful learning environment for EHGTHS students, where bullying is not accept and clearly explain the school's response if bullying does occur. We recognise that bullying may occur based on sexuality, religion, race or other factors and we will respond accordingly.

The EHGTHS school community have a responsibility to:

- Be aware of what constitutes as bullying behaviour
- Prevent bullying by promoting positive relationships and anti-bullying messages
- Report bullying when it occurs
- Respond to bullying according to this plan.

EHGTHS will provide a positive culture where bullying is not accepted. In alignment with our school motto "Honor ante Honores", all members of the school community should follow the rules and expectations of EHGTHS. These rules and expectations are outlined in the Compliance School Management Behaviour Plan, with explicit reference to the Bullying and Harassment Rules and Expectations.

These Rules and Expectations are:

- Students are expected to treat each other with respect by communicating with others using language that is non-threatening and does not vilify any member of the community.
- Students are not to create, publish or share material about community members that can be considered threatening or vilifying in any way.
- Students are expected to report all instances of behavior that is not in accordance with the previous points.

At East Hills Girls Technology High School, we believe in maintaining and developing a cohesive school community which is inclusive and which promotes an understanding and acceptance of individual differences. We promote peaceful resolution of conflict. At our school, teachers, students, parents, carers and members of the wider community accept the responsibility to work together to address bullying and victimisation. Our school promotes positive behaviours, individual dignity and respect and maintains and develops a caring learning environment.

Bullying behaviour

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. Bullying can take many forms. We consider the following behaviours to be bullying:

- **verbal:** name calling, teasing, abuse, put-downs, sarcasm, insults, threats
- **Physical:** hitting, punching, kicking, scratching, tripping, spitting
- **Social:** ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **Psychological:** spreading rumours, dirty looks, hiding/damaging possessions, malicious SMS/email messages, sexting, inappropriate use of camera/phones
- **Cyber:** verbal, social and psychological bullying through the use of technology (such as blogs, websites, mobile phones), sending malicious messages, SMS and email messages and inappropriate use of camera phones.

The key features of bullying are that it:

- Causes hurt and distress to the target and others,
- Is a pattern of behaviour repeated over time
- Involves the abuse of power in an unfair way

Symptoms of Bullying

For behaviour to be classified as bullying, it needs to involve repeated actions that are intended to cause hurt. Not having friends or not being popular isn't necessarily a sign that a person is being bullied. It may simply mean a person lacks interpersonal skills.

There is a difference between bullying behaviour and what can be described as normal interpersonal conflict.

The symptoms associated with bullying include, but are not limited to;

- Not wanting to go to school
- Change in friends and social activities
- Anger
- Tears
- Depression
- Low self-esteem
- And a raft of psychosomatic symptoms such as headaches and stomach aches.

Withdrawal and reluctance to "join in" can be a warning sign, as can truancy, misbehaviour and aggressive behaviour. Cuts, bruising, torn clothing, requests for extra food or money as well as a decline in academic performance can also be clues that a student may be suffering from bullying.

EHGTHS community responsibilities

All members of the EHGTHS community are expected to promote positive behaviours and have a responsibility to :

- Promote positive relations that respect and accept individual differences
- Actively work together to resolve incidents of bullying behaviour when they occur
- Support this plan through words and actions

School Staff have a responsibility to:

- Model and promote appropriate behaviour
- Support students to become resilient
- Have knowledge of school and departmental policies relating to bullying behaviour
- Respect and support students - creating a culture where it is acceptable and encourages to report incidents
- Respond in an appropriate and timely manner to incidents of bullying according to the school's Anti-Bullying Plan
- Implement school programs which teach students skills and strategies to understand and deal with bullying.
- Maintain systems for proactive behaviour and ensure whole school wellbeing programs and teaching programs address behaviour expectations around the school.

Students have a responsibility to:

- demonstrate appropriate behaviour at all times
- demonstrate respect for individual differences and diversity
- demonstrate appropriate use of technology
- tell a staff member if bullying occurs to them or they observe bullying behavior

- communicate bullying issues to a staff member
- use the incident referral sheet to communicate bullying issues to staff
- tell a teacher if the perpetrator/s continue/s
- assist someone who is being bullied
- demonstrate appropriate behaviour at all times

Parents and caregivers have a responsibility to:

- gain access to and support the school's Anti-Bullying Plan
- observe signs their child may be being bullied
- assist their child in understanding bullying behaviour
- encourage students to use strategies to proactively manage incidents of bullying, including cyberbullying, consistent with the school Anti-Bullying Plan
- encourage their child to report if they are being bullied or if they are aware another child is being bullied
- notify the school in a prompt manner if any bullying is suspected
- Contact the Year Advisor or Head Teacher Student Support at East Hills Girls Technology High School to express their concerns
- work collaboratively with the school to resolve incidents of bullying
- support their children to become responsible citizens within the East Hills Girls Technology High School community and beyond and to develop proactive behaviour
- demonstrate appropriate behaviour at all times

Prevention

Through implementation of strategies and programs East Hills Girls Technology High School will establish and maintain a positive climate of respectful relationships where bullying is less likely to occur. This includes:

- creating a safe and respectful school environment for all students
- explicit and ongoing teaching of the school wide behaviour expectations for all students in Years 7–12
- ensure all students are treated with dignity and respect
- consistent implementation of classroom expectations and procedures
- clear identification of anti-social behaviour via the school's Anti-Bullying Plan
- identification of strategies for dealing with bullying via the school's Anti-Bullying Plan
- promotion of the school's Anti-Bullying Plan throughout the school community via the school's website and assemblies
- encouragement of students to inform staff when bullying occurs
- acknowledgement by staff of the seriousness of the matter and active intervention in accordance with staff responsibilities
- provision of clear information to students, parents and caregivers to outline strategies that promote appropriate behaviour and the consequences for inappropriate behaviour
- establish and maintain supportive wellbeing strategies
- Effective wellbeing programs and student leadership opportunities including Check In Check Out Program, Inspiring Student Success Program, Peer Support, Peer Mentoring, Student Leadership Opportunities, YMCA Programs, Year 7 and Year 11 Camps, Learning Engagement Centre Programs, School

Police Liaison Officer presentations, and referral through the Learning and Support Team.

- Staff identifying bullying issues through early intervention and communicating issues to staff and parents where necessary
- clearly identified consequences for inappropriate or bullying behaviour
- reinforcement and communication to whole school community of the school's position of zero tolerance for bullying
- explicit teaching to empower students
- communicating to parents and caregivers that they have an important role to play in resolving incidents of bullying involving their children

Building Resilience

Resilience is how individuals respond to threatening or stressful situations, and is about how we 'bounce back' from challenges. In protecting against bullying, building resilience can substantially minimize the effects of bullying, and is crucial in helping students to develop the ability to cope in spite of adversity and achieve positive outcomes.

Resilience is changeable and can be built upon. Resilience programs are provided for all students through the student welfare programs organized by the Welfare Team. Resilience includes having the confidence to speak up about situations, such as bullying, and building the strength to maintain positive mental health and wellbeing in challenging situations.

Resilience is a significant protective factor in bullying situations – it gives students the confidence to stand up for themselves and others in positive ways, report bullying, and recover from bullying incidents. Resilient young people are also less likely to be bullies.

Anti-Bullying in the Curriculum

East Hills Girls Technology High School provides programs to recognise the value of diversity, the importance of positive and respectful relationships, and the negative and harmful impacts of bullying behaviour.

Prevention programs are delivered as part of the curriculum across KLAS.

- Prevention strategies, embracing diversity and promoting positive relationships are addressed through units in the PDHPE programs, mandatory for Years 7-10.
- The PDHPE Senior program focuses on fostering understanding and recognition of relationships, resilience and being an individual within facets of personal, social and community identity.
- Social and emotional learning is covered in the English and Drama curriculum through study of texts and characters.
- Recognition of cultural diversity and acceptance showcased in Visual Arts through multicultural studies.
- The promotion of empathy and understanding towards the Multifaceted history of Australia, including Aboriginal Australia.
- The promotion of appropriate online behaviours addressed in the Internet and Website Development unit in Stage 5 Information and Software Technology.

Welfare programs for anti-bullying and positive relationships

A range of anti-bullying initiatives are embedded in the school wellbeing policy.

All year groups:

- Harmony Day develops intercultural understanding
- R U OK? Day emphasizes the need for strong relationships and the importance of friendship in mental health and wellbeing
- Public recognition, awards and rewards for positive behavior
- National Day of Action Against Bullying and Violence Initiatives
- High Resolves
- PCYC Programs

Early Intervention

Early intervention of bullying behaviour is crucial if schools are to be most effective in managing bullying.

At East Hills Girls Technology High School we will respond to issues as they are identified as it is understood that those who are engaged in bullying and are bullied can experience long term effects.

Staff will respond to and provide support of students who may be at risk of bullying or who are developing long term difficulties with social relationships or who may be identified as using anti-social and bullying behaviour.

Strategies include:

- Referral to the Year Advisor and/or Head Teacher Student Support
- Referral to the School counsellor
- Referral to the School Chaplain
- Implementation of social skills and programs that support positive choices
- Celebrating student success

Response

EHGTHS has a clear plan to respond to incidents of bullying. The Anti-bullying Plan empowers the whole school community to recognise and respond appropriately to bullying, harassment and victimisation and behave as responsible bystanders. Welfare and discipline strategies will be implemented as part of this plan.

The East Hills Girls Technology High School community will recognise and respond appropriately to bullying.

School staff have a responsibility to:

- Actively supervise the playground and ensure incidents are followed up promptly and effectively
- Record all reported incidents on our Sentral Wellbeing system
- Seek involvement from Year Advisors and/or Head Teacher Wellbeing
- Work with parents to identify issues and encourage them to proactively use strategies as outlines in the Anti-Bullying Plan
- Involve students in restorative practices
- Work with students who demonstrate anti-social behaviour through a support program
- Work with victims of bullying through a support program
- Be a mentor when nominated by a student who feels intimidated or bullied
- Maintain communication with parents about ongoing strategies until the matter is resolved
- Provide victims of bullying access to school Psychologist or Chaplain for support if requested and/or applicable
- Involve outside agencies in individual programs if applicable
- Follow discipline procedures

Students may be proactive and take responsibility to resolve issues. Students understand that they are in control and can act in the most positive and proactive manner.

Proactive steps for students:

Step 1 - Proactive strategies for bullying behaviours:

- Ignore the bullying. Turn your back and walk away.
- Act unimpressed or pretend you don't care what they say or do to you. You could say, "Okay, whatever" and walk away.
- Say "No" or "Just stop!" firmly to the person bullying you.

Step 2 - Reporting the bullying behaviour

- Talk to friends who can help report it to a teacher or Year Advisor
- Talk to parents
- Talk to a teacher or Year Advisor
- Refer it to school executive (Head Teacher Student Support, Deputy Principal, Principal)

Students:

- are encouraged to tell a staff member if they are being bullied or they suspect another student is being bullied.
- will be encouraged to seek assistance and complete an incident referral form to ensure the prompt follow up on any issues.
- may seek support through counselling and meeting with school psychologists or chaplain. This will require seeking assistance from a Year advisor, through parent, self referral or staff member referrals.
- may be involved in mediation sessions, workshops and teacher meetings to resolve issues.
- will be encouraged to follow the EHGTHS Compliance School Management Behaviour Plan.
- who are not bullied but are aware of others who are, will be encouraged to report it. This helps to protect those that are being bullied and also ensures that the bully can be helped too.

Parents may:

- encourage their child to adopt learnt strategies to deal with bullying
- encourage their child to inform the Year Advisor or a staff member when bullying is occurring
- inform the school of incidents of bullying
- expect feedback in a reasonable timeframe
- seek involvement from a staff member

Response to Cyber-bullying

School staff may:

- ensure each student is safe and arrange support where required
- gather information about suspected cyberbullying
- involve the School Police Liaison Officer to address Cyber Safety to all students in Years 7–12
- report the matter to the parent involved, discuss the matter and how best to resolve the issue
- document issues on Sentral
- implement the Department of Education Suspension Procedures if required at the discretion of the Principal

Students may:

- tell a trusted adult (Year Advisor, teacher, parent)
- block the sender's messages if possible – never reply to harassing messages
- keep evidence of any cyberbullying to assist in identifying the bully and potentially reporting the matter to the police (screen captures, texts and messages)
- keep parents/staff informed of any further messages from the bully

Parents may:

- monitor their child's use of technology, including their child's use of social media sites and messaging services
- keep evidence of any bullying (see student's responsibilities)
- report any concerns to the service providers (if SMS is involved), website administrator (if social networking or chat services are involved), or internet service provider, as most have measures to assist with tracking or blocking the bully
- report to police, especially if the bullying includes physical threats. Most incidents of cyber-bullying can be traced and it's a criminal offence to use a mobile phone or any form of communication to menace or harass or offend another person.

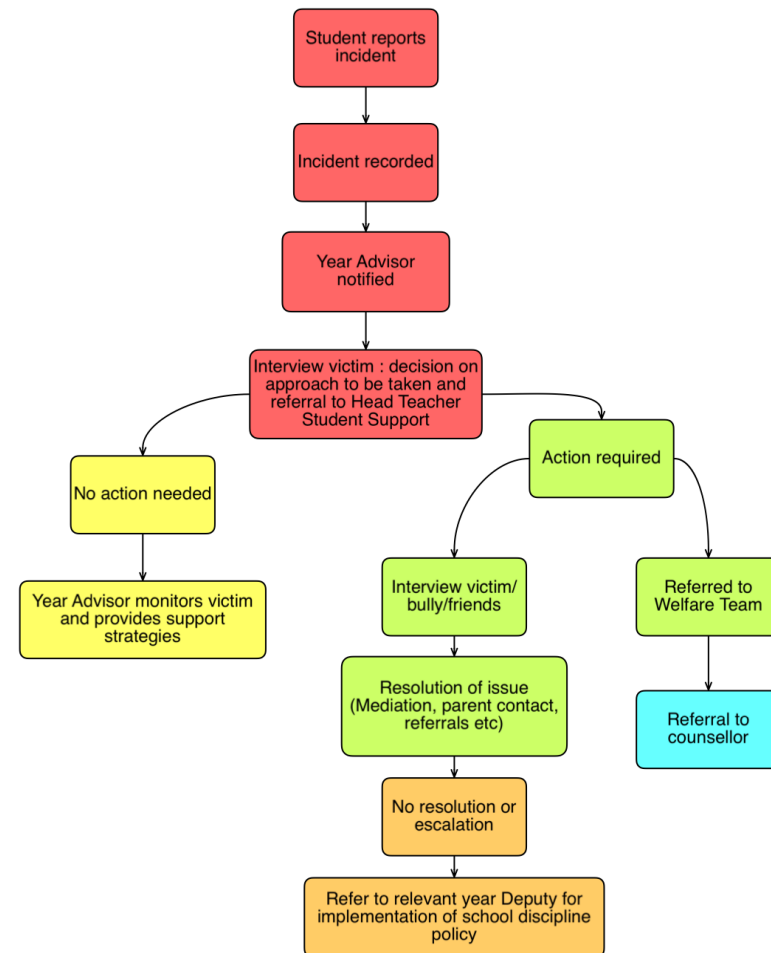
Procedures for Reporting Bullying

- Students are to immediately report to Year Advisors or teachers all incidents of bullying either verbally or in writing
- Parents with concerns about bullying should contact the school by appointment, phone, email or in writing
- All bullying incidents will be taken seriously
- Each incident will be recorded on Sentral by teacher notified/teacher who witnessed incident, sending the Sentral report to appropriate Year Advisor.
- Witness and victim statements will be taken (written statements) and given to the appropriate Year Advisor.
- Teacher should verbally contact appropriate Year Advisor to follow up incident.
- The Year Advisor will mediate and enforce consequences appropriate for situation.
- Depending on the severity of the incident, the DP and Principal will be notified and they will follow the incident up.
- In the case of cyberbullying, the police may need to be contacted to make a report.

Serious incidents involving assault, threat, intimidation or harassment:

- may have disciplinary action taken
- may be reported to the School Safety and Response Unit by the school
- may be reported to the police by the Deputy Principal or Principal

Flowchart for reporting bullying behaviour



Child Wellbeing

Where concerns about the safety, welfare or wellbeing of children or young people are evident these concerns must be reported to the Deputy Principal responsible for the Year Group and/or Psychologist. The Deputy Principal will make a decision about the level of risk to a student and what action to take. It is critical that all relevant information is considered.

Complaints Handling Policy

The Department of Education Complaints Handling Policy Guidelines will be used to manage complaints. The school can be contacted in writing regarding concerns or issues. A response is expected within 20 days.

Every incident will be taken seriously and through reports and observations students can expect immediate response as appropriate. Students can appeal this.

In addition, staff can be directed to access the Employee Assistance Program.

Promoting and publicising the Anti-Bullying Plan

The Anti-Bullying Plan will be distributed to all staff members and relevant community groups.

The Anti-Bullying Plan will be placed on the school website for parents and they will be informed of its location.

Students will be informed of the plan by the Year Advisor and/or the Deputy Principal responsible for their year group.

Communicating the Anti-Bullying Plan

The plan and strategies put in place will be evaluated on an ongoing basis and will be formally reviewed at least once every three years by noting if there has been a reduction in reported or observed incidences of bullying and maintaining contact with students, staff and parents regarding reported incidences.

Additional Information

NSW Antibullying	www.antibullying.nsw.gov.au
Kids Helpline	www.kidshelpline.com.au 1800 55 1800
Headspace	www.headspace.org.au
Beyondblue	www.beyondblue.org.au 1300 22 4636
Think U Know: Australian Federal Police	www.thinkuknow.org.au
Office of the safety Commissioner	www.cybersmart.gov.au
National Centre against Bullying	www.ncab.org.au
MindMatters	https://www.mindmatters.edu.au

School Contact Information

East Hills Girls Technology High School

Lucas Road
Panania NSW 2213

Phone: 9773 9160

Fax: 9792 3853

Email: easthillsg-h.school@det.nsw.edu.au

Web: www.easthillsg-h.schools.nsw.edu.au