

<b>Student Bullying Policy</b>	Version No:	1
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<b>PURPOSE:</b>	The purpose of this policy is to protect students from bullying and to respond appropriately when bullying does occur.
<b>SCOPE:</b>	Students, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements
<b>REFERENCES:</b>	<ul style="list-style-type: none"> <li>• <i>Education (Accreditation of Non-State Schools) Regulations 2001 (Qld)</i></li> <li>• <i>Australian Education Act 2013 (Cth)</i></li> <li>• <i>Australian Education Regulations 2013 (Cth)</i></li> </ul>
<b>IMPORTANT RELATED DOCUMENTS &amp; ADVICE:</b>	<ul style="list-style-type: none"> <li>• CCC Child Protection Policy and related forms and procedures</li> <li>• CCC Student Bullying Procedure</li> <li>• CCC Student Diary</li> <li>• CCC Special Needs Policy</li> <li>• CCC Complaints Handling Policy &amp; Procedures</li> <li>• CCC Disability Discrimination Policy</li> <li>• CCC Student Discipline Program and related forms</li> <li>• Australian Communications and Media Authority (ACMA) <a href="http://www.cybersmart.gov.au/">http://www.cybersmart.gov.au/</a></li> <li>• The Queensland Schools Alliance Against Violence (QSAAV) <a href="http://education.qld.gov.au/studentservices/behaviour/qsaaav/">http://education.qld.gov.au/studentservices/behaviour/qsaaav/</a></li> </ul>

## 1 POLICY STATEMENT

Caloundra Christian College has a zero tolerance approach to bullying.

Caloundra Christian College is committed to taking action to protect students from bullying and to respond appropriately when bullying does occur.

In order to prevent bullying from occurring, Caloundra Christian College will implement the following actions:

- Raise awareness of the school community's shared understanding of what bullying is, how it impacts on people and how bullying is responded to at the school
- Develop and promote effective social skills and positive relationships amongst students

In order to respond appropriately to any incidences of bullying, Caloundra Christian College will:

- Develop an appropriate mechanism for students and parents to report bullying

- Educate students and parents on how to respond, in the first instance, to incidences of bullying, and how to then report all incidences of bullying
- Educate employees on how to appropriately respond to reports of bullying
- Investigate and act upon all reports of bullying
- Take appropriate action, which might include support for targets of bullying and perpetrators and/or disciplinary measures.

The College's Student Bullying Procedure explains the bullying reporting mechanism for students and parents, and details how employees will respond to reports, including that all reports will be investigated and acted upon, with appropriate support and consequences implemented.

## 2 DEFINITIONS

- **Bullying:** is a systematic and repeated abuse of power. In general bullying may be defined as:
  - dominating or hurting someone
  - unfair action by the perpetrator(s) and an imbalance of power
  - a lack of adequate defence by the target and feelings of oppression and humiliation

It can occur at any age, across cultures, genders and socioeconomic groups. It can happen in the playground, toilet areas, to and from school or in the classroom.

- **Physical bullying:** this is when a person (or group of people) uses physical actions to bully, such as hitting, poking, tripping or pushing. Repeatedly and intentionally damaging someone's belongings is also physical bullying
- **Verbal bullying:** repeated or systematic name calling, insults, homophobic or racist remarks and verbal abuse
- **Covert bullying:** such as lying about someone, spreading rumours, playing a nasty joke that make the person feel humiliated or powerless, mimicking or deliberately excluding someone
- **Psychological bullying:** for example, threatening, manipulating or stalking someone
- **Cyber bullying:** using technology, such as email, mobile phones, chat rooms, social networking sites to bully verbally, socially or psychologically

The following behaviours DO NOT constitute bullying:

1. Mutual arguments and disagreements (where there is no power imbalance)
2. Not liking someone or a single act of social rejection
3. One-off acts of meanness, intimidation or violence

While these behaviours would not be constituted as bullying (because they do not involve deliberate and repeated harm and a power imbalance) they need to be addressed in the same way as other inappropriate student behaviours.

## 3 RESPONSIBILITIES

### School Responsibilities

Caloundra Christian College acknowledges its responsibility to:

- Raise awareness of bullying and how the school will respond to it
- Take action to help prevent bullying

- Implement a reporting mechanism for students and parents
- Educate students and parents on how to respond to bullying and how to report it
- Educate employees on how to appropriately respond to bullying
- Investigate and act upon all reports of bullying, including providing appropriate support and consequences

### **Employee Responsibilities**

At Caloundra Christian College employees have a responsibility to:

- Uphold and consistently apply this Policy
- Respond appropriately to reports of bullying, including by investigating and acting upon reports of bullying, and by providing appropriate support and consequences in accordance with the College's Student Bullying Procedure

### **Parent Responsibilities**

At Caloundra Christian College students have a responsibility to:

- Encourage their child not to bully others
- Encourage their child to report bullying to themselves or others
- Encourage their child to take steps to stop bullying as directed under the College's Student Bullying Procedure

### **Student Responsibilities**

At Caloundra Christian College students have a responsibility to:

- Not engage in bullying behaviour towards others
- Report bullying occurring to them or others
- Take steps to stop bullying as directed under the College's Student Bullying Procedure

## **4 APPENDICIES**

The following relevant Appendices are included in this Policy:

- Appendix 1 – Information for parents to help address cyberbullying with their children

**END OF POLICY**

## POLICY CHANGES

DATE:	POLICY CHANGES:
20/11/2019	Merged existing Bullying Policy & Cyberbullying Policy together based on ISQ Policy Template. New format.

**INFORMATION FOR PARENTS TO HELP ADDRESS CYBERBULLYING WITH THEIR CHILDREN**

For younger children parents might consider the use of filters, labels and safe zones so they can restrict the sites their child can access or the materials they can receive (see the CyberSmart site at <http://www.cybersmart.gov.au/> for advice about filters and other ways to restrict access to dangerous materials).

For Primary and Middle School students, parents should consider keeping the computer in a public area of the house, such as the family room, so they can see what sites are being accessed and the type of messages their child is receiving.

For all young people parents should be advised to talk to their children about the ways they can protect themselves when using information technologies. For example:

- be careful who they give their telephone number to or their online handle;
- never give out or share personal information numbers (PINs);
- don't believe everything you read online – just because someone tells you they are fifteen, it doesn't mean they are telling the truth;
- never send a message to others when you are angry. Remind them that what they write becomes available in cyberspace and cannot be taken back;
- never open a message from someone they don't know;
- be polite in all online or text message dealings; and
- **never** arrange to meet someone they have met online unless they take their parents or a trusted friend with them.

If a student reports he/she is being bullied online, parents should advise them:

- Not to respond to cyberbullying messages as this is only likely to encourage the bully. Bullies **want** them to respond;
- To report the bullying to parents and teachers;
- Not to erase or delete messages from cyberbullies even if they really don't want anyone else to see what is written – these messages may reveal clues about who has written them;
- Never be ashamed to tell someone if they receive a frightening message. **It's not their fault** that there are some very strange people in the world; and
- To report that they have received a bullying message to their ISP (Internet Service Provider). If the message is forwarded to the provider, it may be able to trace the sender.

The Australian Government NetAlert site gives the following advice to young people about dangers online:

- Always be alert when on the internet. While there are some excellent sites to visit there are also some bad ones like pornography, animal cruelty and hate sites.
- If something appears on your screen that disturbs you, tell your friends, a teacher or parent or contact NetAlert on 1300 669 024 or by email to [netalert@acma.gov.au](mailto:netalert@acma.gov.au) for advice on what to do.
- Remember, you will not get into any trouble by letting people know what you have stumbled across.
- If you hear or see your friends getting into places that look unsuitable, remind them of the potential dangers and advise them on how to get out of the site.

- Keep all personal information to yourself (including photos, your name, the name of your school, the name of your family members and your phone number). Strangers might use your personal information in a way that you never intended them to.
- Chat rooms are great ways to talk to people but be aware that some people in them are not who they say they are. If someone or something disturbs you in a chat room, leave and find another one where there are people you like. Talk to your parents, carers or teachers about advice on how to deal with stranger danger.
- Not everything you read on the internet is true. Be smart and make decisions for yourself on what you think is right and wrong.
- Be careful downloading free games or files. People can trick you into clicking on a link that sends you to an unsafe zone or makes your computer download a virus.
- Only give your mobile phone number to your family and friends and if you start getting upsetting or annoying text messages, tell a teacher or parent.

Always seek help from adults or friends. Parents might not know as much about the internet as you, but they know about life and together you can work out any problem that you might encounter when online.