



TSA Independent Schools

YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS)

(A Queensland Non-State Independent School)

STUDENT BULLYING POLICY		CODE: SBP2020
Scope of Application:	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	
Filing Instructions:	F Drive - F:\Programs\Independent Schools\Master School Folder\Current Policies and Procedures\Finalised Policies and Procedures	
Related policies and legislation:	<ul style="list-style-type: none"> • Education (Accreditation of Non-State Schools) Regulations 2017 (Qld) • Australian Education Act 2013 (Cth) • Australian Education Regulations 2013 (Cth) • Positive Behaviour Management Policy • TSA Independent Schools Child Protection Policy • TSA Independent Schools Disability Discrimination Policy • TSA Independent Schools Dispute Resolution Policy and Procedures • TSA Independent Schools Restorative Justice Framework 	
Forms	TSA Independent Schools Dispute Resolution Form	

Change record / revision history:

Version	Prepared/ reviewed by	Date reviewed	Approved by	Authorised by	Review date
22.1	Helen Boardman	December 2018	Darren McGhee	Thomas Austin	December 2020
22.2	Helen Boardman	Amendments: 01/05/2020			December 2020
22.3	Helen Boardman	08/12/2020	Rish Lefterys	Rish Lefterys	December 2022
22.4	Helen Boardman	18/08/2021	Shontell Dougherty	Rish Lefterys	December 2022

Purpose

The purpose of this policy is to protect students from bullying and to respond appropriately when bullying does occur.

Policy Statement

Students at TSA Independent Schools have a right to a safe and supportive learning environment that is free from negative and hurtful experiences. TSA Independent Schools has a zero-tolerance approach to bullying and is committed to taking action to protect students from bullying and to respond appropriately when bullying does occur. TSA Independent Schools will use a Restorative Justice Framework when dealing with bullying incidents, and if required have external facilitators manage the conferences. Bullying incidents involving school students that will be addressed via this policy include bullying before, during and after school.



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 (Social) 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



Responsibilities

School Responsibilities

TSA Independent Schools acknowledges its responsibility to:

- Raise awareness of bullying and how the school will respond to it
- Act 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
- Foster a safe and healthy environment for the whole school

Employee Responsibilities

At TSA Independent Schools, employees have a responsibility to:

- Uphold and consistently apply this Policy
- Respond appropriately to reports of bullying,
 - by investigating and acting upon reports of bullying, and
 - by providing appropriate support and consequences in accordance with
 - this policy
 - [Positive Behaviour Management Policy](#)
 - [Restorative Justice Framework](#)

Parent Responsibilities

At TSA Independent Schools, parents/carers 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 this policy

Student Responsibilities

At TSA Independent Schools, students have a responsibility to:

- Not engage in bullying behaviour towards others
- Report bullying occurring to them or others
- Take initiative to stop bullying when it occurs
- Maintain a safe, supportive and healthy environment for the school community
- Adhere to the Student code of conduct of Safe and Legal, Responsibility, Respect and Participation.
- Be involved in developing visual advertising around the school around anti bullying

Implementation

In order to prevent bullying from occurring, TSA Independent Schools 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 through
 - Curriculum
 - Bullying awareness events
- Develop and promote effective social skills and positive relationships amongst students through curriculum, team building, working in groups
- Visual advertising around the school, which students may develop themselves and be approved by the Principal for display
- Using Restorative Justice Practices to manage incidents

In order to respond appropriately to any incidences of bullying, TSA Independent Schools will:

- Develop an appropriate mechanism for students and parents to report bullying which is outlined in our procedure
- 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 at enrolment and as required
- Educate employees on how to appropriately respond to reports of bullying through training/policy review at the beginning of the school year

- 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
- Provide counselling for victims, perpetrators and families
- Promote a school culture where bullying is unacceptable
- Take steps to ensure the student feels safe and are helped to build confidence and resilience
- Ensure the offender is held accountable for their actions and will assist them to face up to the harm that has been caused
- Ensure the offender learns to behave in ways which do not cause harm in the future, because they have developed further understanding of harm they can cause

TSA Independent Schools Student Bullying Reporting and Response Procedure explains the basic bullying reporting process for students and parents. Response from staff will be based around TSA Independent Schools [Restorative Justice Framework](#) and [Positive Behaviour Management Policy](#).

Compliance and Monitoring

TSA Independent Schools will ensure records are kept up to date on SAMIS and in student's electronic and manual file. The [Dispute Resolution Form](#) will be used to record incidents of bullying, which details;

- Details of incident
- Process followed and interventions put in place
- Details of all conversations with parties involved
- Outcome of incident

TSA Independent Schools will ensure transparency with the community and allow access to the school's policy and procedures through the website and also further information, prevention/awareness strategies and statistics through the Annual General Report.



SAY NO TO BULLYING AND LOOK OUT FOR EACHOTHER

You can talk to any of the following people for advice and support

- Classroom Teacher
- Teacher Aids
- Health and Wellbeing Worker
- Parents/Guardian/Friends

Report any incident of bullying at school to:

- Health and Wellbeing Worker
- Teacher
- School Leadership Team

Parents/Carers/Friends

Watch for signs of bullying such as wanting to miss school, unusual behaviour changes, feeling fearful or depressed, a pattern of headaches or stomach upsets, physical injury, damage to or loss of property, changes in eating and sleeping patterns

- Contact any of the following people via, phone, email or in person
 - Education Support Worker
 - Teacher
 - Head of Student Support Services
 - Principal
- Do **NOT** encourage to hit back physically or be verbally abusive
- Support them in the reporting process
- Show support of and become involved in school procedures and practices that are used to manage incidents of bullying



TSA Independent Schools

Bullying Incident Flow Chart

