



### Introduction

At St Mary's College for the deaf (St Mary's College) the dignity of the human person is the foundation of all Catholic social teaching and is intrinsic to our education ministry. Consequently, the principle that the person is made in the image and likeness of God is central to the mission of our parish school.

This policy identifies the interconnectedness of the characteristics of quality Catholic learning and teaching. It is intended to value, respect and promote the self-esteem and dignity of each student. The school will actively promote anti-bullying messages, alerting students and staff of the need to be vigilant.

It is essential that we create and maintain a respectful, safe and supportive learning environment that promotes student wellbeing, personal growth and positive self-esteem amongst our diverse range of learners (eXcel: Wellbeing for learning in Catholic school communities).

The prevention of and responses to incidents of bullying, inappropriate use of technology and disrespectful behaviour are more readily achieved in a caring and supportive school culture that promotes positive relationships and reflects Gospel values. Bullying, cyber-bullying, harassment, aggression and violence disregard core values of our faith, including dignity, respect, justice, equity, compassion, trust and courage. Importantly, such actions can adversely affect the wellbeing of our students and are therefore unacceptable.

St Mary's College has zero tolerance of bullying.

St Mary's College's policies and procedures are developed in consultation with partner schools to ensure alignment and a consistent approach to managing incidents of bullying. Strategies and responses to dealing with incidents of bullying that involve students of both schools are determined in consultation with the partner school and consistent with this and related policies.

### **Purpose**

This policy:

- encourages a culture that is firm about unacceptable behaviour
- articulates how bullying is defined and addressed; including the means taken to prevent incidents and the response taken when an incident occurs
- supports the school's Mission and Vision Statement and guidelines of MACS Specialist Schools (MACSS)
- actively promotes anti-bullying messages, alerting students and staff of the need to be vigilant.

### **Principles**

This policy is grounded in the beliefs that:

- every person has the right to be treated respectfully and feel safe from any form of verbal, physical and emotional abuse
- the school is committed to building and nurturing a community that values diversity
- parents are the prime educators of their children
- the school community is involved in the development of school policies
- reporting of unacceptable behaviour is essential to the effective implementation of this policy

- complainant(s) will be protected from victimisation
- learning technologies are used ethically and responsibly in the school environment
- communication is respectful and human dignity is valued
- regular monitoring of school policies is necessary.

### **Definitions**

**Harassment:** is unwelcome behaviour that intimidates, offends, or humiliates a person or group because of a particular characteristic such as identity, race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; ability or disability.

**Bullying:** is 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:

**Physical bullying**: pushing, shoving, fighting, pinching and any other unwelcome physical contact used intentionally to intimidate or hurt someone.

**Verbal bullying:** 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.

**Gesture bullying:** non-verbal signals used to silence and intimidate a victim.

**Extortion bullying:** 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.

Exclusion bullying: deliberately being left out of activities is a most hurtful form of bullying.

Visual bullying: offensive notes or material, graffiti, or damaging other people's possessions.

**Sexual bullying:** 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.

**Cyber-bullying:** the use of various forms of electronic media to spread text and visual messages to cause hurt, embarrassment, intimidation.

Categories of Bullying: There are three broad categories of bullying:

- 1. Direct physical bullying: This form includes hitting, tripping, and pushing or damaging property.
- 2. **Direct verbal bullying:** This form includes name calling, insults, homophobic or racist remarks, or verbal abuse.
- 3. Indirect bullying: 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:
  - lying and spreading rumours
  - playing nasty jokes to embarrass and humiliate
  - mimicking
  - encouraging others to socially exclude someone
  - damaging someone's social reputation and social acceptance
  - cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress someone.

### 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:

- **Mutual conflict:** 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.
- Social rejection or dislike: 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.
- **Single-episode acts:** 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.

### **Procedures**

All members of our school community must be aware of the possibility of bullying and take action to prevent bullying (including harassment), if it is reasonably foreseeable. St Mary's College and the partner school collaborate when there is an incident or allegation of bullying that involves a student of St Mary's College. This ensures an agreed approach with both schools implementing consistent and appropriate responses and prevention strategies that consider the inclusiveness and the diversity of students. This may also require greater or different measures as appropriate due to a student being deaf or hard of hearing, their age, other disabilities or vulnerabilities and taking into account any linguistic or cultural considerations.

(Refer to Appendices 1 and 2).

Responsibilities: The school

St Mary's College responds to all reported incidents of bullying, perceived or actual, sensitively, fairly and promptly by:

- using an Anti-Bullying Response Pathway when we become aware of incidents. The Pathway assists with a regulated and thorough response (refer to Appendix 1)
- implementing an Anti-Bullying Action Plan as part of the Response Pathway (refer to Appendix 2)
- keeping a written record of any bullying investigation (refer to Appendix 3)
- encouraging students, staff and parent and carers to report bullying and cyber-bullying to the class teacher or directly to the principal
- investigating complaints of bullying and cyber-bullying in a manner that respects the dignity and privacy of those involved (refer to Appendix 5)
- nominating a person or staff to coordinate strategies for the resolution of specific bullying incidents reported in this school
- notifying parents/guardians of bullying incidents involving their children
- notifying the relevant Regional Learning Consultant of any serious incident
- 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
- conducting Student Safety Audits at least once a year to promote safe, inclusive and respectful learning environments
- promoting student voice and empowerment in classrooms and through the use of Student Representative Council to discuss matters associated with bullying, cyber bullying, safety and wellbeing
- reviewing and evaluating the school's anti-bullying policy and the responsible use of technology procedures to ensure they are working effectively (refer to Appendix 4)
- engaging with parents/guardians to review and evaluate the school's anti-bullying policy and the responsible use of technology procedures to ensure they are working effectively (refer to Appendix 4).

### **Responsibilities: Staff**

Staff at St Mary's College aim to 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 anti-bullying and responsible use of technology procedures by responding promptly and appropriately to reported incidents of bullying
- supporting the student anti-bullying and responsible use of technology procedures through positive modelling and the promotion of appropriate behavior
- support students to build positive relationships with all members of the school community
- engaging in professional learning to support appropriate anti-bullying responses which could
  include cyber safety, restorative justice practices, mediation and developing social skills in students.
   Such opportunities are made available to staff on the same basis as other professional learning.
- supporting all aspects of related school policies
- remaining vigilant in how students are using technology through positive modelling and the promotion of appropriate behaviour
- embedding critical thinking, values clarification, respectful relationships and developing empathy into our teaching practice
- responding to bullying and cyber-bullying concerns by providing age appropriate guidance and boundaries so that students can learn to self-regulate.

### **Responsibilities: Students**

Students at St Mary's College have responsibilities to treat all students and members of the school community with dignity and respect, consistent with the Student Code of Conduct, and to use technology appropriately and respectfully. The staff at St Mary's College encourages and supports students to:

- follow the anti-bullying and responsible use of technology procedures
- immediately seek help from a trusted adult if they are aware of or involved in a bullying or cyberbullying 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).

### **Responsibilities: Parents/Guardians**

Parents/guardians at St Mary's College have responsibilities treat all members of the school community with dignity and respect, consistent with the Code of Conduct, use technology appropriately and respectfully. St Mary's College works in partnership with the partner school and parents/guardians in responding to incidents of bullying. Staff at St Mary's College:

- remind parents/guardians about the need to reinforce the school messages about supporting students to build positive and respectful relationships and in the proper use of technology to help children grow into ethical and responsible digital citizens
- encourage parents/guardians to report serious matters of out-of-school hours bullying and cyberbullying to the Police or other appropriate authority (such as the Internet Service Provider) and, as relevant, to the school
- ask parents/guardians to contact the school immediately through the class teacher or directly through the principal if they know of any bullying incident
- expect that parents/guardians will model behaviour that is indicative of Gospel values and that
  reflect the school's Vision and Mission statement. Thus parents/guardians are required to act
  respectively to all members of the school community at all times.
- encourage parents/guardians to report serious matters of out-of-school hours bullying and cyberbullying to the Police or other appropriate authority (such as the Internet Service Provider). When such bullying concerns the wellbeing of their own child, parents are to contact the principal.

### Reporting Incidents of Bullying

Students typically report bullying to teachers or other staff of St Mary's College but are aware they can also make a report to the partner school. Where that occurs, the partner school informs St Mary's College and a response and prevention strategy are determined as appropriate to the situation (Refer to Appendices and 2).

All reports of incidents of bullying, whether substantiated or not, must be recorded (Refer to Appendix 3).

### **Access and Communication**

The College's policies and procedures, including how students report incidents of bullying about themselves or others, are explained and available to students in a variety of age-appropriate ways. These include classes about wellbeing and pastoral care, promoting student voice and empowerment, St Mary's College's website and the Student Representative Council. The information is clear and easy for students to locate and understand.

Information is communicated to the school community via the school newsletter, St Mary's College website, parent forums.

St Mary's College staff are aware of the policy and procedures as staff meetings include various aspects of student safety and wellbeing including Anti-Bullying responses, prevention strategies, reporting and recording incidents or allegations of bullying, including harassment.

### **List of Appendices**

- Appendix 1: Anti-bullying response pathway
- Appendix 2: School anti-bullying action plan
- Appendix 3: Bullying record keeping and investigation tool
- Appendix 4: Anti-bullying policy checklist for schools
- Appendix 5: Step-by-Step Guide: Online incidents of inappropriate behaviour affecting students.

### References

- <u>Privacy Compliance Manual</u> (2020). Catholic Education Commission of Victoria Ltd (CECV) (CEVN website)
- Department of Education and Training (Vic). 2021. <u>Bullying Prevention and Response Policy</u>
- Department of Education and Training (Vic). 2021. <u>Cybersafety and Responsible Use of Digital Technologies</u>
- Department of Education and Training (Vic). 2020. Mobile Phones Student Use.

#### Resources

<u>Bully Stoppers</u> – a resource containing information and advice for the school community, including students, parents and school staff.

<u>Bullying. No Way!</u> – 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.

<u>eSmart</u> – assists schools to develop a culture that promotes the safe, smart and responsible use of technology.

<u>eSafety Commissioner</u> – 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**

Catholic Education Commission of Victoria Ltd (CECV). (2018). <u>Introduction to the Principle of Inclusion:</u> Child Safety in Catholic Schools in Victoria

Catholic Education Commission of Victoria Ltd (CECV). (2018). Positive Behaviour Guidelines

Catholic Education Commission of Victoria Ltd (CECV). (2014). Whole School Approaches to Supporting Positive Behaviour

Catholic Education Commission of Victoria (CECV). (2016). Child Safety Commitment Statement

Catholic Education Melbourne. (2018). eXcel: Wellbeing for learning in Catholic school communities

Catholic Education Melbourne. (2017). Horizons of Hope: Vision and Context

Catholic Education Melbourne. (2017). Horizons of Hope: Wellbeing

Catholic Education Melbourne. (2017). Horizons of Hope: Learning Diversity

Catholic Education Melbourne. (2018). Identity and growth: A perspective for Catholic schools

### **Related MACSS Policies**

**Enrolment Policy** 

Student Behaviour Policy and related CECV Positive Behaviour Guidelines

Pastoral Care of Students Policy

**Duty of Care Policy** 

### Appendix 1: Anti-Bullying Response Pathway

### 1. Policy Access and Awareness

 Policy on the school's website; articles and resources on bullying made available through newsletter and other means.

### 2. Initial disclosure made, first response

School becomes aware of an incident involving possible bullying. Physical contact stopped (if this
involves physical action). Safe environment established for the victim.

(St Mary's liaises with the partner school as appropriate)

#### 3. Life threatening incident or Risk of Significant Harm involved?

- Yes go to Point 6 below
- No go to Point 4 below.

### 4. Information gathered on Bullying Record Keeping and Investigation form

• Completed by a staff member – copy to principal and principal of partner school. Pay attention to acceptab offences, intent to harm, imbalance of power.

### 5. Is this bullying?

- Yes go to Point 6 below
- No go to behaviour management as per school policy.

### 6. Informing appropriate personnel

• Principal informs the relevant staff (teacher, leadership team etc.).

### 7. Formal information gathering

• Principal(s) collects statements from interviews. The Investigation Form contains advice.

### 8. Case Management instituted by principal ('nominated person')

Anti-bullying plan adopted (refer to Appendix 2). Principal(s) and senior staff agree on a written
anti-bullying action plan to stop the bullying, which may also involve the principal and senior staff
of the partner school. Includes support for the victim. Parents/Guardians of the victim involved.

#### 9. Situation monitored

'Nominated person' reports as required in the anti-bullying action plan to principal.

### 10. Review of plan's effectiveness - Has the plan and the actions stopped the bullying?

- Yes all records retained, monitoring continues at a lower level
- **No** matter referred to Regional Principal Consultant. Plans may be modified, additional support may be offered, suspension and or expulsion may be considered or police may be involved.

### Appendix 2: School Anti-Bullying Action Plan

An action plan to support an anti-bullying response to a bullying incident should consider the following elements for inclusion:

- details specific to each situation or person
- addressing issues identified in the Investigation Form
- parent/guardian involvement and agreement, signatures required
- outlining the role of key staff in monitoring, assisting and addressing the bullying clearly listed in the plan, including staff of the partner school as appropriate to the situation.
- roles of supporting staff clearly outlined
- various support measures for victims listed (counselling, peer support, teacher contact, safe zones, etc.)
- monitoring mechanisms outlined
- sanctions and restrictions for the perpetrator(s) listed
- strategies for the instigator of the bullying incident listed (behaviour plan, assistance with empathy, counselling, family support, lunch restrictions, etc.)
- outlining the class teacher's supporting role
- first and second review points (actual date) indicated
- ongoing communication with parents/guardians.

## Appendix 3: Bullying Record Keeping and Investigation Tool

Bullying is a serious offence and is not acceptable in our school. All school employees are required to report alleged violations and every act of bullying will be duly investigated, and parents/guardians informed.

| <b>Directions:</b>  |  |                    |                                |   |                             |
|---|--|--------------------|--------------------------------|---|-----------------------------|
| The Bullying Record Keeping and Investigation Tool is to be used when an alleged bullying incident is reported.   |  |                    |                                |   |                             |
| This document is to be confidentiality maintained in accordance with the <i>National Catholic Education Commission's Privacy Compliance Manual</i> on the CEVN website: <a href="https://cevn.cecv.catholic.edu.au/Melb/Document-File/Polices-Compliance-and-Legal/Privacy/Privacy-Compliance-Manual.aspx">https://cevn.cecv.catholic.edu.au/Melb/Document-File/Polices-Compliance-and-Legal/Privacy/Privacy-Compliance-Manual.aspx</a> |  |                    |                                |   |                             |
|   | n, the <i>Bullying Rec</i> o<br>and the incident e | , ,                | -                              | s to be filed in the                    | appropriate                 |
| Investigating Tea   | acher/s:   |                    |                                |   |                             |
| Name of student   | t/s involved:                                      |                    |                                |   |                             |
| Date / Time / Location of incident:   |  |                    |                                |   |                             |
| Was the incident  | t life threatening o                               | or was the target  | a high-risk concer             | n? YES / NO                             |                             |
| If YES, immediately inform the principal and as appropriate:  |  |                    |                                |   |                             |
| Seek medical assistance   | Inform parent/carers                               | Contact the police | Inform DHS<br>(if appropriate) | Inform the<br>Educational<br>Consultant | Inform the<br>Parish Priest |
| If the incident is not life threatening or the child is not a high-risk concern, continue completing this document.   |  |                    |                                |   |                             |
| Where did the in  | cident occur? Ple                                  | ase circle:        |                                |   |                             |
| Online  | Bus/transport                                      | In playground      | In classroom                   | Outside school                          | Other                       |
| Who reported the alleged incident? Please circle:   |  |                    |                                |   |                             |
|   |  |                    |                                |   |                             |

| The alleged victim(s) | Other<br>student(s)                      | Parent/carer         | Staff member       | Member of<br>wider school<br>community | Other            |
|-----------------------|--|----------------------|--------------------|--|------------------|
| Describe the inci     | dent:                                    |                      |                    |  |                  |
| Is there concern      | the alleged incide                       | ent may have beer    | n influenced by an | y of the following                     | ? Please circle: |
| Race/culture          | Beliefs                                  | Disability           | Gender             | Socio-economic                         | Other            |
| Is there any rele     | vant background/                         | history to this alle | eged incident?     |  |                  |
|                       | e situation having<br>hips with peers, a | -                    | -                  | ncluding self-este                     | em, physical     |
| Were there any        | witnesses to this i                      | ncident: (Identify   | student names ar   | nd/or class groups                     | )                |

| Description of the incident, accord  | ling to the witness:                                       |   |  |  |
|--|--|---|--|--|
| Did this student play an active role   | e in the incident?   |   |  |  |
| Indicate other investigative proceed   | dures carried out. Please circle:                          |   |  |  |
| Interviewed parents of alleged target(s)  Date/Time:   | Interviewed parents of alleged perpetrators(s)  Date/time: | Interviewed parents of witnesses/bystanders/accessories  Date/time: |  |  |
| Annotations on interview with parents:   |  |   |  |  |
| After investigation, was the allega  | tion of bullying confirmed? Please                         | circle:   |  |  |
| Yes No  If 'No', please sign below and place a copy of this document into the student(s) file and refer to schools' Behaviour Management Policy as required. |  |   |  |  |
| If 'Yes', please sign below, place a copy of this document into student(s) file and refer incident to the Principal or Principal's delegate.                 |  |   |  |  |

| Signed:  |
|--|
| Date:  |
| Where will this incident report be filed for future reference? (Include file server reference) |
|  |

## Appendix 4: Anti-bullying policy checklist for schools

| ANTI-BULLYING POLICY CHECKLIST FOR SCHOOLS  |  |
|---|--|
| YOUR BULLYING POLICY MUST:  |  |
| Make a clear statement on the school's stance on bullying, harassment and violence  |  |
| Define what constitutes bullying, harassment, discrimination, violence, cyber-bullying and sexual harassment and use language consistent with the Equal Opportunity legislation.  |  |
| Provide information about the effects bullying has on individuals   |  |
| Be reviewed annually and involve parents and students in the process  |  |
| IN ACTIONS RESPONDING TO INCIDENTS, YOUR BULLYING POLICY SHOULD:  |  |
| Allow for flexibility depending on the nature, severity and extent of bullying in light of natural justice principles   |  |
| Inform parents about serious incidents involving their child  |  |
| Follow up victims and perpetrators  |  |
|   |  |
| COMPLAINT HANDLING PROCESSES AND REPORTING MUST CONSIDER:   |  |
| COMPLAINT HANDLING PROCESSES AND REPORTING MUST CONSIDER:  How is bullying reported?  |  |
|   |  |
| How is bullying reported?   |  |
| How is bullying reported?  Who is it reported to and when must it be reported?  |  |
| How is bullying reported?  Who is it reported to and when must it be reported?  Responsibilities of the principal, staff, students and parents  |  |
| How is bullying reported?  Who is it reported to and when must it be reported?  Responsibilities of the principal, staff, students and parents  YOUR BULLYING POLICY SHOULD BE COMMUNICATED IN THE SCHOOL COMMUNITY BY:  Ensuring students/parents/teachers/community receives a copy of the policy (and consider how, and  |  |
| How is bullying reported?  Who is it reported to and when must it be reported?  Responsibilities of the principal, staff, students and parents  YOUR BULLYING POLICY SHOULD BE COMMUNICATED IN THE SCHOOL COMMUNITY BY:  Ensuring students/parents/teachers/community receives a copy of the policy (and consider how, and when a copy is provided?)  Making sure the policy is placed on the school's website and is communicated regularly (for instance) |  |

| PREVENTION AND INTERVENTION:  |  |
|---|--|
| Ensure all prevention, intervention and post-intervention strategies that are used are well documented  |  |
| Document how bullying is addressed through the curriculum   |  |
| TRAINING AND DEVELOPMENT:   |  |
| Provide training and development to teachers, parents and students (and decide who will provide this training and development, as well as how and when) |  |
| When/how will training and development be updated?  |  |

### Appendix 5: Step-by-Step Guide: Online incidents of inappropriate behaviour affecting students





### Step-by-Step Guide: Online Incidents of Inappropriate Behaviour Affecting Students

### Step 1

#### Identify Concerns

#### Is the student distressed?

A student may feel distressed by events including oyberbullying, sexting, exposure to pornographic images or a breach of the school's Bully Prevention Policy or Student Engagement Policy.

### Has a student been exposed to inappropriate behaviour?

A student may have been exposed to and affected by inappropriate behaviour online. This may put them at risk of suffering significant physical, psychological or emotional ham. They may be in need of immediate protection.

#### Has a student engaged in inappropriate behaviour affecting ANOTHER student?

A student may have engaged in inappropriate behaviour online that may cause psychological or emotion harm to ANOTHER student(s). All students may be in need of immediate protection.

#### Has a student engaged in inappropriate behaviour affecting THEMSELVES?

A student may have engaged in inappropriate behaviour online that could be psychologically and/or emotionally damaging to THEMSELVES (e.g. sexting). They may be in need of immediate protection.

### Has the student engaged in CRIMINAL behaviour?

A student may have engaged in inappropriate behaviour online that could be deemed as CRIMINAL activity.

"Please note: an incident of concern may include one or more of the above.

### Step 2

#### Take Action

#### Ensure the student is safe

If you suspect or have identified an incident of concern, it is important to first make sure the student/s are in a safe environment.

#### Further inquire into the incident

Inquire into the inappropriate incident. This may include discussions with all staff and students who have been directly or indirectly involved the incident and/or its effects.

### Step 3

## Contact the Appropriate Supports

#### Leadership team

If your inquiry leads you to believe that a concern is real, but it is NOT CRIMINAL then immediately advise and/or consult a member of the school's leadership team to report the incident and plan the appropriate response and support.

#### The Victoria Police

If your inquiry leads you to believe that a CRIMINAL offence may have occurred, contact the Police.

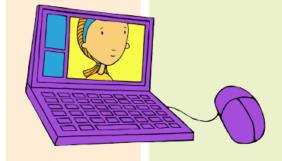
In such cases seek advice about contacting the parents of all students involved in the incident.

If a school is unsure whether an incident should be reported, the Police will advise the school as to whether they will investigate or whether the school should handle the situation.

#### Security Services Unit

All reportable incidents should be reported to Security Services Unit. If a school is unsure whether an incident is criminal or not they can also contact the Security Services Unit. This will allert regional staff.

Phone: (03) 9589 6266



### Step 4

#### Respond and Provide Support

#### Support all involved people

Provide reasonable and ongoing wellbeing support to all students and staff who were involved in or witness to the incident.

#### Refer to the School's Policy

In responding to online incidents of inappropriate behaviour, Principals and teachers should refer to their Bullying Prevention and/or Student Engagement Policy and follow the appropriate processes and procedures.

Each Victorian government school has developed a Bullying Prevention and/or Student Engagement Policy that sets out the rights, responsibilities and shared expectations of everyone in the school community, including students, parents, teachers and school staff. The policy clearly defines the consequences for students who behave inappropriately, (online and offline)

#### Work with Leadership Team

Work closely with your school's Leadership and/or Student Wellbeing Team to discuss strategies that can be used to respond to and support ALL students at risk from the inappropriate behaviour. This may include counselling and support or the development of a Behaviour Support Plan to implement targeted strategies.

Keep a record of the Behaviour Support Plan, make notes on any relevant observations, and review it as necessary.

For more information, visit Behaviour Support Plans:

www.education.vic.gov.au/about/programs/bullystoppers/Pages/teachplans.aspx.

#### Contact Parents

Where appropriate, contact the parents of all students involved. If a school is unsure whether parents should be contacted, the Department's Legal Division or Security Services Unit can assist to make a decision.

#### Consult Regional Staff

Contact your student wellbeing or Community Liason Officers in your Regional Office for support.

#### North Eastern Victoria Region

Benalla: (03) 8392 9500 Glen Waverly: (03) 8392 9300

#### North Western Victoria Region

Bendigo: (03) 5440 3111 Coburg: (03) 9488 9488

#### South Eastern Victoria Region

Dandenong: (03) 8765 5600 Moe: (03) 5127 0400

#### South Western Victoria Region

Ballarat: (03) 5337 8444 West Footscray: (03) 8397 0300 Geelong: (03) 5225 1000

# Further Information

#### Remember to Record

#### At all times remember to:

- Record the incident, (e.g. screen shots of the incident, notes from the interviews)
- Record the process taken to resolve the incident (e.g. steps taken to remove content, mediation attempts)

#### Bully Stoppers

For more information visit DET's Bully Stoppers website:

www.education.vic.gov. au/bullystoppers

#### Security Services Unit

A 24 hour/7 day a week single reference point to report emergency matters and critical incidents including criminal and unwanted activities.

Phone: (03) 9589 6266



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