

Appendix 5 Anti-Bullying Guidelines



Anti-Bullying Guidelines

STATEMENT OF PURPOSE

Cheltenham Girls' High School aims to provide the best possible learning environment for all students and staff. Inappropriate behaviours that interfere with teaching and learning or adversely affect student wellbeing will not be tolerated.

We are an inclusive school. We respect each other and we do not tolerate any form of bullying, put downs or harassment. We have a 'hands off' policy. Students who experience bullying should know that they will be supported when they seek help. Students who engage in bullying will also be given help to stop their negative behaviours.

Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all school staff, students, parents, caregivers and members of the wider school community.

WHAT IS BULLYING?

- Bullying is **intentional, ongoing and repeated behaviour** by individuals or groups that causes distress, fear, hurt or embarrassment. It involves a misuse of power in a relationship and behaviours that cause harm.
- Bullying behaviour can include the following ongoing and repeatedly:
 - Verbal (name calling, teasing, put downs, threats, insults)
 - Physical (hitting, punching, kicking, scratching, tripping or spitting)
 - Social (ignoring, excluding, encouraging others to ignore someone, making inappropriate gestures)
 - Psychological (spreading rumours, hiding or damaging possessions, dirty looks, hurtful SMS or email messages, inappropriate use of camera phones)
 - Cyber-bullying (use of email, Internet, Facebook, TikTok, Instagram, Snapchat, anonymous messaging or any other social media forum, SMS, MSN, short messaging services- such as WhatsApp, mobile phone and camera phone or other electronic forms of harassment or stalking)
- 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 the victim, those engaging in bullying and on students who witness the bullying.

Anti-Racism Contact Officer (ARCO)

Cheltenham Girls' High School has a trained Anti-Racism Contact Officer (ARCO) to facilitate the complaints handling process and promote anti-racism education in the school. Visit the Wellbeing hub for more information.

Current Anti-Racism Contact Officer: Mrs A Inman

The School Community

All members of the school community have a duty to contribute to the prevention of bullying.

Students should:

- Read the Wellbeing Brochure which is provided to every students every year
- Report any incidents of bullying that they witness or in which they are involved
- Recognise that most bullying takes place when the bystanders are present and that intervention by peers is very effective at stopping the bullying
- Keep any evidence of bullying, such as screenshots, emails or text messages
- Not retaliate if bullied
- Make a report as soon as possible and discuss any concerns with their Year Advisor and/or any people listed previously
- Inform their parent/caregiver or trusted teacher if they are being bullied

Students will be treated fairly and with respect. Any reported matters should be investigated as soon as practical and managed, as far as possible, without further duress to the student making the report.

Parents/Caregivers

Parents/caregivers should know that they can seek help for their daughter/s for any learning and/or wellbeing issues by contacting the school.

Parents/caregivers can help to raise the school's awareness of bullying that may take place at times when teachers are not in direct supervision e.g. on the way to or from school or when text messages, social media or emails are used, by reporting incidents or bullying immediately.

Parents/caregivers have a responsibility to:

- support their daughter/s to become responsible citizens and develop responsible online behaviour
- be aware of the school Anti-bullying Plan and assist their daughter/s in understanding and dealing with bullying behaviour – published on the school website
- support their daughter/s 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 including all or any student names – this will assist the school to more effectively manage the incident
- work collaboratively with the school to resolve incidents of bullying when they occur

Parents/caregivers should:

- check-in with their daughter if they notice significant changes in her attitude to school, mood or if she appears very concerned or apprehensive about school
- report bullying incidents immediately to the school. The contact can be to the Year Advisor, Head Teacher Wellbeing or the Deputy Principals
- keep any evidence of bullying, such as screenshots, emails or text messages etc.

Bias-based bullying

Bullying can be based on bias that stems from a perceived difference. This includes, amongst others, religion, race, culture, and their sex because they are lesbian, gay, bisexual, transgender and/or intersex.

CGHS is a supportive school community which works together to develop a positive whole-school culture that values diversity. We teach our students about positive social interactions, anti-discrimination, conflict resolution and power in relationships. Teachers create a safe, respectful and supportive classroom. If bias-based bullying occurs, the bias is recognised, named and challenged. For example, it may be stated that the bullying is based on racism or homophobia with discussion on why this behaviour is offensive.

Transgender students enjoy the same legal rights or protections afforded to all students under the duty of care, education and work health and safety laws. At CGHS a transgender student with their parents and carers may seek support from the school in relation to their name used at school, their uniform, their use of school facilities and consideration in school activities and at camps. Open communication between the school, including the counsellor, and the student, parents or carers supports the student to experience a safe and successful education.

The following documents should be read in conjunction with this policy.

- <http://www.ncab.org.au/forschools/>
- <http://www.cybersmart.gov.au/Home/Kids/Watch%20Videos/GameOn.aspx>
- <http://bullyingnoway.gov.au/>
- <http://www.racismnoway.com.au/>
- <http://www.schools.nsw.edu.au/studentssupport/bullying/downloads/cyberbullying.pdf>
- <http://www.schools.nsw.edu.au/studentssupport/bullying/downloads/bystanderbhvr.pdf>
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