



Education &
Communities

Anti-bullying Plan

Cardiff 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.

Through consultation with the whole school community Cardiff High School has developed an Anti-bullying plan which includes protection, prevention, early intervention and response strategies for student bullying.

This plan will be reviewed with the whole school community every three years and will reflect and respond to emerging issues in student behaviour and to current understandings about good practice in managing student behaviour.

Statement of purpose

The school will provide a positive culture where bullying is not accepted, and in so doing, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their environment. The school community is committed to this and recognises that purposeful and planned action is required to create a secure and pleasant environment for all students, staff and visitors. Cardiff High actively promotes zero tolerance of bullying, harassment and intimidation. This includes cyber bullying occurring on phones, internet and social websites

Protection

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. Cyberbullying 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, sexuality or culture. 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.

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.

All members of the school community contribute to the preventing bullying by modelling and promoting appropriate behaviour and respectful relationships.

Prevention

At Cardiff High School, we will build on the protective factors and refer to strategies specifically designed to prevent bullying behaviour such as:

- developing and implementing programs for bullying prevention
- embedding anti-bullying messages into each curriculum area.

Early Intervention

Parents, teachers, students and the community will be aware of the school's position on bullying. The school will follow the process of early prevention, intervention and then resolution of any bullying incidents. The following strategies will be implemented:

- Respect, responsibility and other core values to be taught across all key learning areas promoting acceptable behaviour and the school agreed purpose and principles
- Bullying will be dealt with quickly and effectively by the staff member it is reported to initially and may be referred as needed.

Actions will be linked to the school Discipline Policy to include strategies to deal with unacceptable behaviours, including suspension where necessary. Suspension will be recommended for **Aggressive Behaviour**. This includes, but is not limited to: hostile behaviour directed towards students, members of staff or other persons, including verbal abuse and abuse transmitted electronically such as by email or SMS text. (*Suspension and Expulsion Policy*)

Cardiff High School delivers Welfare Programs during Year 7 Pastoral Care lessons over a 12 month period, emphasizing Department of Education core values of respect, integrity, excellence, respect, responsibility and co-operation, participation, care, fairness and democracy.

Year 8-12 students will be involved in Welfare focus days incorporating Department of Education core values.

Response

Bullying will be dealt with quickly and effectively by the whole school staff.



When a staff member is notified, they will verify details, respond, and resolve the issue if possible.

The incident will be recorded on the school 'MILLENNIUM' database for all parties involved. The incident may be referred to the Year Adviser, Head Teacher, Deputy Principal or Principal for further action.

Bullying that appears to involve criminal behaviour such as violence, threats, intimidation, inciting violence or hacking should be reported to the police and to the School Safety and Response Unit hotline on 1300 363 778.

Cardiff High School will regularly educate students and parents regarding anti-bullying strategies through lessons, assemblies, the school newsletter and school website.

If a student reports a bullying incident or a teacher witnesses a bullying incident the teacher should:

- Listen and provide support to the student acknowledging the nature and seriousness of bullying behaviour
- Find out the background and attempt to resolve the incident
- Record the incident of bullying behaviour on the 'MILLENNIUM' database
- Refer the matter if necessary

If incident is not resolved or there is a developing pattern emerging, the

Deputy Principal will:

- Conduct brief intervention with relevant people
- Refer student to appropriate welfare intervention
- Put in place Anti-bullying procedures as appropriate (eg. mediation, restoration, protective strategies, and disciplinary procedures)
- In case of students 16 years and above privacy and confidentiality rights will be taken into consideration. Refer to the [Privacy Code of Practice](#).

Parents/Caregivers and Community:

- Help students identify the difference between single incidents, student differences and bullying
- Be aware of the school Anti-bullying plan and work collaboratively with the school to resolve incidents of bullying
- Encourage students to discuss the effects and consequences of bullying
- Encourage students to report any incidents of bullying
- Contact the school if you are aware that any child is being bullied or suspect that it is happening.

'MILLENNIUM' will be used to collect data and inform the school of actions taken and actions needed. This data will also provide information for the school to monitor and evaluate the effectiveness of the current Anti-bullying Plan.

Every three years a committee will be formed to review the Anti-bullying Plan and Procedures.

For departmental appeal procedures and information refer to the [Complaints Handling Policy](#).

Year Advisers will collect data from 'MILLENNIUM' on patterns of bullying and will discuss and implement appropriate group and individual strategies as required and at School Learning Support Team Meetings if further assistance is needed.

Principal's comment

Cardiff High School does not tolerate bullying. Bullying can take many different forms and it is essential that students report any bullying to staff immediately, whether on behalf of themselves or a fellow student. The school can't help our students if we don't know about their problems. There are a range of people within the school who students can talk to about bullying including their teachers, Year Advisers, Girls' Adviser, Counsellors, Deputy Principals or the Principal. Parents and students now have the power to address cyberbullying by reporting issues at www.esafety.gov.au. I implore all students to be responsible school citizens, respect the rights of their peers and to take a stand against bullying.

Gareth Erskine
Principal

Additional Information

School Liaison Police officer (SLP): Nathan Johns Ph: 0437 778712
Email: john1nat@police.nsw.gov.au

Youth Development Officer (YDO): Brad Dunn Ph: 0249503880
Email: ydo@calm.org.au

Kids Helpline: 1800 55 1800

www.kidshelp.com.au [www.bullyingnoway.com.a
u/](http://www.bullyingnoway.com.au/) www.cybersmart.gov.au/
www.esafety.gov.au

This plan was developed in 2012 in consultation with the:

Welfare team (Principal, Deputy Principal, Girls' Adviser, Year Advisers, School Counsellor and Student Representatives)

Cardiff High School P&C

Hunter/Central Coast Student Welfare consultant –

Tony Schofield

Hunter/Central Coast Drug Education consultant-

Kerry Spicer-Worth

This plan was updated in 2015 in consultation with the:

Cardiff High School Executive

Cardiff High School P&C

School contact information

Cardiff High School

Boronia St, Cardiff, 2285

Ph: 02 49549966

Fax: 02 49566413

Email: cardiff-h.school@det.nsw.edu.au

Web: www.cardiffhigh.com.au

