



Bullying Prevention Procedures

(See also Bullying Prevention Policy)

BULLYING PREVENTION

Rossbourne School has a number of programs and strategies in place to build a positive and inclusive school culture. We strive to foster a school culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness and respect.

Bullying prevention at Rossbourne School is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effect way to prevent and address bullying. At our school:

- We have a positive school environment that provides safety, security and support for students and promotes positive relationships and wellbeing.
- We strive to build strong partnerships between the school, families and the broader community that means all members work together to ensure the safety of students.
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour.
- A range of year level incursions and programs are planned for each year to raise awareness about bullying and its impacts.
- In the classroom, our social and emotional learning curriculum teaches students what constitutes bullying and how to respond to bullying behaviour assertively. This promotes resilience, assertiveness, conflict resolution and problem solving.
- The Peer Support Program and the Peer Mediation program encourage positive relationships between students in different year levels. We seek to empower students to be confident communicators and to resolve conflict in a non-aggressive and constructive way.
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed.
- We participate in the National Day of Action against Bullying and Violence.

INCIDENT RESPONSE

Reporting concerns

Bullying complaints will be taken seriously and responded to sensitively at our school.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff as soon as possible.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by Rossbourne School are timely and appropriate in the circumstances.

We encourage students to speak to their homeroom teachers or School Section Leaders. Students are further encouraged to discuss their concerns with any trusted members of staff including Wellbeing staff.

Parents or carers who develop concerns that their child is involved in, or has witnessed bullying behaviour at Rossbourne School should contact Director of Wellbeing.

Investigations

When notified of alleged bullying behaviour, school staff are required to:

1. record the details of the allegations in the Learning Management System (SEQTA); and
2. inform related staff, School Section Leaders, Director of Wellbeing and Principal.

The School Section Leader and Director of Wellbeing are responsible for investigating allegations of bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying, the School Section Leader and Director of Wellbeing may:

- speak to the those involved in the allegations, including the target/s, the students allegedly engaging in bullying behaviour/s and any witnesses to the incidents
- speak to the parents of the students involved
- speak to the teachers of the students involved
- take detailed notes of all discussions for future reference
- obtain written statements from all or any of the above.

All communications with the School Section Leader and Director of Wellbeing in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.

Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).

Responses to bullying behaviours

When the School Section Leader and Director of Wellbeing has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with home room teachers, School Section Leaders, Director of Wellbeing and Principal.

There are a number of factors that will be considered when determining the most appropriate response to the behaviour. When making a decision about how to respond to bullying behaviour, Rossbourne School will consider:

- the age and maturity of the students involved
- the severity and frequency of the bullying, and the impact it has had on the target student
- whether the student/s engaging in bullying behaviour have displayed similar behaviour before
- whether the bullying took place in a group or one-to-one context
- whether the students engaging in bullying behaviour demonstrates insight or remorse for their behaviour
- the alleged motive of the behaviour, including any element of provocation.

Principal, Director of Wellbeing or School Section Leader may implement all, or some of the following responses to bullying behaviours:

- Offer counselling support to the target student or students, including referral to the Student Wellbeing Team or external provider.
- Offer counselling support to the students engaging in bullying behaviour, including referral to the Student Wellbeing Team or external provider.
- Offer counselling support to affected students, including witnesses and/or friends of the target student, including referral to the Student Wellbeing Team or external provider.
- Facilitate a restorative practice meeting with all or some of the students involved. The objective of restorative practice is to repair relationships that have been damaged by bringing about a sense of remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied.
- Facilitate a mediation between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance. Mediation is only suitable if all students are involved voluntarily and demonstrate a willingness to engage in the mediation process.
- Facilitate a process using the Support Group Method, involving the target student(s), the students engaging in bullying behaviour and a group of students who are likely to be supportive of the target(s).
- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare a Safety Plan or Behavioural Management Plan restricting contact between target and students engaging in bullying behaviour.
- Provide discussion and/or mentoring for different social and emotional learning competencies of the students involved, including, connecting affected students with an appropriate mentor and/or providing access to resilience programs.
- Monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary.
- Implement year group targeted strategies to reinforce positive behaviours, for example include bullying and its effects into curriculum and invite external speakers to reinforce desired messages.
- Implement disciplinary consequences for the students engaging in bullying behaviour, which may include removal of privileges, detention, suspension and/or expulsion consistent with our Student Wellbeing and Engagement policy, in compliance with the Ministerial Order on Suspensions and Expulsions.

Rossbourne School understands the importance of monitoring and following up on the progress of students who have been involved in or affected by bullying behaviour. Where

appropriate, school staff will also endeavour to provide parents and carers with updates on the management of bullying incidents.

Direct of Wellbeing is responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

The following websites and resources provide useful information on prevention and responding to bullying, as well as supporting students who have been the target of bullying behaviours:

- [Bully Stoppers](#)
- [Kids Helpline](#)
- [Lifeline](#)
- [Bullying. No way!](#)
- [Student Wellbeing Hub](#)
- [Office of the eSafety Commissioner](#)
- [Australian Student Wellbeing Framework](#)

See Rossbourne School policies and procedures including:

- **Bullying Prevention Policy**
- **Care, Safety and Welfare of Students (Restrictive Interventions)**
- **Student Behaviour Management – Discipline**
- **Student Wellbeing and Engagement**

EVALUATION

These Procedures will be reviewed on a 1-2 year basis, or earlier as required, following analysis of school data on reported incidents of, and responses to bullying to ensure that the policy remains up to date, practical and effective.

Data will be collected through:

- *discussion and consultation with students and parent/carers*
- *regular student bullying surveys*
- *regular staff surveys*
- *assessment of other school-based data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented*

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