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1. Source of Obligation

a) New South Wales Education Standards Authority

Section B8.2 Schools must provide for student welfare of the *NSW Registered and Accredited Individual Non-government Schools Manual* mandates:

Schools must have policies and procedures that provide for student welfare and ensure a safe and supportive environment.

A safe environment for students is one where the risk of harm is minimised and students feel secure.

Sources of harm may include but are not limited to:

- *dangers in the built environment, involving architecture and construction, lighting, space, facilities and safety plans*
- *violence, physical threats, verbal abuse, threatening gestures, sexual harassment and racial vilification.*

Schools must have and implement policies and procedures for:

- *behaviour management*
- *anti-bullying, including how to identify and respond to allegations of bullying.*

The school must make the anti-bullying policy publicly available.

2. Our Policy

The School is committed to ensuring that each student can feel safe and secure at school. Bullying by students will not be tolerated under any circumstances.

Counselling and/or disciplinary action will be taken in any case where a student is found, upon reporting and investigation, to have bullied another student.

3. Procedures

a) What is 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 (discussed in more detail below).

There are many types of bullying, which may include any one or more of the following:

- a) physical: punching, hitting, tripping, kicking.
- b) verbal: teasing, using offensive names, being abusive, constant criticism, inappropriate comments about a person's appearance, belittling remarks;
- c) non-verbal: writing offensive notes, rude gestures, graffiti;
- d) psychological: spreading rumours, hiding or damaging possessions, inappropriate use of information technology, unauthorised use of camera phones
- e) emotional: deliberately excluding others from a group, refusing to sit next to someone, overtly encouraging other people to actively ignore or avoid a person;
- f) sexual harassment: which involves behaviours such as unwanted touching, inappropriate joking, taunting or teasing of a sexual nature; and/or exposure.

b) What Is Cyber Bullying?

Cyber bullying is the carrying on of some of the above forms of bullying (whether while at school or not) by use of electronic technologies such as email, websites, Facebook, online chatrooms, Twitter, blogs, Snapchat, Instagram etc. Cyber bullying can include:

- a) sending hateful or threatening comments or pictures via MSN, mobile phone, the internet or social networking sites;
- b) using technology to socially exclude someone;
- c) posting rude, explicit or embarrassing pictures of someone on the internet;
- d) stealing someone's identity in order to harm them in some way;
- e) putting pressure on a person to send revealing or compromising pictures of themselves;
- f) covertly filming, recording or taking a picture of someone and posting the images on the internet to cause hurt;
- g) 'outing' and disseminating confidential information about someone;
- h) flaming and multi-messaging to clog up a person's electronic system and to cause them distress;
- i) using aliases and pseudonyms in chat rooms and on social networking sites in order to harass and upset; and
- j) engaging in cyber stalking and the invading a person's privacy

Sexting can be another type of cyber bullying. Sexting involves taking sexually explicit photos and making them available for others to see via a mobile phone or the internet. Sending explicit images of anyone including yourself is a crime if you are under the age of 18 years. If the person in the picture is under the age of 16 years, it can be a very serious crime resulting in charges of paedophilia.

c) What Is Not Bullying

Behaviours that do not constitute bullying include:

- a) mutual arguments and disagreements (where there is no power imbalance);
- b) not liking someone or a single act of social rejection;
- c) one-off acts of meanness or spite; or
- d) isolated incidents of aggression or intimidation.

However, these conflicts still need to be addressed and resolved.

d) The School's Anti-Bullying Strategies

The methods used by the school to discourage bullying will vary from time to time and will depend on the needs of the School. The measures that are currently in place to discourage bullying, include but are not limited to:

- a) emphasis is on preventative and early intervention including wellbeing programs;
- b) classroom teachers will clarify with their students the School's policy on bullying at the start of the school year;
- c) this policy being available in the School portal and printed in students' diaries;
- d) undertaking year-level surveys (Years 3 to 12) of student well-being and bullying behaviour;
- e) undertaking surveys on boarder well-being;
- f) including open discussions on anti-bullying strategies in the curriculum;
- g) ensuring effective pastoral support for students through the appointment of teachers, housemasters, tutors, year level coordinators, boarding house supervisors and other staff;
- h) encouraging students to report incidents and assist them in adopting strategies to deal with bullying;
- i) employing School Counsellors who have specialist skills in helping both victims of bullying and identified bullies;
- j) training staff to detect bullying behaviour;
- k) employing a suitable range of sanctions (including suspension and expulsion) to deal with and discourage bullies;
- l) use of School Diaries for recording of instances of bullying and measures to address, display of Netiquette Agreement and Essential Agreement (PYP) material,
- m) reviewing this policy from time to time to ensure that it remains effective and relevant

e) Responsibilities and Reporting

Staff

Staff of the school have a responsibility to:

- a) be vigilant when in the classroom, when supervising around the grounds, in boarding houses and at co-curricular activities and be observant of signs of distress or suspected incidents of bullying;
- b) educate students about bullying;
- c) empower students to act to stop bullying if they witness it occurring;
- d) model non-bullying behaviour at all times including tolerance and acceptance;
- e) offer support to students who are bullied;
- f) listen and respond to all complaints of bullying;

- g) record students' unacceptable behaviour; and
- h) report incidents of unacceptable behaviour to the Housemaster and if deemed sufficiently serious to the Head of Preparatory School or Tudor House or the Head of Senior School/Deputy Headmaster and the School's Counsellor. (See Note below).

Parents

Parents have a responsibility to:

- a) take an active interest in their child's School life to be aware of any problems;
- b) take seriously any reports of bullying that their child makes to them;
- c) encourage their child to be verbally assertive rather than retaliate with action;
- d) report to the Housemaster or School Counsellor incidents of bullying of which they become aware (see Note below);
- e) encourage their child to report bullying if they experience it or witness it happening; and
- f) work collaboratively with the School to resolve incidents of bullying when they may occur.

Note: If the nature and seriousness of the bullying behaviour is such that it may be criminal or require consideration of mandatory reporting, staff or parents should report the matter to the Headmaster. This may include physical assault, threats of violence, problematic sexual behaviour or child-to-child sexual abuse. Refer to the School's *Child Protection – Responding and Reporting Policy* for more information.

Students

Students have a responsibility to:

- a) ensure their behaviour does not intimidate or harass other students;
- b) stop bullying behaviour when they witness it;
- c) report bullying behaviour to staff as soon as they become aware of it (preferably their Housemaster or Student Counsellor or other staff member with whom they feel comfortable to talk to);
- d) behave as responsible digital citizens and do not tell anyone your passwords, private details or access codes.

f) Student support

External support

If students require further help it can be obtained from:

Kids Helpline – 1800 551 800

Lifeline – 13 1114

Beyond Blue - 1300 22 4636 www.bullyingnoway.gov.au www.kidshelp.com.au

Local Police School Youth Liaison Officers

Senior School Campus -

Senior Constable Daniel Smyth,

School Liaison Police - Youth & Crime Prevention Command - Parramatta & Ryde PACs

Parramatta Police Station 95 Marsden Street Parramatta 2150

E: smyt1dan@police.nsw.gov.au

P: 02 9633 0703 Ext: 78703

M: 0437 882 232

Prep School Campus –

Senior Constable Ethan West, Castle Hill Police Station

P: 02 9680 5399

Tudor House Campus –

Senior Constable Barbara Beard, Goulburn Police Station

E: bear1bar@police.nsw.gov.au P: 02 4824 0721

g) Consequences

Students who are found to have engaged in bullying behaviour will generally, in the first instance, be counselled. This may also involve a mediation session if appropriate

Students who do not respond to counselling and/or mediation, and who repeatedly bully others may face suspension or expulsion.

The leadership position of any student who is found to persistently bully others will be removed.

The continued enrolment in the school of a student who is found to persistently bully others will be reviewed.

4. Management

Category	Operational
Endorsed by	-
Approved by	Core School Executive
Reviewer	Deputies Students and Community
Version	1. October 2011 2. July 2017 3. June 2019 4. July 2020 5. September 2020 6. May 2023 7. July 2023 New title, format and review date 8. February 2025 corrected Next Review date 9. July 2025 – update new Management Table 10. February 2026 – format update; added Source of Obligation
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Next Review	February 2028