



Education  
Public Schools

# Anti-bullying Plan

Narrabeen Sports High School





# Bullying:

## Preventing and Responding to Student Bullying in Schools Policy (2011)

The NSW Department of Education and Communities rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments of the Department.

### Bullying

**Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technologies.**

**Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long term effects on those involved including bystanders.**

**Conflict or fights between equals or single incidents are not defined as bullying.**

Bullying behaviour can be:

- **verbal** eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** eg hitting, punching, kicking, scratching, tripping, spitting
- **social** eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

The term “bullying” has a specific meaning. The school’s Anti-bullying Plan sets out **the processes for preventing and responding to student bullying**. The school has a range of policies and practices, including welfare and discipline policies that apply to student behaviour generally.

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

**School staff** have a responsibility to:

- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying according to the school’s Anti-bullying Plan.

In addition, teachers have a responsibility to:

- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

**Students** have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan
- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Plan.

**Parents and caregivers** have a responsibility to:

- support their children to become responsible citizens and to develop responsible online behaviour
- be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan
- report incidents of school related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur.

**All members of the school community** have a responsibility to:

- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school’s Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.

# Our School Anti-Bullying Plan

This plan outlines the processes for preventing and responding to student bullying in our school and reflects the *Bullying: Preventing and Responding to Student Bullying in Schools Policy* of the New South Wales Department of Education and Communities.

Students, staff and parents been involved in putting together the strategies outlined in this plan. This plan will be evaluated annually to ensure that it meets the best outcomes for Narrabeen Sports High School (NSHS). Staff and students have been involved in updating and educating the whole school to reduce inappropriate bullying behavior at Narrabeen Sports High School. Details will be presented to the parent body.

## Statement of purpose

All Narrabeen Sports High School students and teachers are expected to embody the core values of purpose and integrity. All members of our School community will strive to achieve this by acting in a way that is respectful, responsible and successful.

Students, teachers, parents and caregivers in the school community have a shared responsibility to display purpose and integrity and to support the school anti-bullying policy in its entirety.

Each group has a role to play in preventing and dealing with bullying and harassment and a responsibility to work together to eliminate and resolve incidents of bullying if and when they occur. Students can expect to know that their concerns will be responded to by staff as quickly as possible and that they will be provided with appropriate support when bullying occurs.

Narrabeen Sports High School has developed structures to address the education of students about bullying; appropriately model and explicitly teach the skills of empathy, resilience and teamwork; and foster an open and inclusive culture where staff and students feel empowered to report bullying.

Narrabeen Sports High School is committed to procedural fairness in the application of its wellbeing and discipline policy using the Positive Behaviours Engaging Learners (PBEL) framework.

## Protection

The Narrabeen Sports High School Anti-Bullying Policy aims to send out four clear messages:

1. RESPECT
  - Learn from and accept our differences
  - Use polite language and manners when communicating
  - Represent our school community with dignity and pride
2. RESPONSIBILITY
  - Be accountable for our actions
  - Care for others and assist others where possible
  - Play safe, and be safe at all times
3. SUCCESS
  - Be a positive role model with a positive attitude
  - Celebrate our achievements
4. HANDS OFF
  - Hands Off aimed to heighten the awareness of unacceptable bullying behaviours.
  - Hands Off empowers students and teachers with a common language to describe inappropriate and unacceptable behaviours.



## Prevention

### **Anti-bullying strategies for students:**

#### **When you feel bullied, you can feel:**

<i>Angry</i>	<i>Helpless</i>	<i>Depressed</i>
<i>Worried</i>	<i>Tearful</i>	<i>Anxious</i>
<i>Afraid</i>	<i>Powerless</i>	<i>Unable to sleep</i>
<i>Hurt</i>	<i>Unable to concentrate</i>	

#### **What to do if you are being bullied?**

- Tell someone, talk to a friend, a family member, youth worker or a teacher.
- Speak up, tell someone
- Report to a Deputy principal

#### **What students can do if they witness bullying (bystanders)?**

##### **Do:**

- If you feel able and safe, tell the person to stop bullying
- Tell someone at school that you feel comfortable talking to e.g. Teacher, Year Adviser, School Counsellor, Deputy Principal, Principal, Youth Worker, Prefects, or Peer Support Leaders
- If it continues keep reporting to the Deputy Principal

##### **Don't:**

- Join in and encourage the bullying
- Laugh and tease
- Ignore or tolerate

### **Anti-bullying strategies for teachers:**

- Be aware that bullying can occur in all classes
- Be proactive and vigilant
- Focus on positive behaviours. Explicitly model core values of Respect, Responsibility and Success
- Implore all students to demonstrate integrity and purpose in their actions
- Intervene when you see bullying and harassment taking place in your class or the playground and react when you are told of incidents
- Enter all details of bullying on SENTRAL in a timely manner and notify the Deputy Principal and Year Adviser.
- Encourage students to be responsible citizens by reporting bullying

- Listen to the concerns of students and respond with empathy
- Avoid labelling students
- Hold open discussions about bullying in the classroom and teach assertive skills

The staff is expected to model positive behaviours – treating each other with respect and by promoting a culture which tolerates differences.

It is expected that staff will:

- Arrive punctually to class. Special attention needs to be paid to student interactions during transition times.
- Provide a safe and supporting environment that encourages positive relationships between students, their peers and teachers.
- Establish expectations of students and teacher behaviours at the beginning of the year.
- Clarify the school policy on bullying at the start of the year to students both directly and indirectly
- Promote the expectations of respect, responsibility and respect
- Take action – step in; don't ignore bullying – record incidents of SENTRAL and notify your dealings of bullying to the Deputy Principal and Year Adviser.

### **Anti-bullying strategies for Parents:**

#### **What parents should do if your child is being bullied:**

##### **Do:**

- Encourage your child to report bullying to the Deputy Principal, or Year Adviser
- Encourage your child to discuss bullying
- Teach and model assertive behaviours such as “leave me alone” or “it's not ok to treat me like that”
- Teach empathy and encourage them to follow the school's reporting procedure

##### **Don't**

- Suggest fighting back
- Suggest “just ignore it”
- Encourage bullying behaviours
- Contact the other student or parents of the other child

Narrabeen Sports High School embeds anti-bullying messages into the wellbeing focus in every year level. The Positive Behaviours Engaging Learners expectations are reinforced in every classroom and throughout the school environment; Respect, Responsibility and Success.

The “Hands Off” policy is taught to all Year 7 students during Peer Support activities and welfare lessons and used by staff when addressing students in the playground or classroom.

Year 7 students in their first week of school are given a “Sixth Sense” presentation to inform them about different student behaviours and strategies for how to respond.

The Peer Support program reinforces our school PBEL expectations, “Hands Off” policy and informs year 7 students of the support people available in the school and who to go to if they feel harassed or bullied.

Year 7 and 8 students participate in timetabled wellbeing lessons and within the course of the year they complete lessons on bullying, cyber bullying, resilience etc

Within the PD/H/PE programs in years 7 – 10 anti-bullying is taught in many ways

Year 7: Sense of Self: students identify strengths and weaknesses, supporting myself and others, respectful relationships –bullying and harassment.

Year 8: Dealing with Mental Health and Disabilities enabling students to gain a sense of understanding and empathy.

Year 9: Adversity and Change: discussions about body issues, cyber bullying and coping mechanisms how to cope with prejudice and tolerance, sexual, verbal and physical harassment.

Year 10: Peer Pressure: road safety, drug safety including coping strategies and planning.

## Early Intervention

There are many early intervention strategies that Narrabeen Sports High School implements for students.

The transition program enables regular meetings with year 6 teachers from feeder Primary Schools and the wellbeing team from Narrabeen Sports High School to identify students who are at risk of developing difficulties transitioning from primary school to high school. Narrabeen Sports High enables students to visit in term 4 individually or in groups to become familiar with and meet staff and develop a relationship of support for the student. “Welcome to High School Taster Day” enables all students to become familiar with the school, meet staff, students and Peer Support leaders.

Wellbeing Coordinator and/or appropriate Year Adviser/s are informed by Principal on enrolment of new students if they are at risk or have previously experienced bullying behaviour on enrolment.

The management of these students will include:

- Contact with family, school counsellor, or relevant outside agencies
- Monitoring of students
- Distribution of relevant information (on a need to know) to classroom teachers/executive
- Encouraging a teacher mentor or a senior student leader mentor
- Linking with Youth Workers
- Application for support funding if applicable
- Involvement of Police Youth Liaison or other outside service including the Northern Beaches Project, FACS, Benevolent Society, St Vincent de Pauls, Youth Reach, Catholic Care, Links to Learning and mentoring programs

## Response

Narrabeen Sports High School implements strategies to empower the community to recognise and respond appropriately to bullying as well as behaving with purpose and integrity. Every person at Narrabeen Sports

High School has the right to learn and teach in a safe and inclusive environment.

Narrabeen Sports High School has a consistent approach to bullying that takes into account the individual development needs of each student.

The Wellbeing Team, made up of:

- Year Advisers,
- Wellbeing Co-ordinator
- Learning and Support Teacher,
- School Counsellor,
- Youth Workers
- Home School Liason Officer
- Deputy Principal and
- Principal,

This team will co-ordinate strategies in relation to student wellbeing in relation to bullying. The Wellbeing Team aims to develop awareness amongst students of the nature and consequences of bullying, how they can help eradicate bullying from our school community, and what individuals can do if they are bullied.

The Wellbeing Team organises welfare activities throughout the year focusing on issues related to harassment and bullying. Brainstorm Production performances highlighting issues relevant to each year group as well as visits by the Police Liaison and cyber safety awareness talks.

Year 7 and 8 students are timetabled with a welfare lesson each cycle and within this structure they are taught about bullying, cyber bullying; the effects of bullying and what students can do about reporting instances of bullying. Students are also taught the Resilience Doughnut as a strategy to improve their wellbeing and hence the ability to focus on the positives structures in their lives and how to reinforce them.

Harmony day is another awareness raising opportunity for the school community to raise awareness about dignity and cultural differences and celebrate these ideas.

Our school is also part of the “Breaking the Silence” program facilitated by White Ribbon Australia which aims to raise awareness of violence against women and teach them respect amongst the school community. The SLRC runs activities and events to raise awareness of the White Ribbon campaign.

As part of the PBEL roll call activities, students are taught the PBEL school values and discuss the how students can show what being respectful, responsible and successful looks like.

All incidents of bullying will be dealt with and documented by the supervising teacher on SENTRAL and reported to the Deputy Principal.

The Deputy Principal will also be notified of all bullying incidents and investigate and respond according to the school wellbeing and discipline policy and DEC guidelines.

Teachers will aim to document incidents as soon as possible and contact the Deputy Principal who will aim to ensure both the bullying stops and all parties have support structures in place to prevent further incidents.

Our community wants all bullying to stop. Initial incidents of bullying will result in mediation. Once a report is made notifying the Deputy Principal, they will conduct an initial interview with the students involved and, where appropriate, work with students to complete a PBEL reflection sheet. If it is appropriate for an apology to be issued, then the Deputy Principal will facilitate a verbal and/or written apology between the students involved.

Students are encouraged to report back if the bullying continues. Staff will be made aware of any bullying incidents at weekly welfare meetings and teachers will be asked to be vigilant of any further anti-social behaviours.

Year Advisers will check-in with the students involved to monitor the success of the initial intervention.

A set of consequences will be put in place, in line with the Department of Education and Communities Discipline Policy, if the above procedure is deemed unsatisfactory.

If students require additional support the Wellbeing Team will organise the involvement with outside organisations.

### Complaints Handling

Parents can phone and make an appointment to discuss their concerns with the Year Adviser, Deputy Principal or Principal. At Narrabeen Sports High School we like parents to contact us first – do not wait if there is a problem.

If your complaint cannot be resolved in an informal way, we may ask you to put it in writing. It is important that you include specific details of the situation and tell us what you would like to happen as a result of your complaint. We can help you to put your complaint in writing, if you require it.

This Anti-bullying plan is available on the school website and in hard copy from the school office. It will be monitored for effectiveness and reported on in the Annual School Report (also available on the school website.) It will be reviewed and updated every 3 years as part of the School Plan.

School executive will review students on level 2 on SENTRAL at executive meetings for monitoring across faculties. This is to identify any patterns of anti-social behaviour. These students will be referred to the Deputy Principal or Wellbeing Team to investigate or interview and monitor.

The Wellbeing Team will monitor through SENTRAL the reporting of and types of incidences of Bullying. The policy will be reviewed during a Wellbeing Team review during Term 4.

The school will promote and publicise its Anti-bullying Policy through the Hands Off brochure given to students in year meetings or when they have been involved in bullying incidence. The document will be given to all new

enrolments and published on the school website. The bullying policy will be tabled to all staff at a staff meeting for ratification and to the parent body through a P&C meeting.

The Wellbeing Team will report annually to the school community on any changes made to the Policy after review. This will be documented in the Annual School Report.

The school will undertake to survey the school community through an online questionnaire every three years and Year 7's will be given a modified survey in semester 2 every year to gauge their wellbeing at NSHS.

### Additional Information

**School Liaison Police Officer:** Senior Constable Dennis Goodwin

**Kids Help Line:** ph: 1800 55 1800 or [www.kidshelp.com.au](http://www.kidshelp.com.au)

**Black Dog institute:** [www.blackdoginstitute.org.au](http://www.blackdoginstitute.org.au)

**Headspace:** [www.headspace.org.au](http://www.headspace.org.au)

**Bullying No Way:** [www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au)

**Youth Reach:** 12 Powells Rd, Brookvale, 2100 Ph: 99072604

Email: [youthreach@vinnies.org.au](mailto:youthreach@vinnies.org.au)

**The Northern Beaches Project:**

### Principal's comment

Narrabeen Sports High School is a safe and happy school. There is no place for bullying or harassment of any type at our school. Students, staff and parents are encouraged to report such incidents so they can be resolved effectively and especially so the bullying and harassing behavior stops. To support this staff are trained in methods of best practice to identify and resolve bullying and harassment effectively. Our students are not only taught respect and responsibility in relation to reacting successfully to any incidents, but are also provided with resilience strategies and are encouraged to report bullying. Parents are encouraged to contact the school when they are concerned and they are called when instances arise which can impact upon the wellbeing of their child. Information is frequently distributed to parents via the newsletter and email providing strategies to assist in combatting harassing and bullying behaviour.

Lance Berry: Principal

Lisa Peacock: Deputy Principal

Tracy Postle: Deputy Principal

Romayne Kiprioti: Wellbeing Co-ordinator

Wellbeing Team

Sue Blunsden: School Counsellor

Learning Support Team

PBEL Team

Youth Workers

Student Leadership and Representative Council

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