

## PROCEDURE FOR REPORTING INCIDENTS

- A) When you **hear** of an incident, try to establish:
- 1) Where the incident took place – a) in the classroom, b) in the playground, c) on the way to/from school.
  - 2) When the incident took place – a) during class times, b) during morning or lunch break, c) before or after school.
  - 3) Who was involved -a) single student, b) group of students - any names where possible.
  - 4) Why it took place – a) money, b) equipment c) ‘friends’ d) power, e) other....
  - 5) Is this the first time it has taken place?

Pass on this information to:

- 1) The **classroom teacher** if it happened during class time or you’re unsure of the time.
- 2) The **administration** if it happened before or after school.
- 3) The **playground duty teacher** if it happened during the morning or lunch breaks.

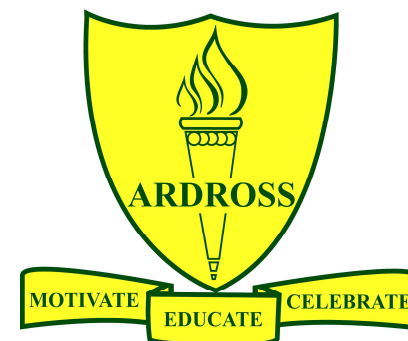
**B)** If you **witness** an incident:

- 1) Before or after school, report it to the **administration**.
- 2) During morning or lunch break, report it to the **teacher on duty**. (Teacher holding a file.)

Reports will be logged on to an incident report form. When the matter has been followed through, an acknowledgement slip will be returned to the person filing the report.

**Any** incident that you think warrants attention can go through the same process.

# ARDROSS PRIMARY SCHOOL



## A FRIENDLY SCHOOL COMMUNITY

## How to Respond to Bullying

## Parents & Guardians

Ardross Primary School is adopting the “Friendly Schools” approach to entrench a harmonious school environment and to develop and implement effective processes to address any bullying that may occur in our school. The Friendly Schools approach was developed as an extensive action research project conducted by the Western Australia Centre for Health Promotion Research with a number of schools.

Parents are an integral stakeholder in ensuring the process is implemented successfully across the school community..

The aim of this pamphlet is to outline the school’s position on bullying and to provide parents with a simple process to follow if they hear of, or see, an incident involving bullying.

## WHAT IS BULLYING:

*Bullying can be defined as:*

A repeated, unjustifiable behaviour, that may be physical, verbal, and/or psychological in nature, that is intended to cause fear, distress or harm to others. Bullying is conducted by a more powerful individual or group against a less powerful individual who is unable to actively resist.

## ‘CYBER BULLYING IS

Bullying that is carried out through an internet service, such as e-mail, chat room, d i s c u s s i o n group or instant messaging. It can also include bullying through mobile phone technologies such as SMS and other social networking sites.

## *Forms of Bullying: Ongoing*

**Physical:** Such as hitting or kicking.

**Verbal:** Such as name-calling or spreading rumours.

**Psychological:** Such as exclusion or threatening gestures.

**Power Imbalance:** By a more powerful individual or group against an individual who is unable to effectively resist.

## **Cyber**

Teasing, spreading rumours online, sending unwanted messages, defamation.

## **ARDROSS PRIMARY SCHOOL A FRIENDLY SCHOOL COMMUNITY**

Our community is committed to making a safe school environment by developing authentic relationships between students, parents and staff based on care, mutual respect and open communication.

Bullying, in any form, will not be tolerated at our school.

Students at Ardross have rights as individuals and are to be treated with kindness and respect. They also deserve to be in an environment where they feel safe and be given opportunities to achieve their personal goals.

Students, parents and teachers have the responsibility to respect the rights of others and to help make our school a ‘friendly place’ by being thoughtful, respectful and courteous to others.

They have a responsibility to:

- be observant to signs of bullying
- report incidents of bullying
- treat reports of bullying seriously and
- follow the correct procedure in attempting to resolve conflict.

The process for reporting incidents of bullying is contained overleaf.

Once confirmed as a case of bullying, the perpetrator will then be placed on the Behaviour Management continuum and receive the appropriate consequence as outlined in the policy, dependent on the severity of the bullying and the current Behaviour Stage.

Ardross Primary School is a Bully Free Zone and **bullying, in any form, will not be tolerated at our school.**

Thank you for your continued support.

Andrew Holmes  
Principal

