



# MARCELLIN COLLEGE RANDWICK

## Anti-Bullying Policy

At Marcellin College, bullying is defined as the action of a student who attempts to exercise an improper authority or influence over another by intimidation, threatened or actual physical violence, humiliation, racial vilification, the use of obscene or vulgar language or the violation of an individual's right to security of property and/or person. It is carried out to intimidate, coerce, frighten or control.

Bullying can take many forms, among these are;

- **verbal**, e.g. repeated name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical**, e.g. repeated hitting, punching, kicking, scratching, tripping, spitting
- **social**, e.g. repeated ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological**, e.g. repeated spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, further examples being:
  - Taking photos of a student or any other member of the College community without their knowledge and consent
  - Using email, all forms of social media including but not limited to; blogs, chat rooms, instant messaging to harass, threaten or damage someone's reputation
  - Using and publishing images and photos to harass others
  - Using Social Media or the internet to harass, threaten or damage someone's reputation
  - Any other behaviour that makes a person feel they have been deliberately hurt or offended is likely to be a form of bullying

Our College seeks to affirm each person's worth, dignity and vocation. Bullying strikes at the heart of these values and prevents students reaching for excellence in every dimension of life. Students are entitled to receive their education free from humiliation, oppression and abuse. Bullying affects everyone, not just the bullies and their victims. It also affects those who may witness violence and intimidation of the victim. It can damage the atmosphere of the class and even the climate of the College.

Being committed to the care and welfare of all our students, the College expects the Policy to:

- Be a proactive measure to minimise bullying at the College.
- Counter views that bullying is an inevitable part of College life.
- Provide a safe, happy and positive learning environment for our students and staff.
- Create a supportive climate and to break down the code of secrecy that protects the bully.
- Provide suitable counselling services for both the bully and the victim.
- Provide a physical environment which engenders good behavioural patterns.
- Move beyond a crisis management approach to the creation of an environment that is free of abuse.

## **Guidelines for Staff**

All members of staff must:

- Be alert for early signs of stress in students.
- Be diligent in looking out for bullying behaviours in the classroom and playground and respond to them immediately by-
  - Taking action to stop the behaviour
  - Reporting all incidents or suspected incidents in writing to Year Coordinators
  - Offering the victim immediate support and help with particular focus on the role of "bystanders"
- Use all of their students as a positive resource in countering bullying and take the time to discuss the problem in Homeroom groups and classes.
- Ensure that the parents of students in their Homeroom groups are aware of the College goal to eradicate bullying.
- Ensure that parents of students in their Homeroom groups are encouraged to co-operate fully in identifying incidents of bullying of their sons.
- Ensure that all accessible areas of the College have a staff presence at breaks, between lessons and before and after school
- Ensure they have read and enforce, responsible use of technology guidelines.
- Ensure they complete the College training to recognise and respond effectively to bullying. This training must include the key elements of digital citizenship.
- Ensure they regularly review their processes for identifying and responding to bullying.
- Records of incidents of bullying will be kept recorded in the Bullying link in Sentral (by the Year Coordinator) and regularly analysed to identify patterns and proactively support student wellbeing.

## **Guidelines for Students**

- Students will receive ongoing education on the issues associated with bullying, including cyber-bullying, and students will be regularly reminded of the school's anti-bullying procedures.
- All incidents of bullying must be reported to a teacher or to the student's Year Coordinator who will appropriately investigate them, affording a right of response to the accused student.
- Students found to be involved in a bullying incident will be required to discuss the incidents with a Year Coordinator and to contribute to a written report.
- Bullies may be required to write an apology to the victim.
- If further incidents of bullying by the same student occur, his parents/carers will be required to attend an interview to discuss a future course of action.

## **Guidelines for Parents/Carers whose sons are bullied**

- Watch for signs of distress in your son. (There could be an unwillingness to attend school, a pattern of headaches or stomach aches, a loss of equipment, requests for extra pocket money, damaged clothing or bruising).
- A Counsellor will be provided if parents and the College pastoral team deem this to be necessary.
- Take an active interest in your son's social life.
- Inform your son's Year Coordinator or the Deputy Head immediately you think your son has been the subject of bullying.
- Keep a written record if bullying persists. (Record "who", "what form", "where" and "when").
- Advise your son to contact a teacher.
- Impress on your son that there is nothing wrong with him.
- Encourage your son NOT to hit back or respond verbally.
- Be aware that parents/carers of boys involved will be requested to attend an interview at the College should the incidents continue.
- Be aware that your son's Year Coordinator will collaborate with you, the Counsellor and the Deputy Head in devising strategies to help your son.

## **Responses to a Bullying Incident**

- Parents will be informed of the details by the Year Coordinator dealing with the matter.
- Parents will be required to discuss the incident with the Year Coordinator dealing with the matter.
- A meeting with the College Counsellor will be initiated.
- A written apology may be provided to the victim under the terms and conditions set out by the Year Coordinator. A copy of this is to be kept on file by the Year Coordinator.
- Subject to the level/degree of seriousness, a detention, suspension and or community service may be issued for this offence.
- A Behaviour Contract may be required for a subsequent offence.
- Repeated offences may result in suspension or termination of enrolment as per the College Behaviour Management Policy.
- Ongoing reporting/monitoring of both the bully and victim to be maintained through Sentral.
- Where appropriate, the Year Coordinator will collaborate with outside agencies on matters concerning bullying, to the extent necessary and permitted by law to resolve the matter.
- When assessing an appropriate response to potentially criminal acts, or alleged acts, strong consideration must be given to advice provided by NSW police. In some matters, Police advice must be sought.
- The Police Youth Liaison Officer may need to be advised of a significant bullying situation involving violence, threat of harm or alleged criminal conduct. NSW Community Services need to be notified when an incident involving manufacturing, possessing or distribution of child pornography has occurred.

## **Prevention of Bullying**

- Special educational programs will be conducted via the Pastoral Care lessons to educate students on the various aspects of bullying and strategies for dealing with bullying and bullies. Refer to Pastoral Care Program.
- Further lessons will occur at all year levels and will have the specific sum of creating a culture of advocacy as opposed to snitching
- Year surveys are conducted in all years to identify the level and frequency of bullying, identify students who engage in bullying behaviour and to identify students who are victims.
- Bullying Behaviour is identified early and students who engage in this undergo a specific educational program aimed at addressing their specific concerns. This program is conducted by the College Counsellor with the assistance of the Year Coordinator.
- Students who persist with bullying are dealt with via the College Behaviour Management Policy.

## **Cyberbullying**

At Marcellin, most instances of bullying now involve the use of some form of social media. As well as having a specific policy for cyberbullying (refer Student Acceptable Use of Technology Policy), an essential part of the process of dealing with bullying is providing clear guidelines for parents and students on the appropriate use of social media in the aftermath of any incident.

## **Contact information**

(1) NSW School Liaison Officer. Phone Number: 9349 9299

(2) School Counsellor. Phone Number: 9398 6355

(3) Community Services Helpline: Phone Number: 132111

(4) NSW Health Phone Number: 9391 9000

The SCS Sydney's Anti-Bullying Policy can be found at this link:

<https://sydcatholicschools.nsw.edu.au/2016/03/29/anti-bullying-policy/>

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