

Hauraki Primary School Policy Document

Bullying

Rationale:

As part of its overall safe school policy, Hauraki does not accept bullying, but actively seeks to provide an environment that is safe from all forms of intimidation that applies to everyone who has a relationship or involvement with the school.

Purpose:

To provide a comprehensive, universally understood definition of bullying behaviour and to outline strategies for all members of the school community to combat social, emotional, physical and all other forms of bullying.

Definition:

Bullying usually has four common features:

- It is deliberate
- It is repeated over a period of time
- It is difficult for those being bullied to defend themselves
- It is harmful either short term or long term
- **There are three main types of bullying:**
- Physical: hitting, kicking, taking belongings
- Verbal: name-calling, insulting and racist remarks
- Social/Relational: spreading nasty stories, posting negative material, excluding from groups, ostracizing and cyber bullying

Guidelines:

1. All members of the school community have responsibility to recognise bullying and to take action when they see it happening.
2. Every effort will be made to eliminate any action that may constitute staff bullying so a safe working environment is provided.
School wide anti-bullying messages will be made explicit to students staff and parents in the following ways:
 - health and P.E programme
 - values assemblies
 - clear and explicit standards set by teachers in individual classrooms
 - aligned with good teaching practice including the key competencies, managing self, relating to others, participating and contributing
 - awareness of digital citizenship
 - observers of bullying will be encouraged to report this
 - school communication e.g. newsletter, parent meetings\results of parent surveys
4. All bullying complaints, including those involving digital technology, will be dealt with speedily, fairly and in confidence, as much as appropriate.
5. All staff should treat any report of bullying seriously and take action, whether it is inside or outside school.
6. Promote a safe telling culture by encouraging two-way communication between home and school, ensure students know they will be listened to and that teachers take all reports seriously.
7. Staff should first listen to the student or students, and make enquiries as necessary to clarify exactly what has happened.

8. The student(s) should be assured that they have acted correctly in reporting the bullying.
9. The staff member should pass information onto the DP/AP or Principal in severe cases. The emphasis must be on changing the behaviour of the bullying student(s), while providing support for the student who has been bullied.
10. Follow-up should be discussed with the student. It is important that the staff member checks a week or so later with both the student and the person to whom the information was passed.
11. Communication between home and school is considered important when dealing with bullying issues.
12. Seek outside support if deemed necessary eg MOE, RTLB, NZ Police, CYF.
13. Bullying is considered a serious issue. It is regarded as inappropriate behaviour for the purposes of the "Discipline" policy and it may be regarded as 'gross misconduct' for the purposes of the stand-downs, suspension and exclusion policy.

Signed: *A. Male*

Date: 1.12.14

Chairperson Board of Trustees

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Related Policies: Complaints policy
Digital Citizenship policy
Standdown, Suspension and Exclusion policy