



NEWCASTLE  
GRAMMAR  
SCHOOL

# **Bullying Prevention and Intervention Policy**

Policy Number (PN): 8.2.4.1

Reviewed: November 2024



## Current NGS Policies & Procedures

### 8.2.4.1 Bullying Prevention and Intervention Policy

**Reviewed:** November 2021

November 2024 – formatting and change to wording of ‘Students’ Responsibilities’

**Due for review:** November 2025

#### 1. Introduction

Newcastle Grammar School (NGS) has policies and procedures that provide for student wellbeing and ensure an environment where risk of harm is minimised and students feel safe. NGS recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the School are respected and accepted for all.

#### 1.1 Purpose and Scope

The purpose of this policy is to support the School to prevent and address issues of student bullying in order to support respectful relationships and our RISE Values. NGS staff will work in partnership with parents/guardians who have an integral role to play in the prevention and resolution of bullying.

This policy applies to students, families, staff, contractors, volunteers and visitors of the School.

#### 1.2 Definitions

**Bullying** – is “an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records). Bullying of any form or for any reason can have immediate, medium and 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.” (<https://bullyingnoway.gov.au/understanding-bullying>).

Bullying can take many forms including:

- Physical bullying which involves physical actions such as hitting, pushing, obstructing or being used to hurt or intimidate someone. Damaging, stealing or hiding personal belongings is also a form of physical bullying.
- Psychological bullying is when words or actions are used to cause psychological harm. Examples of psychological bullying include name calling, teasing or making fun of someone because of their actions, appearance, physical characteristics or cultural background.
- Indirect Bullying is the deliberate acts of excluding someone from the group or spreading rumours that are used to hurt or intimidate someone.
- Cyber Bullying is the ongoing abuse of power to threaten or harm another person using technology. Cyber bullying can occur in chat rooms, on social networking sites, through emails or on mobile phones. It is using technology to make malicious comments or demean another person. However, the intent and magnitude of the Cyber-bullying incident is an important factor in the identifying and categorising of the attack.
- Mutual Conflict Situations which arise where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation.

## 2. Policy

NGS is committed to providing a safe and positive learning environment where individual differences and diversity within the School are respected and accepted for all.

NGS does not tolerate any form of bullying behaviour including online (or cyber) bullying.

Counselling and/or disciplinary action in accordance with our Behaviour Management Plan will be taken in any case where a student is found, upon reporting and investigation, to have bullied another student.

It is our policy that:

- Bullying be managed through a 'whole of school community' approach involving students, staff and parents/guardians.
- Bullying prevention strategies are implemented within NGS on a continuous basis with teaching age-appropriate skills and strategies to empower staff, students and parents/guardians to recognise bullying and respond appropriately.
- Bullying response strategies are tailored to the circumstances of each incident.
- Staff establish positive role models emphasising our no-bullying culture.
- Bullying prevention and intervention strategies are reviewed on an annual basis against best practice.

### **3. Roles and Responsibilities**

#### **3.1 Head of School and Executive**

The Head of School will ensure NGS implements and regularly reviews bullying prevention and intervention policies and behaviour management procedures, which includes all steps to build a safe and supportive learning and teaching environment that aims to reduce or avoid bullying incidents.

The Head of School and Executive will ensure the provision of training for staff on how to reduce the incidence of bullying, how to report and respond to any incidents of bullying and promote the development and maintenance of respectful student relationships.

The Head of School and Executive will provide students with age-appropriate support and education about bullying behaviours, respectful relationships and processes for reporting bullying to ensure their safety.

The Head of School and Executive will ensure bullying complaints are investigated and responded to in a timely and procedurally fair manner in accordance with the Behaviour Management Plan. This includes provision of wellbeing support for students involved in bullying.

The Head of School will maintain and regularly analyse confidential records to identify students involved in bullying behaviours, through patterns and trends.

#### **3.2 NGS Staff**

Will take reasonable care for the safety and wellbeing of students at school or when involved in a school activity. NGS staff will implement classroom anti-bullying education and preventative strategies which promote respectful relationships. NGS staff will notify Executive staff and maintain a confidential record of any alleged bullying matter that is brought to their attention.

NGS staff will notify parents/guardians of bullying incidents that involve their children in a timely manner and will collaborate with students, parents/guardians, wellbeing staff and external agencies such as NSW Police where appropriate, in identifying and addressing bullying behaviour.

NGS staff will always model our RISE Values and non-bullying behaviour including tolerance and acceptance.

### **3.3 NGS Students**

At NGS, all students and members of staff are bound by our RISE Values Statement and are encouraged to interact with each other abiding by these values and conduct themselves responsibly on a daily basis.

All student must abide by the *Student Code of Conduct* and adhere to the following responsibility:

'I have a responsibility to see that I do not laugh at, hit, push, threaten, exclude or in any way denigrate or disrespect other people in our School. I also have the responsibility to do all that I can to ensure all members of our School community are safe and treated with fairness, empathy and respect. I understand that I have a responsibility to report anything that I believe does not meet the standards and rights of each student at this School.'

At NGS we aim for each student to take responsibility for their actions and to have regard for the wellbeing of all others. When a student observes someone bullying another, that student is encouraged to report this behaviour. This might require courage, but it should be remembered that the idea of not reporting bullying allows it to continue.

### **3.4 Parents/Guardians**

Parents/guardians are encouraged to recognise signs of bullying and notify the School through a trusted staff member immediately (such as a classroom teacher, Head of House, Head of Wellbeing K-6, Deputy Head of School, etc.) if they suspect their child is a victim of bullying.

Parents/guardians are expected to support the values of NGS and abide by the *Parental Code of Conduct*. Parents/guardians are required to work collaboratively with NGS staff to prevent and

resolve allegations of bullying in the School. Parents/guardians are required to not engage in bullying behaviours toward any NGS students, staff or other parents.

If parents/guardians become concerned with aspects of the School's Behaviour Management Plan or Student Code of Conduct, they are encouraged to contact the appropriate member of staff – usually in the first instance the student's classroom teacher (K-6) or Head of Wellbeing K-6 or Head of House (7-12), or Deputy Head of School. Parents/guardians are encouraged to refer to the *Complaints and Grievance Resolution Policy and Procedures – School Community* in the event they are dissatisfied with an educational and/or operational matter relating to services provided by the School.

#### **4. Related Policies**

- Student Code of Conduct
- Parent Code of Conduct
- Behaviour Management Policy
- Complaints and Grievance Resolution Policy and Procedures - School Community
- Child Safe Policy
- Enrolment Policy