

Lalor Secondary College  
118 David Street Lalor 3075  
PO Box 1015 Lalor 3075  
Telephone 9463 7300  
Facsimile 9465 3865  
Email: [lalor.sc@edumail.vic.gov.au](mailto:lalor.sc@edumail.vic.gov.au)



# LALOR SECONDARY COLLEGE

## Anti-Bullying Policy

2016-2017

### AIM

The Anti-Bullying policy aims to empower the whole school community to recognise and respond appropriately to bullying and harassment and to contribute to the general health and wellbeing of all students.

## GUIDING PRINCIPLES

Lalor Secondary College is a vibrant school where learning is valued and students empowered to become lifelong responsible learners, where the varying talents of students and staff are recognised and celebrated and where excellence and efforts are rewarded.

## MISSION

The community of Lalor Secondary College values the diversity of our students and acknowledges the abilities and rights of all students to learn and to experience success. All students are encouraged and challenged to reach their full potential.

Our school is a place where:

- Students feel safe and well cared for
- Students are expected to reach their potential
- Students have the opportunity to engage in a range of co-curricular and extra-curricular opportunities
- Everyone is expected to observe and follow the College Values
- Students' achievements are acknowledged and celebrated through Year Level Assemblies
- Outstanding student achievement is celebrated at Presentation Evening.

As a consequence and in support of the above, and in line with Department of Education and Early Childhood Development requirements, the following Anti-Bullying Policy has been established.

This policy will empower the whole school community to recognise and respond appropriately to bullying and harassment and to contribute to the general health and wellbeing of all students.

## DEFINITION

*The following definition and information listed in this section is taken from the Department of Education and Early Childhood Development School Policy and Advisory Guide 2012.*

Category	Includes
Direct physical bullying	<ul style="list-style-type: none"><li>• hitting, kicking, tripping, pinching and pushing or damaging property</li></ul>
Direct verbal bullying	<ul style="list-style-type: none"><li>• name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse.</li></ul>
Indirect bullying	<ul style="list-style-type: none"><li>• action designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes:<ul style="list-style-type: none"><li>- lying and spreading rumours</li><li>- playing nasty jokes to embarrass and humiliate</li><li>- mimicking</li><li>- encouraging others to socially exclude someone</li><li>- damaging someone's social reputation or social acceptance</li></ul></li></ul>
Cyberbullying	<ul style="list-style-type: none"><li>• direct verbal or indirect bullying behaviours using digital</li></ul>

	technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.
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Bullying is when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance on more than one occasion. There is an imbalance of power in incidents of bullying with the bully or bullies having more power at the time due to age, size, status or other reasons.

This table describes the categories of bullying.

**Note:** Many distressing behaviours are not examples of bullying even though they are unpleasant and often require teacher intervention and management.

*Mutual conflict:* involves an argument or disagreement between people but not an imbalance of power. Both parties are upset and usually both want a resolution. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

*Social rejection or dislike:* is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

*Single-episode acts:* of nastiness or physical aggression are not the same as bullying. If someone is verbally abused or pushed on one occasion they are not being bullied. Nastiness or physical aggression that is directed towards many different people is not the same as bullying. However, this does not mean that single episodes of nastiness or physical aggression should be ignored or condoned as these are unacceptable behaviours.

## SCHOOL APPROACH

Lalor Secondary College endeavours to address Bullying through a variety of mediums which are listed below:-

- promote and support safe and respectful learning environments where bullying is not tolerated
- put in place whole-school strategies and initiatives as outlined in the Department's anti-bullying policy
- develop and implement a Student Code of Behaviour that includes processes and strategies to prevent and respond to incidents of bullying and other forms of unacceptable behaviour.
- work in partnership with parents to reduce and manage bullying.
- take a whole-school approach focusing on safety and wellbeing.

## RESPONSIBILITIES

### Students

If a student feels that they are being bullied, or has witnessed bullying behaviour as 'a bystander', they should:

- tell the person that they are being a bully and to stop the behaviour
- support the person who is being bullied and request help from a teacher at the time of the incident
- report behaviour to class teacher or any other staff member
- not bully others
- be aware that if students have witnessed bullying behaviour as a bystander and do nothing, there may be consequences for their behaviour.

## **All Staff**

If a student reports a bullying incident or a staff member witnesses incidents of bullying they should:

- listen and provide support to the target of the bullying by acknowledging the nature and seriousness of bullying behaviour
- find out the background and attempt to resolve the incident
- refer the incident to the appropriate student manager, if follow up is required
- model appropriate behaviours at all times
- implement curriculum that supports social education and student well being

## **Student Managers, Sub School Leaders and Staff Wellbeing Coordinator**

- Provide support to targets of bullying
- Provide support for bullies (i.e. anger management, etc.)
- Ensuring the school anti-bullying policy is implemented consistently throughout the school
- Make contact with parents regarding bullying incidents
- Encourage students to continue to report incidents of bullying behaviour
- Disseminate information regarding the school's anti-bullying policy, procedures and curriculum

## **Parents and Caregivers**

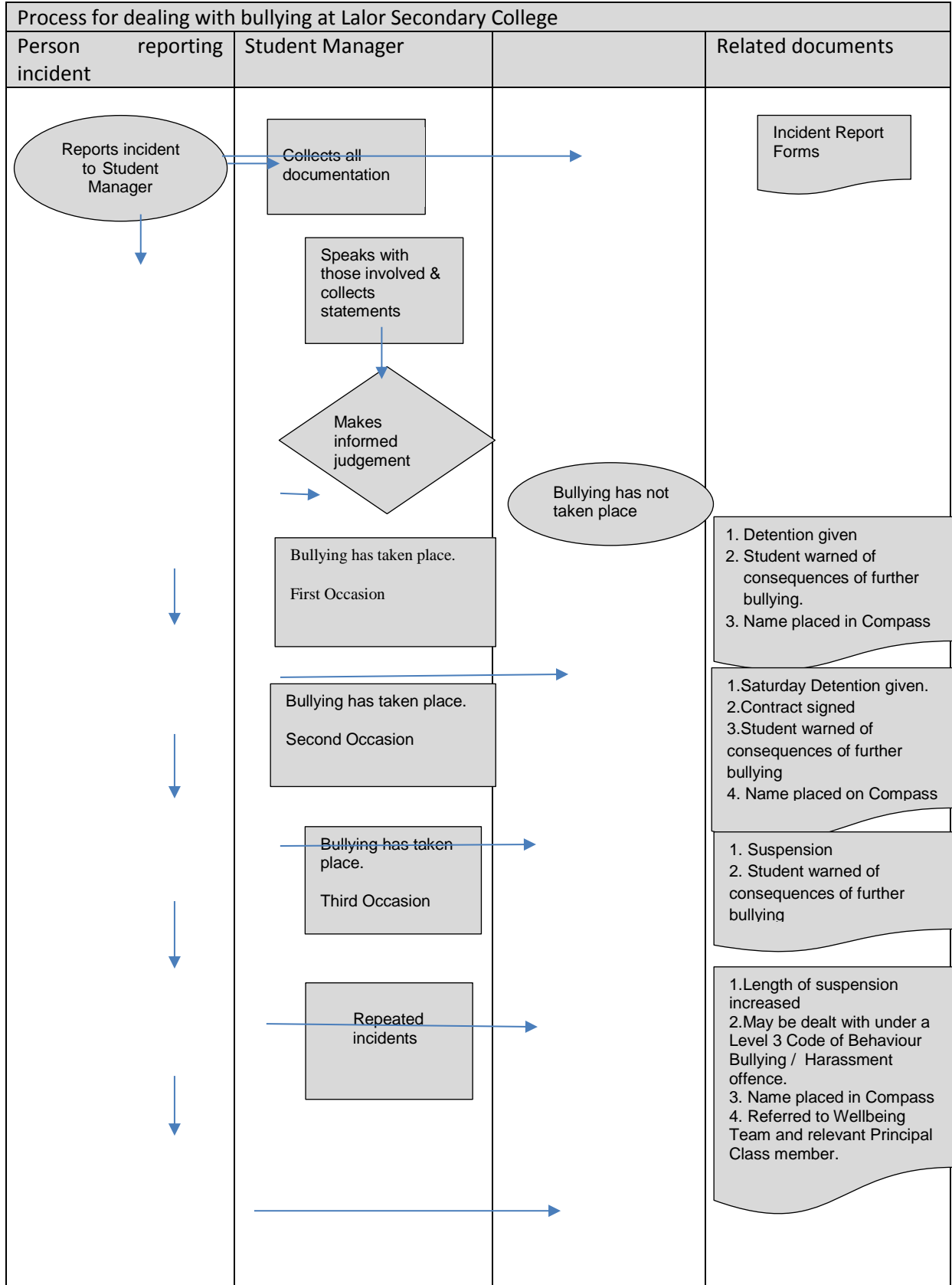
- Watch for signs that your child may be being bullied
- Encourage students to report any incidences of bullying
- Contact the relevant Student Manager if you are aware that any child is being bullied
- Encourage your child to become emotionally resilient
- Support anti-bullying curriculum covered at school
- Contact the school for further information re support available
- Cyber-Bullying – Parents should contact the police if their son/daughter is being constantly harassed via social media. This incident should also be reported to the school, so the impact of this incident on the relationships of those involved is made aware to the school and the safety of all involved can be maintained.

## **SCHOOL PROCEDURES**

Bullying is either a Level Two or Level Three offence according to the Lalor Secondary College Student Code of Behaviour and is managed according to the following guidelines.

*The classroom teacher or the teacher "on the spot" is in charge of the situation and manages any problems - with the Student Manager or Sub School Leader being kept informed or involved as appropriate. If contact with the family is needed the Student Manager or Sub School Leader will coordinate this process.*

# BULLYING PROCESS



## **Mediation process – Student Code of Behaviour**

Where deemed appropriate, mediation is to occur with the Student Wellbeing Leader or representative. Mediation is a tool that can be used to assist in resolving conflict between students. Not all conflict situations are appropriate for mediation. Staff and students should use their judgement in determining when this process is suitable.

A student's involvement in the mediation process should be voluntary. Students should be prepared for the mediation prior to the meeting so that they have a clear understanding of the process and what will be expected of them.

Mediators can be members of the Wellbeing Tea, Sub School Leader and/or Student Managers. Mediators are impartial. They ensure that confidentiality is preserved by all parties. They are not concerned with assigning blame or punishment. The emphasis is on negotiation, and coming to a shared agreement.

An outline of the mediation process is provided in Appendix G of the Student Code of Behaviour.

Counselling and referral will be provided when and where appropriate.

### **Related Documents.**

*Education and Training Reform Act 2006*

*Lalor Secondary College Student Code of Behaviour 2014*

*Lalor Secondary College Student Engagement policy 2013-2015*

*Lalor Secondary College Incident Report Form- Appendix A*

**APPENDIX A**

**Lalor Secondary College Incident Report Form**

Date: \_\_\_\_\_ Reported by: \_\_\_\_\_

Where the incident took place: School Grounds / Classroom / Corridor / Toilet / Cyber  
Travelling To / From School / Other: \_\_\_\_\_

When the incident took place: During Class / Recess / Lunch / Before/After School /  
Other: \_\_\_\_\_

Date and time of incident: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ am/pm

Nature of Incident: (Please circle)

- **Verbal:** name calling, teasing, abuse, putdowns, sarcasm, insults, threats.
- **Physical:** hitting, punching, kicking, scratching, tripping, spitting, bumping, pushing
- **Social:** ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **Psychological:** spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS, social networking posts, email messages, inappropriate use of camera phones and digital manipulation of photos
- **Other:** (Please specify)

Names of students involved: \_\_\_\_\_

Names of witnesses: \_\_\_\_\_

Description of incident: \_\_\_\_\_

***Attach other documentation if necessary***

Please forward this form to the relevant Student Manager / Sub-School Leader / Principal  
Class Member

Office Use Only

- |                                                                       |                                                         |
|-----------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> SM received this report ____/____/____       | <input type="checkbox"/> Forward to SSL ____/____/____  |
| <input type="checkbox"/> SM followed this up ____/____/____           | <input type="checkbox"/> Forward to SW ____/____/____   |
| <input type="checkbox"/> No further action required ____/____/____    | <input type="checkbox"/> Parent notified ____/____/____ |
| <input type="checkbox"/> Filed by SM into student file ____/____/____ | <input type="checkbox"/> Recorded on SMT ____/____/____ |

