



# St Francis Xavier PS Montmorency Bullying Prevention Procedures

MACS Template for Schools



## Purpose

These procedures set out the requirements for implementation of the St Francis Xavier Primary School Bullying Prevention Policy.

## Scope

These procedures apply to the principal, all staff and volunteers, students and school community at St Francis Xavier Primary School regarding the prevention and response to incidents of bullying against students.

## Procedures

### Staff

Staff members at St Francis Xavier Primary School will implement a whole-school approach to the prevention of bullying and education of school community members.

Bullying prevention is proactive. A whole-school, multi-faceted approach is the most effective way to prevent and address bullying. At our school we promote bullying prevention by:

- using Resilience, Rights and Respectful Relationships and Kimochis program to prevent and address bullying and support the building of a positive and inclusive school environment
- striving to build strong partnerships with families and the broader community that means all members work together to ensure the safety of all students
- celebrating the diverse backgrounds with our school community by celebrating Harmony Week each year and teach Community, Cultures & Traditions Inquiry unit and focus on our similarities and difference to promote mutual respect and social cohesion
- participating in the Respectful Relationships initiative, which aims to embed a culture of respect and equality across our school
- teachers using classroom management strategies that promote positive behaviour and discourage bullying
- promoting upstander behaviour as a method of empowering students to take appropriate action when they see or hear a peer being bullied
- undertaking a Prep Buddy program that encourages positive relationships between students of Year Prep and Year Six.
- participating in the National Day Against Bullying and Violence
- promoting student voice and empowerment in classrooms and using Student Representative Council to discuss matters associated with bullying, cyber bullying, safety and wellbeing
- reviewing and evaluating the school's bullying prevention policy and the responsible use of technology procedures to ensure they are working effectively
- engaging with parents/guardians/carers to review and evaluate the school's bullying prevention policy and the responsible use of technology procedures to ensure they are working effectively
- focusing on our 4-school values Respect, Responsible, Kind and Resilient and linking these to scripture to encourage positive relationships with others, resilience, conflict resolution and problem solving
- having consistent school rules and expectations that students follow and are displayed in all classrooms
- establishing and explicitly teaching the school rules and clear expectations for students in all settings ensuring wellbeing lessons are taught every week

- having Positive Behaviour Management Leaders in Year 6 who work with our Student Diversity Leader to focus on positive interactions in and out of the classroom.

Staff members at St Francis Xavier Primary School will respond to all reported incidents of bullying, perceived or actual, sensitively, fairly and promptly by:

- using a Bullying Response Pathway when we become aware of incidents. The Pathway assists with a regulated and thorough response
- implementing a Bullying Prevention Action Plan as part of the Response Pathway
- keeping a record of any bullying investigation
- encouraging students, staff and parents/guardians/carers to report all forms of bullying to the class teacher or directly to the principal
- investigating complaints of all forms of bullying in a manner that respects the dignity and privacy of those involved
- ensuring that complaints of all forms of bullying are handled in a way that is sensitive to students' cultural and linguistic backgrounds, and that recognises the diverse circumstances of students, ensuring cultural safety is considered at all times
- nominating a staff member to co-ordinate strategies for the resolution of specific bullying incidents reported in this school. This is usually the SFX Principal and Student Wellbeing Leader
- reporting incidents of cyber bullying to the eSafety Commissioner according to the *Cyberbullying Scheme* under the [Online Safety Act 2021 \(the Act\)](#)
- notifying parents/guardians/carers of bullying incidents involving their children and allowing them to have input into decisions that affect their children, where this is appropriate
- discussing any serious incident with the relevant MACS Regional Leadership Consultant (RLC)
- contacting the Police/Police Youth Liaison Officer if the bullying situation has involved violence, threat of harm or alleged criminal conduct
- maintaining records of bullying incidents and related interventions in accordance with MO 1359 (and that records are kept in accordance with applicable recordkeeping standards, including the Child Safety and Wellbeing Recordkeeping Policy)
- conducting Student Safety Audits at least once a year to promote safe, inclusive and respectful learning environments. This will form part of Student Representative Council meetings to engage student voice.

Staff at St Francis Xavier Primary School will treat all members of the school community with dignity and respect and build respectful relationships that respond effectively and sensitively to the needs of each student by:

- implementing the student bullying prevention procedures by responding promptly and appropriately to reported incidents of bullying, in a way that is sensitive to the diverse backgrounds and circumstances of students
- supporting the student bullying prevention procedures through positive modelling and the promotion of appropriate behaviour
- engaging in professional learning at the beginning of each year with the SFX School Principal around our expectations and behaviour management procedures, including bullying and responding to this type of behaviour
- supporting all aspects of related school policies and procedures
- remaining vigilant in how students are using ICT systems and technology through positive modelling and the promotion of appropriate behaviour
- embedding critical thinking, values clarification, respectful relationships education and developing empathy into our teaching practice
- responding to all forms of bullying concerns by providing age-appropriate guidance and boundaries so that students can learn to self-regulate

- communicating the policy and procedures associated with the prevention and response to the school community and providing information on Response Pathways by
  - publishing the policy and procedures on the school website
  - providing pathways for parents/ carers/ guardians to report bullying incidents

## Students

Students at our school will demonstrate respectful behaviour towards all members of the school community. The staff at our school will encourage and support students to:

- follow the school rules and demonstrate the school values (The SFX Way)
- follow the bullying prevention procedures
- follow the ICT Acceptable Usage Policy – Schools
- immediately seek help from a trusted adult if they are aware of or involved in any type of bullying incident
- seek support if bullied and refrain from retaliating in any bullying incident
- understand that any social networking site that identifies the school by name or image or implication is part of the school environment
- in age-appropriate circumstances the student should keep evidence of alleged bullying and produce it on request (for example phone text messages).

## Parents/Guardians/Carers

Parents/guardians/carers at our school will demonstrate and model respectful behaviour towards all members of the school community. Our school will work in partnership with parents/guardians/carers in responding to incidents of bullying. Staff at our school will:

- remind parents/guardians/carers about the need to reinforce the school messages in the proper use of technology to help children grow into ethical and responsible ICT users, including having cyber-safety information evenings
- encourage parents/guardians/carers to report serious matters of out-of-school hours bullying and cyber-bullying to the Police or other appropriate authority (such as the Internet Service Provider and eSafety Commissioner) and, as relevant, to the school
- ask parents/guardians/carers to contact the school immediately if they know of any bullying incident
- expect that parents/guardians/carers will model behaviour that is indicative of Gospel values and that reflect the school's Vision and Mission statement and SFX School Values. Thus parents/guardians/carers are required to act respectfully to all members of the school community at all times.
- encourage parents/guardians/carers to be involved in decisions regarding incidents of bullying that affect their child, where this is appropriate.

## Definitions

### Bullying

Repeated unreasonable behaviour directed towards a person that creates a risk to health and safety. It occurs when an individual or a group deliberately upsets or hurts another person, their property, reputation, or social acceptance on more than one occasion. Refer below to list of examples of bullying and further information.

### Communication systems

Email, video conferencing, instant messaging (public or private), electronic bulletins/noticeboards, electronic discussion/news groups, weblogs (blogs), social and professional networking (e.g., use of Facebook, TikTok, Snapchat, LinkedIn, Twitter, in accordance with age restrictions) and any other material (video / image, etc) sent electronically.

### ICT systems

Systems of technology that includes a variety of hardware and software, learning and digital technologies including but not limited to computers, devices, internet and network services, local and web-based applications, peripheral or external devices such as printers or USB storage, telephones including mobile and VOIP, and all online services including social media and instant, direct or private messaging systems.

### Harassment

Language or actions that are demeaning, offensive or intimidating to a person. It can take on many forms, including sexual harassment and disability harassment. While harassment may not always be considered bullying. It is inappropriate behaviour that is also not tolerated and must have consequences.

### Record

A record is information in any format created, received and maintained as evidence of business activities and decisions. A record may be digital (such as an email, Word, Excel, PowerPoint or finalised and/or scanned PDF documents) or hardcopy (paper) format.

### School environment

Means any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school/service environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events) ([Ministerial Order No. 1359](#)).

## Bullying Definitions

### Bullying

Repeated unreasonable behaviour directed towards a person that creates a risk to health and safety. It occurs when an individual or a group deliberately upsets or hurts another person, their property, reputation, or social acceptance on more than one occasion.

Forms of bullying include:

<b>Cyber-bullying</b>	The use of various forms of ICT systems to spread text and visual messages that threaten, intimidate, harass or humiliate a person or group of people.
<b>Extortion bullying</b>	Physically stronger and more powerful students may bully other students into giving up their possessions, buying food and drink, or taking part in rule breaking activities.
<b>Gesture bullying</b>	Non-verbal signals used to silence and intimidate a victim.
<b>Physical bullying</b>	Pushing, shoving, fighting, pinching and any other unwelcome physical contact used intentionally to intimidate or hurt someone.
<b>Sexual bullying</b>	Touching, sexually orientated jokes, drawings of, or writing about someone's body, using rude names or commenting about someone's morals, unwanted invitations of a sexual nature, asking questions about someone's private life.
<b>Social Bullying</b>	Also called <b>Relational, Emotional or Exclusion</b> bullying, examples include deliberately excluding someone, spreading rumours, sharing information that

	will have a harmful effect on the other person and/or damaging a person's social reputation or social acceptance.
<b>Verbal bullying</b>	Put downs, particularly those referring to physical characteristics, can result in loss of self-esteem. Racial discrimination of any kind is a form of bullying.
<b>Visual bullying</b>	Offensive notes or material, graffiti, or damaging other people's possessions.

### Categories of Bullying

There are three broad categories of bullying

<b>Direct physical bullying</b>	This form includes hitting, tripping, and pushing or damaging property.
<b>Direct verbal bullying</b>	This form includes name calling, insults, homophobic or racist remarks, or verbal abuse.
<b>Indirect bullying</b>	This form of bullying is harder to recognise and often carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes: <ul style="list-style-type: none"> <li>– lying and spreading rumours</li> <li>– playing nasty jokes to embarrass and humiliate</li> <li>– mimicking</li> <li>– encouraging others to socially exclude someone</li> <li>– damaging someone's social reputation and social acceptance</li> <li>– cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress someone.</li> </ul>

### What Bullying is not

Many distressing behaviours are not examples of bullying, even though they are unpleasant and often require teacher intervention and management. There are three socially unpleasant situations that are often confused with bullying including:

<b>Mutual conflict</b>	In mutual conflict situations, there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation, with one person becoming targeted repeatedly for 'retaliation' in a one-sided way.
<b>Single-episode acts</b>	Single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion they are not being bullied. Nastiness or physical aggression that is directed towards many different students is not the same as bullying.
<b>Social rejection or dislike</b>	Unless the social rejection is directed towards someone specifically and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.

## Related policies and documents

### Related MACS policies and documents

Child Safety and Wellbeing Policy  
Complaints Handling Policy  
Duty of Care Policy for MACS Schools  
Enrolment Policy  
Pastoral Care Policy for MACS Schools  
Student Behaviour Policy  
ICT Acceptable Usage Policy - Schools

### Resources (external to MACS)

[Privacy Compliance Manual](#) (2020). Catholic Education Commission of Victoria Ltd (CECV) (CEVN website)

Department of Education and Training (Vic). 2021. [Bullying Prevention and Response Policy](#)

Department of Education and Training (Vic). 2021. [Cybersafety and Responsible Use of Digital Technologies](#)

Department of Education and Training (Vic). 2020. [Mobile Phones - Student Use](#).

[Bully Stoppers](#) – a resource containing information and advice for the school community, including students, parents and school staff.

[Bullying. No Way!](#) – a website for Australian schools, managed by the Safe and Supportive School Communities Working Group (SSSC) which has representatives from all states and territories, including the Catholic and independent schooling sectors.

[eSmart](#) – assists schools to develop a culture that promotes the safe, smart and responsible use of technology.

[eSafety Commissioner](#) – provides a range of up-to-date information and resources, coupled with a complaints system to assist children who experience serious cyberbullying and image-based abuse.

[Australian Student Wellbeing Framework \(2018\)](#)

[Student Wellbeing Hub](#)

[Public Record Office Victoria Recordkeeping Standards](#)

### Policy information table

<b>Approving authority</b>	Director, Learning and Regional Services
<b>Approval date</b>	8 September 2023
<b>Next review by</b>	March 2025
<b>Publication</b>	CEVN