

What happens when Bullying and Harassment is reported?

This flowchart shows a series of steps for students and the school to respond to bullying.

Students can start at Steps 1, 2 or 3, depending on how they feel. If students try Step 1 or 2 and it doesn't work, **they should move on to Step 3 and talk to an adult or peer leader.**

If the bullying does not stop after Step 3, report it again to ensure that appropriate action can be taken by the school.

Students

Step 1

- Ignore it
- Show it doesn't upset you



Step 2

- Look at them directly and tell them to stop
- Consider keeping a record or journal of what has been happening



Step 3

- Talk to an adult that you trust, or a peer leader who can help you do this



Step 4

- Talk to a Year Level Coordinator, Counsellor or Assistant Principal



Step 5

- Go to an Assistant Principal or the Principal

The school will

Step 3

- Find out and record what has happened
- Make and record a plan with you. This might include:
 - Telling the bully to stop
 - Involving parents
 - Counselling
 - Mediation
 - Disciplinary action
 - Monitor the situation in future

Step 4

- Revisit Step 3 as appropriate
- Advise students and parents of the further consequences if the bullying does not stop

Step 5

- Look at all the steps taken so far
- Apply consequences, which may include:
 - Suspension
 - Exclusion
- Record the details and the actions taken
- Monitor the situation in future

Further information

Useful websites you may wish to visit:

Students

- www.bullyingnoway.com.au
- www.teensupportnetwork.org
- www.kidshelp.com.au
- www.communications.gov.au/easyguide
- www.headspace.org.au
- www.beyondblue.org.au

Parents

- www.mindsetonline.com
- www.authentic happiness.sas.upenn.edu

Telephone numbers

- Parent Helpline: 1800 222 696
- Kids Helpline: 1800 551 800
- Child and Youth Health Parent Helpline: 1300 364 100

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Urrbrae Agricultural High School



Anti-Bullying Policy



Government of South Australia
Department for Education and
Child Development

Policy statement

Urrbrae Agricultural High School will provide a safe, inclusive, supportive and ordered learning environment free from bullying, harassment and violence. Bullying, including cyber bullying, harassment and violence, is not acceptable in this school and will be dealt with seriously and expediently.

The school will work with the school community and other services and agencies to support its students in being responsible and productive members of this community.

Definitions

Bullying is repeated verbal, physical or social behaviour that is harmful and involves the misuse of power by an individual or group. Bullying can have long term effects on those involved, including bystanders.

Harassment is behaviour that targets and offends, intimidates or humiliates an individual or group due to, for example, their race, physical characteristics or disability.

Violence is the intentional use of physical force or power, threatened or actual, against others that results in psychological harm or injury.

Discrimination is the treatment of people less favourably than others, for example because of their culture, religion or gender.

Cyber-bullying is bullying which uses e-technology as a means of victimizing others. It includes the use of e-mail, SMS or social networking sites with the intention of intimidating, controlling or humiliating another person.

Sexual harassment is unwelcome sexual conduct which makes a person feel offended, humiliated or intimidated under reasonable circumstances.

Language, including homophobic language, must not be used to put down, verbally bully or harass others.

None of these behaviours are acceptable at Urrbrae Agricultural High School.

How and when to report bullying

Bullying should be reported to any trusted adult.

This includes any staff member, or a family member who can help students report it at school. **Bullying can also be reported to a peer leader**, who can help students report it to a staff member. The diagram at the back of this pamphlet gives more information about how to report bullying.

Bullying should be reported as soon as it is of concern. Once bullying is reported to staff at school, they can help to stop it happening again.

How to recognize a student being bullied

Signs that a student is being bullied can include:

- A sudden change in attitude toward school and a significant drop in grades.
- Unexplained cuts or bruises with the possibility of changes in eating habits or sleep patterns.
- Changes in social patterns, mood swings, angry outbursts or other emotional changes.
- Persistent requests to stay home because of hard-to-prove illnesses such as stomach aches or headaches.

Bystanders

A bystander is someone who happens to be there when something is happening.

Before bystanders get directly involved, they need to look at the situation, and keep themselves safe.

To make a difference, bystanders can:

- Report the matter to a trusted adult.
- Go to get help.
- Try to stop the bullying by saying something and getting others to say something as well.

You need to consider that if you see bullying and do nothing, you are supporting bullying.



Responsibilities which enable the Urrbrae school community to work together to stop bullying

The Principal oversees the development and maintenance of all policies and procedures relating to bullying, harassment, and violence. The Principal ensures that staff use the policies and procedures and that the school community is aware of them.

The staff promote cooperative and productive relationships between students, staff and parents, including through the pastoral care program. The staff use the anti-bullying policy and procedures.

Students behave respectfully towards other members of the school community, and understand the individual rights of community members. Students actively engage in developing personal skills and strategies to establish, manage and maintain relationships with others.

Parents work cooperatively with the school community in responding to inappropriate behaviour which violates the right of others.

