



# ***Prevention and Management of Student Bullying Policy***

*June 2024*

**CATHOLIC SCHOOLS BROKEN BAY**

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## Rationale

Catholic Schools Broken Bay (CSBB) is committed to building a culture of safeguarding and providing safe, supportive and respectful learning environments for all students.

This policy is to support CSBB schools to prevent and respond to student bullying to promote and build respectful relationships. This policy relates to student bullying in CSBB schools.

## Guiding Principles and Objectives

### Guiding Principles

- Each person is created in the image and likeness of God.
- The dignity of every member of the school community is respected.
- All partners in Catholic education share a joint responsibility to promote a safe and supportive learning environment to build a culture of safeguarding.
- Bullying is unacceptable behaviour in CSBB schools.

### Objectives

- Effective procedures and practices are implemented in schools to prevent and respond to student bullying.
- Effective record-keeping is essential and an expected component of a school's response to the issue of bullying.
- Where appropriate schools should collaborate with outside agencies on matters concerning bullying, to the extent necessary and permitted by law to resolve the matter.

## Policy Statement

CSBB is committed to having schools that are free from any form of harassment, including bullying. Safe and supportive cultures in schools are an expression of our Catholic values and ethos. Positive and safe behaviour is encouraged and developed in all students. Where incidents of negative, unhelpful or hurtful behaviours occur, these will be directly addressed.

Bullying is intentional, repeated and unreasonable behaviour that is harmful. It involves the misuse of power by an individual or group towards one or more persons. It occurs when an individual or group deliberately targets, upsets or hurts another person, their property, their reputation, or social acceptance on more than one occasion

For students who exhibit behaviours that can be classified as bullying, support and formative correction will be provided as appropriate to the situation. The goals are to address the immediate needs of all students, and to form each individual into protective, loving and safe individuals.

Support and protections will be put in place for any students affected by bullying behaviours. Strategies include daily check-ins, class-teacher supports, buddy

system, risk assessments, individual support plans, and School Counsellor supports.

Students and parents are encouraged to raise concerns of bullying. Students will be informed of how to raise such concerns, and will be guided on how to respond, and to seek any additional supports.

Where the school becomes aware of serious out of school hours or off school premises bullying or cyber-bullying then it is to be reported to the relevant parents or carers, as well as other authorities, where appropriate the police. Such information will be taken into account when the school considers school-based behaviour or events.

Any reports concerning bullying will be responded to and investigated in a timely manner, so that any relevant student is protected and supported. The process will also respect the dignity and privacy of those involved and observe due process and procedural fairness. Effective and professional record keeping is essential in managing incidents of bullying and the outcomes of investigations.

Ways to prevent or respond to bullying are addressed through teaching and learning programs, and through implementation of frameworks to support positive behaviours and student wellbeing.

## Key Responsibilities

**Director of Schools** is responsible for overseeing the development and implementation of systems to ensure compliance with the *Prevention and Management of Student Bullying Policy*.

**Principals** are responsible for the development, implementation, culture building and publishing of *Prevention and Management of Student Bullying Policy* in their schools in accordance with this policy and any regulatory requirements.

They are responsible for establishing a safe environment for all students. This includes systems for the prevention and management of bullying, and ensuring appropriate interventions and supports are put in place for students who demonstrate bullying behaviours. Whenever relevant, school leaders are to ensure an individual plan is in place for any student who needs additional supports.

**Teaching Staff** are responsible for participating in creating safe, supportive and respectful learning environments, in collaboration with staff, students and parents.

**All CSBB Staff** are expected to be committed to understanding and complying with *Prevention and Management of Student Bullying Policy* by:

- Building a culture of child safety
- Supporting the implementation of the *Prevention and Management of Student Bullying* in the context of their role.

**Student Achievement:** Learner Diversity and Wellbeing Team are responsible for:

- Providing consultation, support and professional training related to the prevention and management of student bullying
- Working collaboratively at the request of schools to ensure effective prevention and management of student bullying.

**All Students** are to treat others with kindness, gentleness and respect, to the best of their ability.

## Audience

This policy is relevant for all CSBB staff, parents and carers, the wider school community and students.

## Applicability

This policy applies to all CSBB staff. It also applies to contractors, interns, trainees and volunteers.

## Related Legislations

- Disability Discrimination Act (1992)
- Disability Standards for Education 2005
- Racial Discrimination Act (1975)
- Sex Discrimination Act (1984)

## Related Processes/Procedures

- CSBB Behaviour Support Document for School Leaders
- CSBB School Leadership Guide: Response to Counter Violent and Extremist Behaviour
- Children and Young Persons (Care and Protection) Act (1998)  
*Chapter 16A Exchange of Risk of Harm Information*
- Education Act Part 5A  
*Exchange of history of student violence information*
- The NESAs Registration Systems and Member Non-Government Schools (NSW) Manual  
*Requirement 5.6 Safe and Supportive (School) Environment*
- Office of the Children Guardian ([nsw.gov.au](http://nsw.gov.au))  
*Reportable conduct and child-safe practices*

## Related Policies

- Behaviour Support Policy
- Pastoral Care and Student Wellbeing Policy
- CSBB Health and Safety Policy
- Student Acceptable Use Policy
- Complaints Management and Resolution Policy

- Privacy Policy
- Social Media Policy
- Safeguarding and Child Protection Policy: Managing Risk of Significant Harm and Wellbeing Concerns

## Review

The CSBB Student Achievement Workstream is responsible for the development and review of the *Prevention and Management of Student Bullying Policy*. The *Prevention and Management of Student Bullying* and related Procedures/Processes will generally be reviewed every five (5) years unless there is a legislative or regulatory requirement to do so earlier.

## Revision/Modification History

Version	Current Title	Summary of Changes	Approval Date	Commencement Date
V5.0	Prevention and Management of Student Bullying Policy	New policy format and CSBB branding New title Addition of Objectives in Guiding Principles and Objectives Stronger inclusion of creating a culture of safeguarding	June 2024	June 2024
V4.0	Anti-bullying Policy		April 2017	April 2017
V1.0	Anti-bullying policy		Nov 2002	Nov 2002

## Approval Date/Revision Schedule

Approved by: Danny Casey – Director of Schools  
Date Approved: June 2024  
Date of next review: June 2029

## Appendix 1: Management of bullying

Forms of bullying include verbal, physical (including gestures), social (e.g. excluding, alienating behaviours), psychological (e.g. spreading rumours, sending hurtful messages or comments), extortion or sexual bullying. Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment based on sex, race, disability, sexual orientation or practice of religion. Bullying behaviours can occur in person or via social media and other online platforms (cyber-bullying). It can be obvious (overt) or hidden (covert).

Some bullying may constitute criminal conduct such as assault, threatening behaviours, property damage or harassment and stalking.

School developed guidelines and procedures to prevent and respond to bullying are to apply to the behaviours of students either as individuals or as a collective, during school hours or at a school event.

If bullying is reported, schools will be responsive to reports and staff will investigate any instances of negative behaviour by staff. Staff will use observation, supervision and investigation to establish the facts, and be protective. Ultimately our goal is to help a student who demonstrates bullying behaviours to become a person who doesn't.

Principals may use the following strategies:

1. Developing, monitoring and reviewing appropriate guidelines and procedures to ensure a safe and supportive learning environment.
2. Building a culture of safeguarding and student care for each other.
3. Ensuring reports of bullying are investigated and responded to in a timely manner, with procedural fairness.
4. Maintaining effective, professional record of incidents of bullying, steps taken to respond and communication to parents, staff and students.
5. Maintain and regularly analyse confidential records to identify students involved in bullying behaviours, through patterns and trends.
6. Providing training to all staff on:
  - a. how to reduce the incidence of bullying,
  - b. how to identify, report and respond to bullying, and
  - c. how to promote the development of respectful student relationships.
7. Ensuring all students receive:
  - a. Regular explicit instruction on the school's guidelines and procedures relevant to this policy,
  - b. Receive instruction on respectful relationships, including social and emotional skills that enhance understanding of pro-social behaviour, bullying and its impact on self and others.
8. Ensuring necessary reporting obligations including reporting to Department of Communities and Justice, NSW Police, and CSBB Safeguarding team are upheld where bullying involving violence, significant threat or harm, or alleged criminal conduct has occurred.

9. Ensuring wellbeing support for students involved in bullying, including liaising with the School Counsellor and CSBB Learner Diversity and Wellbeing Team where appropriate.
10. Ensuring this policy and other related policies are communicated to the school community.

Teaching staff participate in the prevention and management of bullying through:

1. Implementing classroom anti-bullying education and preventative strategies that promote respectful relationships.
2. Notifying the school leadership team of bullying behaviours or concerns.
3. Maintaining professional, confidential records of bullying behaviours or complaints.
4. Notifying and informing parents and carers, in a timely manner, of bullying incidents that involve their children.
5. Collaborating with students, parents, school counsellor, CSBB Learner Diversity and Wellbeing team, and where appropriate CSBB Safeguarding and external agencies such as NSW Police, in identifying and addressing bullying behaviour.