



Managing Child Wellbeing

Bullying and Harassment Policy

Purpose:	To provide Woodline community with definitions of bullying (including cyber-bullying) and harassment. To reinforce within the school community that no form of bullying or harassment is acceptable in-line with Child Safe Standards in Ministerial Order 1359. To outline Woodline's response if bullying or harassment occurs.
Scope:	All children, Team, caregivers
Implemented by:	All Team members
Approved by:	WP Board
Reviewed:	Every two years or as legislative changes or improvements are identified
Communicated via:	WP Website, Team Induction, Meetings and Handbook, Family Handbook

Bullying or any form of harassment is unacceptable at Woodline Primary and will not be tolerated.

1. Policy Statement

At Woodline Primary, we wish to support each child's holistic growth and we are especially concerned with the ways in which respect for ourselves and others can build successful relationships. Our aim is to focus upon and celebrate our emotional wellbeing and demonstrate compassion, initiative, responsibility, thoughtfulness, empathy, success, confidence, enjoyment of learning, self-discipline and co-operation. Woodline Primary will provide a positive culture where bullying is not accepted and in so doing, all will have the right of respect from others, the right to learn or to teach and a right to feel safe and secure in their school environment.

For most problems that occur, we adopt a policy that relies not upon punishment but upon listening, looking behind the behaviour, negotiation, conflict resolution, mediation and problem solving as essential skills that our children will learn and actively practise. The protection of confidential information relating to others is a serious moral, professional, ethical and legal responsibility that our school recognises and upholds.



Rights and Expectations

Everyone has the right to feel safe and happy while at school or travelling to and from school.

Children have the right to learn in a safe, enjoyable environment, clear in the knowledge that they are not going to be ridiculed, or put down, by their fellow children, by Guides or other adults. No child should feel at risk from any kind of physical, emotional, psychological or sexual abuse.

Woodline Primary recognises that in any organisation there is the potential for harassment to occur. Any form of harassment is abhorrent and unacceptable, and Woodline Primary is committed to eliminating it. Every report of harassment will be taken seriously and will be investigated thoroughly.

2. Aims

1. To reinforce within the school community what bullying is and the fact that it is unacceptable
2. Everyone within the school community to be alert to signs and evidence of bullying and to have a responsibility to report it to team whether as observer or victim
3. To ensure that all reported incidents of bullying are followed up appropriately and that support is given to both victims and perpetrators
4. To seek caregiver and peer-group support and cooperation at all times

Definitions of bullying, cyber-bullying and harassment

Bullying can be done in various ways including physically, verbally, socially and psychologically. It is behaviour directed towards a less powerful person or group that is intended to cause harm, distress or fear.

Cyber-bullying consists of covert, psychological bullying, conveyed through an electronic medium such as mobile phone, blog or social media. It can be verbal or written.

Harassment is any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcome or offensive to a person.

Types of Bullying

Physical

- hitting, punching, pushing or any kind of sexual interference
- threatening others - to harm the person or their property
- invasion of personal space



- hiding, damaging or destroying the property of others, simply to be spiteful

Verbal

- name-calling, putting others down, paying out
- using offensive names, ridiculing someone's name
- making derogatory comments about a person's culture, background, customs, gender, sexuality or beliefs
- spreading rumours about people or their families and friends
- mocking or denigrating another person's abilities and talents

Gesture

- looks, shrugs or other gestures which are associated with previous threats

Extortion

- demanding money, possessions or other goods or services

Exclusion

- preventing someone from joining a group

Electronic

- the use of information and communication technologies such as email, (mobile) phone and text messages, instant messaging

Bullying diminishes an individual's self-confidence and self-respect. Under this circumstance individuals cannot attain their potential. Fundamentally the opposite of bullying is respect and care for others.

3. Implementation

1. Woodline's community will be aware of the school's position on bullying, through publication of this policy on the school website
2. Guides will be regularly reminded of their duty of care regarding protection of children from all forms of bullying
3. Woodline Primary will adopt a three-phase approach to bullying

A. Primary Prevention:

1. Professional development for Team relating to bullying, harassment and emotional awareness through regular listening time and Professional Development based on



Our Foundation Principles, such as understanding why behaviours happen and assisting children to work through feelings and emotions that may be affecting their behaviour

2. Community awareness relating to bullying (including cyber-bullying), its characteristics, its effects on victims and Woodline Primary's programs and response
3. To provide programs that promote resilience, emotional awareness, self-reflection, life and social skills, assertiveness, conflict resolution and problem solving
4. An annual Child Survey will be administered and acted upon annually. This will be conducted verbally and individually by a Team member with each child
5. Team to model empathy, connection and understanding to each other and children

B. Identifying/Reporting:

1. Promote children and Team reporting bullying incidents involving themselves or others
2. Guides will notify the Principal of all complaints of bullying from children or caregivers and will be kept informed of progress in dealing with these
3. Guides and Principal will remind children to report incidents of bullying to their Guides on a regular basis
4. Caregivers may contact the Principal if they become aware of a bullying problem
5. Woodline Primary understands that documentation of known or suspected bullying incidents is a critical component of an effective bullying prevention effort
6. The form of records relating to suspected or confirmed instances of bullying will be determined by the nature of the offence but may be in the form of an incident report, documented concern or complaint, behavioural management record, or individual child file

C. Intervention:

1. Once identified, all people involved will be spoken with by the Principal, and all incidents or allegations of bullying will be fully investigated and documented
2. The Principal will determine if what has occurred is bullying (including cyber-bullying), harassment or another type of behaviour. If it is not deemed as bullying, further support may be given to all children involved in alignment with our behavioural management policy
3. If the behaviour falls within the definition of bullying (or cyber-bullying) the offending child/ren will be instructed to stop the behaviour and their caregivers will be notified and restorative practices will be used where practicable via listening time and attachment play
4. The caregivers of the child/ren involved will be informed of this process and the outcomes
5. Both affected persons will be offered listening time and support



6. If child bullying persists, caregivers will be contacted again and further support offered and strategies implemented consistent with this policy and the behaviour management policy
7. The behaviour of all children involved will be monitored by all Team members
8. If the child's Individual Plan is not followed, the question of the offending child's enrolment will be referred to the Woodline Primary Board for consideration as per the Behaviour Management Policy and Enrolment Agreement

Caregiver's course of action:

1. If a child has disclosed some type of bullying or caregiver has witnessed it, we encourage the caregiver to contact the Principal immediately
2. A caregiver can alert the Principal via email, phone call or a meeting with the Principal
3. The Principal will aim to respond to contact within 24 hours
4. The Principal will speak with all children involved separately and then contact their caregivers via email, phone call or face to face meeting to discuss a course of action

Cyber Bullying

Cyber-bullying consists of covert, psychological bullying, conveyed through an electronic medium such as:

- mobile phone
- blog or social media
- verbal
- written

Woodline Primary is committed to the National Safe Schools Framework. All children should be able to learn and develop in safe, supportive and respectful environments. Woodline Primary acknowledges that it has a responsibility to provide safe online environments and teach children how to use technology in positive and productive ways.

In this regard Woodline Primary will:

1. Promote safe technology use via written information in newsletters and emails for caregivers to be informed of changing technology and safety issues.
2. Embed cyber safety as part of the learning program
3. Implement Technology User Policy to provide specific usage guidelines and consequences of breaches to ensure ICT is used responsibly and productively within the school environment. Include clear incident response flow charts to ensure all child, team and, where relevant, caregivers are aware of how to deal with a breach of



a policy or code of conduct. Keep records of e-safety incidents, resulting outcomes and follow up actions.

4. Provide caregiver information sessions facilitated by Victoria Police
5. All children to sign a Digital Technology Consent Form
6. Maintain an annual policy review cycle

Table of Amendments

Version number	Date	Short description of amendment
1.0	June 2020	new policy
2.0	December 2022	Improvements identified and updated
3.0	December 2024	No updates
Scheduled review date		December 2025