Bullying Procedures

At the beginning of the year and regularly throughout the year, rules, routines, rights and responsibilities are taught within each class. These are published in each classroom and cover all aspects of life within the school and are referred to in ‘class meetings’ when necessary to assist staff and students in responding to inappropriate behaviour by students.

Each week the whole school briefing introduces the Pastoral Care topic and teachers and students:

- Explore what the topic means;
- Consider what it looks like when people do it;
- Set goals for achieving the ‘Key to Success’ within the school;
- Evaluate their achievement; and
- Receive awards to encourage desired behaviour each week.

Parents are encouraged to discuss topics being taught through the publication in the school newsletter.

As a school staff, we shall attempt to prevent bullying at Sacred Heart by:

- Being a role model in word and action at all times;
- Being on the lookout for signs of distress or suspected incidents of bullying;
- Making efforts to remove occasions for bullying by actively patrolling areas during playground duty;
- Arriving at class lines on time;
- Reporting bullying to the Principal or Admin team member;
- Taking steps to empower victims before bullying begins;
- Discussing with classes the question of bullying and discuss ways to prevent it;
- Skilling the children in the class through conflict resolution exercises and assertive behaviour; and
- Following the Sacred Heart expectations and consequences consistently for all students.

Steps to counter bullying:

- All reports of bullying will be taken seriously and will be reported to the Principal or Assistant Principal;
- Teachers who learn of bullying actions will respond and report the actions to the Principal or Assistant Principal;
- In the school curriculum, the topic of bullying will be discussed with the children and dealt with at the appropriate level. This will be done at the beginning of each school year in every class;
- Anyone present when bullying occurs has an obligation to try to prevent it;
- Parents who have concerns of possible bullying are strongly advised to contact the school; and
- Parent information sessions will be held throughout the year.
Responsibilities of children:
- To 'talk to an adult' (e.g. parent, teacher, staff member) if they are being bullied or if they see someone else being bullied, both at school and on the way to or from school;
- To help someone who is being bullied; and
- To not bully others.

Responsibilities of parents:
- To watch for signs that their child may be being bullied e.g. unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising;
- To speak to someone on staff (classroom teacher first) if their child is being bullied, or they suspect that this is happening; and
- To encourage their child to seek support if they are bullied.

Reporting Bullying
Incidences of bullying can be reported to any teacher, teacher aide, or school leadership team by children and their parents. Any bullying incidences that are dealt with will be recorded and this record will be kept until we evaluate the program.

Procedures for reported incidence of bullying:
Steps to be followed upon report of bullying:
- Incidents of bullying reported;
- Incidents relayed to appropriate person if necessary; and
- Appropriate person interviews alleged perpetrator, victim and any bystanders to establish facts.

Act of bullying verified:
- Appropriate person counsels so that person who bullied is aware of the effect on victim;
- Appropriate person ensures the perpetrator acts in a responsible and constructive way to remedy the situation (written or verbal apology also needs to be given); and
- Teacher puts appropriate steps from Behaviour Management Policy in place (withdrawal, detention, relevant intervention etc.).

If further incidence of the bullying cycle occurs:
- Teacher, in collaboration with Principal, to interview student and their parents;
- Principal to make clear consequences of repeat occurrence;
- Counselling (on a private basis) is recommended for student who bullied; and
- Further action (internal/external suspension) is at the discretion of the Principal.

Act of bullying not verified:
- Teacher to record incident.

Suspension and Expulsion
Internal Suspension (if deemed appropriate for the behaviours exhibited, i.e. bringing the name of the school into disrepute, extreme violence or disruption (child withdrawn for safety reasons while appropriate care/support is arranged and parents contacted). Class teacher will be informed of action taken.

The Suspension and Expulsion Process to be followed by Leadership Team is clearly detailed in the BCE Administration Handbook.