



Student Bullying Policy

Status:	Current	Supersedes: All previous Rockhampton Girls Grammar School policies
Authorised by:	Executive	Date of Authorisation: July 2022
Review Date:	This policy will be reviewed every 2 years, or as appropriate, to take account of new legislation or changes to school's operations and practices and to make sure it remains appropriate to the changing environment.	Next Review Date: July 2024
Policy Owner:	Board of Trustees of Rockhampton Girls Grammar School <i>trading as</i> Rockhampton Girls Grammar School CRICOS Provider No: 00508E	Access: S:\All Staff - Policies Procedures and Forms\STUDENT RELATED DOCUMENTS\POLICIES & PROCEDURES Publicly available: SCHOOL WEBSITE



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1. PURPOSE

All members of the Rockhampton Girls Grammar School community have the right to be in an environment free from fear, intimidation and harassment. All students have the right to feel safe and comfortable at school and to be treated with respect by others. Bullying in any of its forms will not be tolerated and will be treated seriously. This policy relates to all students, including those aged 18 years and over, and parents.

2. DEFINITIONS

Bullying is a form of abuse and occurs when an individual or a group of people with more power repeatedly and intentionally cause hurt or harm. It can be obvious or covert.

Bullying differs from general incidents of conflict. The 3 main features of bullying are that it:

- causes hurt and distress
- is repeated
- can involve the use of power in an unfair way

Bullying Behaviour

Examples of bullying behaviour may include:

- **Verbal bullying**

Name calling; 'put-downs'; derogatory comments about another's appearance, or another's social, cultural or religious beliefs; threats; spreading malicious rumours; belittling others; and negative references to family or ethnic background.

- **Physical bullying**

Hitting; poking; pushing; punching; kicking; tripping; stand over tactics; taking, hiding or damaging belongings;; and non-verbal signs and gestures intended to intimidate.

- **Emotional bullying**

Ignoring; excluding; ostracising; alienating; circulating offensive notes; offensive graffiti; influencing others not to like or associate with someone; controlling or dominating someone by withdrawing or threatening to withdraw friendship; pressuring others to act against their will – such as giving up possessions or money; and requesting schoolwork for the purpose of copying or stealing.

- **Cyber bullying**

Offensive electronic/text messages or emails; placing or posting offensive material on the internet or through messaging programs, chat rooms and/or social networking sites (e.g. Facebook, Instagram, KiK, SnapChat); using a person's account name to impersonate them (setting up a fake account); sharing and forwarding of inappropriate material; sexting; and intentionally excluding others from an online group.

- **Sexual bullying**

Taunts about body parts and development; teasing about sexual orientation; unwanted/unsolicited sexual attention from another; and notes or pictures depicting sexual content intended to harass.

3. RESPONSIBILITIES

All members of the School community have a responsibility to respond to incidents of bullying.

3.1. School Responsibilities

Rockhampton Girls Grammar School undertakes to:



- Provide a supportive environment which encourages positive relationships between students, staff and parents
- Provide curriculum material through our Pastoral Care Program which assists with developing appropriate social skills, positive relationships and resilience

3.1.1. Discouraging Bullying

The approach used by the School to discourage bullying will vary over time in line with best practice initiatives and may include but is not limited to:

- Engaging students across all year levels in anti-bullying education including bystander and responsible reporting information
- Incorporating anti-bullying messages in the pastoral care curriculum.
- Promoting a culture of care, inclusion and support across all aspects of the school including the Pastoral Care Program and assemblies
- Publishing the anti-bullying policy on the School's website.
- Using an appropriate range of interventions applicable to the age group and situation to manage and discourage bullying behaviour
- Keeping the school community informed about relevant resources to promote understanding and awareness
- School-wide participation in annual events that promote awareness and discourage bullying behaviour e.g. Day for Dolly
- Encouraging staff to actively supervise whilst on duty to ensure a visible staff presence
- Covering policies and procedures, including the School's Student Bullying Policy during new staff inductions and during a new students orientation.
- Reviewing the *Rockhampton Girls Grammar School's Student Bullying Policy* periodically, to ensure it remains effective and relevant

3.2. Employee Responsibilities

At Rockhampton Girls Grammar School, employees have a responsibility to:

- Be familiar with this policy
- Be receptive to students who report incidents of bullying
- Report bullying behaviour
- Participate in professional development and training provided by the school
- Recognise bullying behaviour and be able to differentiate bullying from other anti-social activity
- Be a positive role model
- Follow documented school procedures and refer to relevant staff if appropriate
- Create and deliver curriculum materials and participate in other school initiatives that contribute to the development of students' awareness of bullying behaviour
- Commit to timely and accurate record keeping, follow up and ongoing monitoring.

3.3. Parent Responsibilities

At Rockhampton Girls Grammar School, parents have a responsibility to:

- Be familiar with this policy
- Encourage their child to report any ongoing incidences of concern to their class teacher or Care teacher
- Encourage their child not to retaliate to bullying behaviour
- Follow and support the School's processes if their child is involved in bullying behaviour (either as a student who has been bullied, or who has engaged in bullying behaviour). This includes advising their daughter/s to refrain from using mobile phones to contact home during school hours which is in



breach of the School's mobile phone policy. At the discretion of the Principal or Deputy Principal – Students, students may contact parents via Reception and following an investigation, parents will be contacted by a member of staff as appropriate.

- Report any bullying behaviour in accordance with section 4 of this policy

3.4. Student Responsibilities

At Rockhampton Girls Grammar School, students have a responsibility to:

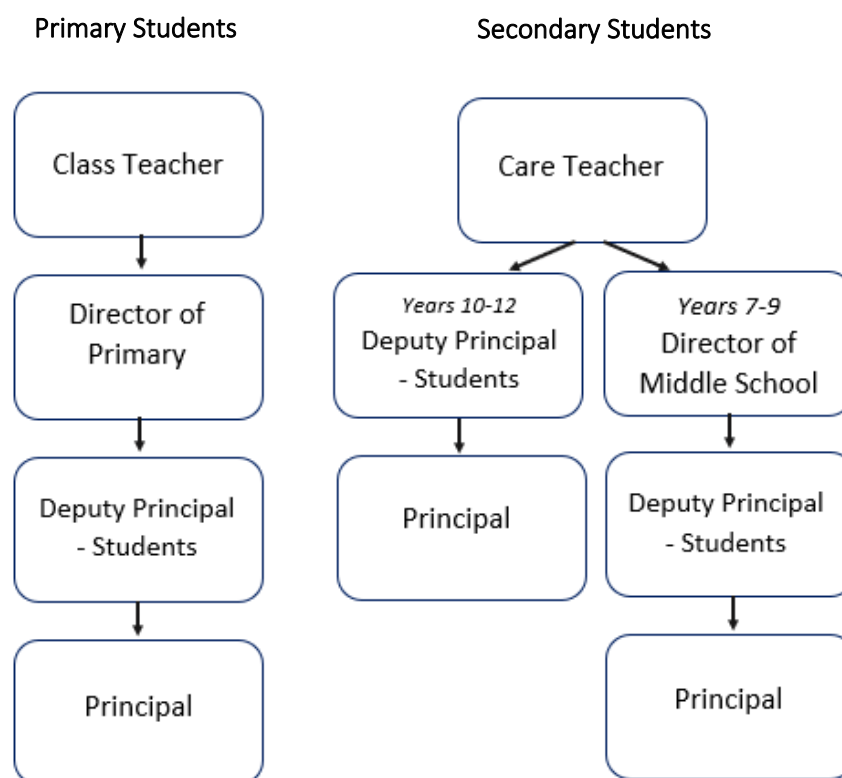
- Not participate in bullying behaviour; and
- Report any bullying behaviour in accordance with section 4 of this policy

4. REPORTING BULLYING

All forms of Bullying (including suspected bullying) must be reported. All reports of bullying will be dealt with by the School, as far as possible in a confidential manner.

Anyone who is bullied, or is aware of, or suspects bullying behaviour should report this by following process outlined in the following flowchart:

Reporting Flowchart



5. INVESTIGATION AND OUTCOMES

An incident can be reported by a student, parent, visitor or member of staff.

- Students identified as being involved in an anti-social/negative behavior incident for the first time will be interviewed by the staff member who observed the incident or the staff member to whom it was reported. The incident will be discussed with the students involved and expectations will be reinforced.
- Once this has occurred the focus will be on the relevant student/s meeting the School's behavior expectations. Details of the incident will be recorded and reported to the appropriate member of staff.



- If a student/s is identified as being involved in a repeated incident involving the same target, the issue may be treated as bullying. The student/s will be interviewed by the Head of Boarding, Directors of Primary/Middle School and/or Deputy Principal and their parents will be informed.
- At the discretion of the Deputy Principal or Principal, a number of different methods may be used by the School to resolve the bullying conflict depending on the situation.
- Depending on the outcomes of the investigation, a meeting may be called with relevant staff, the student and parents to discuss concerns.
- Students who continue to be involved in ongoing bullying will be interviewed by the Principal together with their parents.
- Should the bullying continue following support and intervention, appropriate action, which may include suspension or cancellation of enrolment, will be taken at the discretion of the Principal.

6. SUPPORT FOR STUDENTS AND PARENTS

The School will provide support to students and their parents which may include, where appropriate:

- Being informed of the outcome of the School's investigation
- Being consulted in respect of the support to be offered by the School