

# Bullying Prevention and Response Policy

## Rationale

The Hamilton West Board of Trustees seeks to take all reasonable steps to develop and maintain high standards of behaviour in order to fulfil the charter expectation and the requirements of NAG 5.

## Purpose

The Board of Trustees seeks to foster and develop a safe, positive physical and emotional school environment that creates a climate of trust. Students, staff, parents and whānau share the responsibility for making Hamilton West School a respectful and inclusive environment.

## Guidelines

We strive to provide an environment free from bullying behaviours. All members of our school community – Board of Trustees, school leaders, teachers, staff, students and parents and whānau should have an understanding of what bullying is; and know what to do when bullying does occur.

### 1. Definition

Bullying behaviour is not an individual action. Our school community agrees that:

- Bullying is deliberate
- Bullying involves a power imbalance
- Bullying has an element of repetition
- Bullying is harmful.
- Bullying behaviours can be physical, verbal, or social, and can take place in the physical world or cyber world.
- Bullying is not an individual action. It involves up to three parties; initiators (those doing the bullying), targets (those being bullied) and often bystanders (those who witness the bullying).

### 2. Bullying Prevention

We recognise that real change happens when students, staff, parents, whānau and other members of the community share responsibility for making our school a respectful and inclusive environment. We will:

- Regularly survey our school community through Wellbeing@School or our own survey (for example by using survey monkey)
- To use an appreciative inquiry method to Identify good performance and next steps for improvement
- Regularly promote our school values and successes in living these values (eg, in assemblies, newsletters and Facebook, reports to the Board of Trustees)
- hold regular professional learning and development on our understanding restorative practices, including bullying prevention and response (staff meetings, parent meetings - BoT, student council)

- Our Bullying Prevention Team will be a our Senior Leadership Team to take responsibility for bullying prevention who will report regularly to the Board of Trustees.
- Use a range of activities including curriculum based programmes to develop the ability for students to relate to each other (Keeping Ourselves Safe, Mentoring Programmes, Friends For Life, Restorative Practices)
- Promote digital citizenship throughout ICT and promoting safe use of technology (through our ICT Use Agreements)
- Support the student voice initiative.
- Provide a Student Support Worker to promote positive behaviours between all school stakeholders.

### **3. Bullying Response, for when bullying occurs**

We recognise the importance of consistently responding to all behaviour management incidents, including bullying and whenever possible use restorative practices to repair the relationships of those involved.

We will support anyone who has been affected by, engaged in or witnessed bullying behaviour.

- All reported incidents of bullying will be taken seriously and followed up as appropriate
- An appropriate adult will support the affected students by:
  - reassuring that they have done the right thing in reporting the incident
  - using the assessment matrix, record a description of what happened and assess the level of severity
  - using the quick reference guide, responding to bullying incidents to activate the response and action needed
- We will involve parents and whānau as early as possible and as appropriate
- All more serious incidents will be escalated to senior management and we will seek advice and involvement from outside agencies
- We will provide appropriate support for targets, bystanders and initiators of bullying behaviour
- We will regularly monitor all incidents of bullying and identify patterns of behaviour.

### **4. Raising Awareness**

We recognise the importance of good communication between home and school to promote consistent messages and to ensure that any reported bullying can be recognised and responded to effectively. We will regularly raise the awareness of our school community's approach to bullying and celebrate our positive school culture, for example through parent evenings, assemblies, class-based activities, and displays.

Our interaction with our wider school community will include reports to the Board of Trustees, school newsletters, and information (including the policy) on the school's website. We will make the policy available in multiple formats (in

print, on the web and in school notices and newsletters) and ensure it is translated into other languages as necessary.

## **5. Evaluation and Review**

We will review and revise this policy annually to ensure that the school's bullying prevention practices are recognised and celebrated. This will include an annual meeting to monitor, review and modify the policy and action plan (to reflect changes with the school, survey findings, incident reviews). We will track and monitor all bullying related incidents and regularly report this information to the school community. We will regularly gather data from the school community (eg, Wellbeing@School and Kia Kaha student surveys) and report on the effectiveness of this policy and Hamilton West School community's commitment to bullying prevention and response.

## **CONCLUSION**

Managing bullying is essential for students feel safe at school to and make progress in learning. Effective school processes will assist the school to keep students safe from bullying.

Ratified: Date: 1st May 2018

Next reviewed May 2019

By: Chairperson Rachel Chapman\_\_\_\_\_