

Title Document Type Document Owner Directorate Date of Publication	<b>Bullying Policy</b> <b>POL - Policy</b> <b>Rebecca Morse</b> <b>EDU – Education, Employment, and Training</b> <b>23/06/2022</b>	Document Number <b>CA-POL-0019</b>
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## 1 Purpose

Bullying is a form of abuse that can seriously affect the health, wellbeing, and educational outcomes of children. This includes those being bullied, those bullying others, families, and the whole school community.

Communicare Inc. has a commitment to minimising risk of harm to children and young people and the effective management and prevention of bullying within the school environment contributes to this. The Academy's *Bullying Policy* should be read in conjunction with the organisation's *Keeping Children and Young People Safe Policy*.

It is the duty of Communicare Academy, as a registered school, to provide a safe learning environment for all students. This policy outlines the approach to managing and preventing bullying the Academy will use in upholding this duty.

## 2 Scope

This policy covers the management of student on student bullying. When a student bully is over the age of 18, criminal processes may need to be followed.

This policy does not cover the claims of adults bullying students, these claims are treated as child abuse and managed through the *Child Protection* and other related policies.

This policy also does not cover claims of bullying amongst employees, these claims are managed through Communicare Inc.'s *HR-POL-0001 Workplace Bullying Policy*.

## 3 Policy

### 3.1 Bullying Prevention

Creating a learning environment which actively prevents bullying is a priority of schools. The Academy develops a positive and respectful culture within the school through the House Point System, Connect Classes, engagement programs, sport teams, and Wellbeing Classes.

Staff model appropriate behaviour and conflict resolution and students are provided every opportunity to engage positively in social situations. Students are also provided with opportunities to discuss issues during Community Circle at each assembly, and during Connect class each morning. Students are also provided with education sessions through external parties in order to raise awareness of bullying issues.

During enrolment interviews, the Principal and Enrolments and Administration Officers ascertain if the student applying to the Academy has a previous relationship with other students currently enrolled at the Academy. This allows the Academy time to put protective measures in place if the student is granted a place at the school and to ensure potential issues are managed before they arise. The Principal may choose to deny an enrolment if they believe it would be detrimental to the safe learning environment of the school.

## 3.2 Managing Bullying

When bullying does occur, the Academy uses the following process:

1. All claims of bullying are taken seriously and treated confidentially. Staff have a responsibility to provide a school environment that is safe and free from bullying. Bullying is seen as a serious matter and will be investigated in a timely manner.
2. A victim of bullying can make a formal complaint to their teacher, the Leadership Team, or Student Services Team. A person against whom a complaint of bullying has been made will be treated confidentially and fairly while the complaint is investigated.
3. If bullying is witnessed by staff and students, staff must intervene and report the incident.
4. Staff and students are encouraged to raise the issue of bullying directly with the person believed to be responsible for the bullying. An informal approach can quickly resolve an instance of bullying.
5. Staff and students should:
  - a. Model anti-bullying behaviour
  - b. Take appropriate steps to discourage and prevent bullying
  - c. Be alert to bullying behaviour and signs of distress in students
  - d. Advise staff of bullying
6. Should the bullying continue, the Leadership Team will interview the victim, then the alleged perpetrators.
7. Depending on the outcome of the meetings, restoration of relationship will be sought, facilitated by the Student Services Team. A supervised discussion between the parties to take place with strategies put in place to resolve the bullying and subsequent behaviours to be monitored by all staff. Parents/guardians of both parties will be contacted and updated on the progress.
8. If the bullying continues, the Principal may withdraw the place of the bully.

Should the bullying occur outside of school, there may be changes to what action the Principal can take as outlined above. Where there are questions as to what action the school can or cannot take, the Principal will seek advice from AISWA and their legal team. Parents/guardian of the victim will be advised that bullying which takes place online or outside of school hours can also be reported to the police for further support.

Students over the age of 18 who bully students under the age of 18 may also face criminal charges in relation to acts of bullying. The school may have to report these acts of bullying to the authorities in those circumstances.

## 4 Responsibilities

Principal

- Implementing prevention strategies
- Upskilling staff on the management of bullying
- Modelling appropriate behaviour and setting the standard for the school against bullying

- Implementing the policies and procedures
- Staff
- Following the policy and procedures
  - Communicating with parents/guardians
  - Ensuring appropriate behaviour management strategies are used when necessary to stop bullying incidents
- Students
- Following the *Student Code of Conduct*
  - Understanding the consequences of bullying behaviour
  - Engaging in all bullying prevention programs and sessions

## 5 Abbreviations, Acronyms and Definitions

The Director General of the Department of Education has adopted the national definitions of bullying, harassment, and violence available on the Australian Government websites [studentwellbeinghub.edu.au](http://studentwellbeinghub.edu.au) and [bullyingnoway.gov.au](http://bullyingnoway.gov.au) and expects schools to adopt these or similar definitions.

**Bullying** *Bullying* is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour, that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons.  
*Bullying* can happen in person or online, and it can be obvious (over) or hidden (covert). Bullying of any form or for any reason can have long-term effects on those involved, including bystanders.  
 Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. However, will still be addressed and resolved.

## 6 Related Documents/Legislation

008 Academy Staff Code of Conduct  
 Behaviour Support Policy  
 Child Protection Policy  
 Criminal Code 1913 (WA)  
 Disability Discrimination Act 1992 (Commonwealth)  
 Disability Standards for Education 2005  
 Equal Opportunity Act 1984 (WA)  
 COR-POL-0084 Keeping Children and Young People Safe Policy  
 022 Mobile Phones Policy  
 School Education Act 1999 (WA)  
 School Education Regulations 2000 (WA)  
 State Records Act 2000 (WA)  
 Student Code of Conduct

## 7 Document Governance

Prepared by:	Rebecca Morse	Head of Teaching	08/11/2021
Approved for use by:	Matthew Borgward	Principal	23/06/2022
Date endorsed by the Board (only applicable to certain policies):			

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Summary of change from last revision (n/a if first time issued):	Changes made to meet current Registration Guidelines.
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