Rationale

It is the expectation of Clancy Catholic College that all staff and students come to school knowing that they have the right to feel safe and secure in a supportive school environment, free from any source of intimidation or bullying in any form. Families and school communities all have a responsibility to provide safe online environments and teach children how to use technology in positive and productive ways. The College recognises it has a shared responsibility to teach children how to use technology in a safe way.

The dignity of the human person is the foundation of all catholic social teaching. As a Catholic Community we therefore believe our environment should be based on our core values of respect, hope, faith, compassion, pride and actively developing positive relationships. Within this context all staff and students are made to feel welcome, engaging a diverse range of learners in an inclusive manner and student wellbeing is promoted. This school culture creates a community that is well equipped to prevent and respond to incidents of bullying, inappropriate use of technology and disrespectful behaviour at school.

It is our expectation also that the policy is based on the following principles that Clancy is (College Diary, page 8):

- built on strong relationships between all people
- a place where there is genuine collaboration between students, parents, pastors and teachers
- accepting of differences with mutual respect evident among all people
- welcoming
- calm
- safe
- a place where there is a sense of belonging
- friendly and accepting
- a place of enthusiasm with a discernable positive spirit
- a place of genuine forgiveness.

Bullying is unacceptable. All members of the school community contribute to the prevention of bullying by modeling and promoting appropriate behaviour and respectful relationships. We recognise the shared responsibility of all staff to prevent and support students who are being bullied.

It is not always easy because of the subtle nature of bullying, to identify incidents of continual bullying – harassment and intimidation. Students should be encouraged and supported to confide in their Pastoral Teacher or another teacher if they are being bullied of if they know of anyone being bullied. The Pastoral Teacher would normally commence investigations. At all times pastoral support will be offered to the one being bullied.

If parents are aware of any bullying in the College carried out against their child, or another child, they should notify the College immediately. Should bullying continue outside the College and
students are intimidated at home via visits, phone calls or via the internet, then police should be contacted and the College informed. The school will support any action taken by parents in such situations. On site bullying will be dealt with by the College according to the guidelines below and in conjunction with parents of both parties.

**Definition**

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. While verbal exchanges of name calling and other insults may occur as a result of a spontaneous conflict situation, it is the ongoing persecution of an individual that is of significant concern. For the purposes of these procedures the following criteria will be used to describe the kind of bullying that will incur serious action.

**Direct Bullying**

- Continual harassment of an individual or individuals by another or others. This harassment may be in the nature of verbal insults and name-calling, threats to personal safety, the destroying of a person’s good name by rumour and relaying verbal abuse and threats via others, though the internet or by other means.
- Continual intimidation of another person or persons face to face by physical contact through pushing, bumping, standing close, gang type groupings around a person; threats of physical violence, and following another student around the College and out of school hours.
- Continual abuse of a person’s possessions as a form of intimidation e.g. destruction or rough treatment of an individual’s personal property and theft of personal property
- Stand-over tactics using threats to ones’ personal safety, using power and bullying to gain money from others for protection, etc.

**Covert or Indirect Bullying**

- Covert bullying behaviour mostly inflict harm by damaging another’s social reputation, peer relationships and self esteem.
- Covert bullying can include repeated sign hand gestures, unusual or threatening looks, whispering, excluding, turning your back on a person, spreading rumours, threatening, stealing friends, gossiping or criticizing, isolation or exclusion.

**Cyber-bullying**

- refers to the repeated harassment, intimidation abuse or humiliation of an individual or group via the use of information and communication technologies, which includes internet sites, email, social media sites, phone and text messaging devices. It includes the deliberate, isolated or repeatedly hostile behaviour by an individual or group that is intended to harm others, or is undertaken recklessly, without concern for the impact on others.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders. Conflict or fights between equals and single incidents are not defined as bullying.
Guidelines

• All members of the College community must be active in their supervision whether it be in the classroom, playground, school functions or excursions.

• Any incident of bullying or harassment reported to staff members must be brought to the attention of the relevant Year Co-ordinator and noted in the students file on Sentral.

• Parents are encouraged to make the College aware of any bullying or harassment issues that students may alert them to at home. Parents are encouraged to take notes and gather evidence where possible.

• Students who become victims of bullying will be provided with support structures and strategies via counselling and conferencing.

• A restorative approach is available where appropriate between affected parties.

• The Pastoral Care network of the College offers strategies to all students in dealing with bullying and harassment.

Responsibilities and Delegations

Principals

In collaboration with the Leadership Team, Principals must ensure that the school implements an Anti-bullying Plan that:

• is developed collaboratively with students, school staff, parents, caregivers and the community

• includes strategies for:
  o a shared understanding of bullying behaviour that captures all forms of bullying including cyberbullying
  o a statement of purpose that outlines individual and shared responsibilities of students, parents, caregivers and teachers for preventing and responding to bullying behaviour
  o maintaining a positive climate of respectful relationships where bullying is less likely to occur
  o developing and implementing programs for bullying prevention
  o embedding anti-bullying messages into each curriculum area and in every year
  o developing and implementing early intervention support for students who are identified by the school as being at risk of developing long-term difficulties with social relationships
  o developing and implementing early intervention support for those students who are identified at or after enrolment as having previously experienced bullying or engaged in bullying behaviour
  o empowering the whole school community to recognise and respond appropriately to bullying, harassment and victimisation and behave as responsible bystanders.
  o developing and publicising clear procedures for reporting incidents of bullying to the school
  o responding to incidents of bullying that have been reported to the school quickly and effectively
  o matching a planned combination of interventions to the particular incident of bullying
  o providing support to any student who has been affected by, engaged in or witnessed bullying behaviour
  o providing regular updates, within the bounds of privacy legislation, to parents or caregivers about the management of the incidents
  o identifying patterns of bullying behaviour and responding to such patterns
  o monitoring and evaluating the effectiveness of the Plan
  o reporting annually to the school community on the effectiveness of the Plan
• includes procedures consistent with DN 10/00225 – reporting incidents involving assaults, threats, intimidation or harassment and the Incident Reporting Policy

• includes procedures for contacting the child wellbeing unit or Community Services where appropriate

• includes contact information for the Police Youth Liaison Officer (YLO) and School Liaison Police Officer (SLP) where appropriate

• includes contact information for appropriate support services such as Kids Helpline, Headspace.

• includes information on departmental appeal procedures and the Complaints Handling Policy

• is promoted and widely available within the school community and published on any school website

• is current and relevant where processes for identifying and responding to bullying are revised when necessary (at least every three years).

The Principal is responsible for:

• Ensuring staff is familiar with the Anti-Bullying policy.

• Consults with police or other external agencies for advice if needed.

• Have necessary systems in place to ensure appropriate people (Year Coordinators, Pastoral Teachers, Counsellors, Teachers) are aware of cases of bullying so students can be adequately supported.

• Seek advice and/or report a significant bullying situation to the Police Youth Liaison Officer if violence, threat of harm or inappropriate use of the internet occurs.

College Staff

College Staff have a responsibility to:

• respect and support students

• model and promote appropriate behaviour

• have knowledge of school and departmental policies relating to bullying behaviour

• respond immediately to incidents of bullying according to the school’s Anti-bullying Plan.

• Ensure all complaints regarding bullying are responded to immediately, and any investigation preserves the dignity, privacy and respect of all involved whilst following due process and procedures.

• Ensure a duty of care for students at the school.

In addition, teachers have a responsibility to:

• provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

• Ensure ongoing education of students on the issues associated with bullying and cyber-bullying.

• Undertake formal and informal training regarding identifying and dealing with bullying and digital citizenship at induction meetings, staff meetings, staff briefings and via the staff handbook

• Be aware of behaviours that may indicate a child is being bullied. These behaviours may include school refusal, high absenteeism, being withdrawn, acting out or increased anxiety.
Students

Students have a responsibility to:

• behave appropriately, respecting individual differences and diversity
• behave as responsible digital citizens, adhering to the students acceptable use agreement form. [Click here to go to the Student Acceptable Use Document.]
• follow the school Anti-bullying Plan
• behave as responsible bystanders
• report incidents of bullying according to their school Anti-bullying Plan
• ensure there actions are reflective of the Gospel values that recognise the dignity of every person.
• Follow the school’s procedures to ensure their safety and that of others is maintained.
• Understand that communication on-line that directly or indirectly identifies the school by name, image or implication may be considered in relation to anti-bullying procedures.

Students have the right to:

• Seek assistance from a trusted adult without delay if they become aware of, or are involved in, a bullying or cyber- bullying incident to maximize the effectiveness of the intervention.
• Feel safe, secure and supported at school.
• Students are encouraged to speak out when observing or experiencing behaviour that is considered bullying
• To appeal to the Year Coordinator then the Assistant Principal and finally the Principal if they feel the response is inadequate for any courses of action taken to stop an incident of bullying.

Parents and Caregivers

Parents and caregivers have a responsibility to:

• support their children to become responsible citizens and to develop responsible on-line behaviour
• be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour
• support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Policy
• report incidents of school related bullying behaviour to the school
• work collaboratively with the school to resolve incidents of bullying when they occur.
• Be aware of behaviours that may indicate a child is being bullied. These behaviours may include school refusal, high absenteeism, being withdrawn, acting out or increased anxiety.

Parents should never approach or contact students of the College regarding any incident, as this could potentially breach child protection.
The College Community

All members of the Clancy Catholic College community have the responsibility to:

- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school’s Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.

Monitoring, evaluation and reporting requirements

Principals are responsible for:

- implementing the policy within the school
- submitting a copy of the school’s Anti-bullying Plan to the school education director whenever it is reviewed
- reporting annually to their school community on the effectiveness of the school’s Anti-bullying Plan.

Strategies and advice to prevent bullying

The College is strongly committed to proving a proactive approach to the elimination of bullying through

- educational lessons on bullying through pastoral programs
- presentations and discussions at year meetings
- practical strategies and role plays to address bullying issues.
Clancy Catholic College
Anti-Bullying School Response Plan

1. Access to Policy
The College’s anti-bullying policy is located on the school’s public website, in the student’s College diary, and in the staff handbook. The Catholic Education Office’s anti-bullying policy can also be accessed from the link in this document or on the College website.

2. Disclosure and Initial Response
- If a student is being bullied they are to report the incident to any teacher at the College.
- If parents become aware of a bullying incident or suspect their child is being bullied, they are strongly encouraged to contact their son/daughter’s year coordinator.
- If staff observe patterns or unusual behaviour that fit the definition of bullying, they will discuss this with the year coordinator.
- The teacher’s initial response where possible is to stop the bullying, ensure the child is safe and where necessary provide an environment where this is possible.
- Notify the year coordinator.

3. Initial Reporting
- Staff Member/Year Coordinator ask the student(s) to write down an account of what has occurred. Staff Member/Year Coordinator discusses the situation as outlined in the student’s report with the student to deepen understanding and clarify any points of ambiguity. The incident is logged on Sentral with the student’s report uploaded.

4. Informatin Leadership
- In the event of Bullying occurring the Assistant Principal and Well Being Coordinator are informed as appropriate. Assistant Principal to keep the Principal abreast of the situation.

5. Formal Information gathering/record keeping
- The Year Coordinator in consultation with the Assistant Principal collects written statements and any supporting evidence from all parties, the bullied, the alleged bully, and any witnesses. Once written statements have been collected, the year coordinator interviews all parties involved. All this information is recorded on Sentral and all student statements are scanned and uploaded to Sentral.

6. Case Management
- Assistant Principal works with Year Coordinator to determine course of action. Principal informed of response. Actions taken by the College will depend on each situation and may include one or more of the following: Mediation, Counseling, restorative practices, detention, withdrawal, suspension and Catholic Education Office intervention.
- In the event students/parents are not satisfied with the College’s response, they have the right to appeal to firstly the year coordinator, then the Assistant Principal and finally the Principal.

7. Documentation of Anti-Bullying Plan
- Copies of the course of action, consequences and restorative practices uploaded to students files on Sentral along with those already entered.

8. Notification
- Parents of students being bullied are to be informed that the College is aware of the situation and an investigation and plan of action are pending at step 4.
- Once the course of action has been determined, students will be informed of the action the College will be taking.
- Parents will be notified of the course of action via phone, in writing or interviews or a combination of all three.

9. Monitoring
- The Year Coordinator to check in with students involved at designated times to ensure the matter does not reoccur and to assist in the resolving of any issues that may arise.

10. Principal referral to CEO
- Principal to notify CEO in the event of serious incidences of bullying where strategies have been unsuccessful and invokes the suspension/expulsion/transfer policy.

Notify Principal
Notify DoC’s and/or Police
Contact Wellbeing Unit
IS THIS CONCERN POSSIBLY:
LIFE THREATENING, RISK OF SIGNIFICANT HARM, &/OR CRIMINAL BEHAVIOUR
NO
YES
IS THIS BULLYING
NO
YES
Follow the schools behaviour management policy.

IS PLAN EFFECTIVE
YES
NO
Recorded in student file/maintain tracking/case closed
The initial point of contact for all cases of bullying is the Year Coordinator.

<table>
<thead>
<tr>
<th>Year 7 Coordinator</th>
<th>Ms Volpato</th>
<th><a href="mailto:daniella.volpato@syd.catholic.edu.au">daniella.volpato@syd.catholic.edu.au</a></th>
<th>8783 6000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 8 Coordinator</td>
<td>Mr O’Beirne</td>
<td><a href="mailto:michael.obeirne01@syd.catholic.edu.au">michael.obeirne01@syd.catholic.edu.au</a></td>
<td>8783 6000</td>
</tr>
<tr>
<td>Year 9 Coordinator</td>
<td>Mr Mulford</td>
<td><a href="mailto:scott.mulford@syd.catholic.edu.au">scott.mulford@syd.catholic.edu.au</a></td>
<td>8783 6000</td>
</tr>
<tr>
<td>Year 10 Coordinator</td>
<td>Ms Bissett</td>
<td><a href="mailto:annmarie.bissett@syd.catholic.edu.au">annmarie.bissett@syd.catholic.edu.au</a></td>
<td>8783 6000</td>
</tr>
<tr>
<td>Year 11 Coordinator</td>
<td>Ms Bezzina</td>
<td><a href="mailto:vanessa.bezzina@syd.catholic.edu.au">vanessa.bezzina@syd.catholic.edu.au</a></td>
<td>8783 6000</td>
</tr>
<tr>
<td>Year 12 Coordinator</td>
<td>Mr Aitken</td>
<td><a href="mailto:glenn.aitken@syd.catholic.edu.au">glenn.aitken@syd.catholic.edu.au</a></td>
<td>8783 6000</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Mr Mooney</td>
<td><a href="mailto:craig.mooney@syd.catholic.edu.au">craig.mooney@syd.catholic.edu.au</a></td>
<td>8783 6000</td>
</tr>
<tr>
<td>Principal</td>
<td>Mr Mooney</td>
<td>craz. <a href="mailto:mooney@syd.catholic.edu.au">mooney@syd.catholic.edu.au</a></td>
<td>8783 6000</td>
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**Contact Information**

**Support Services**

<table>
<thead>
<tr>
<th>NSW Police School Liaison Officer</th>
<th>9821 8444</th>
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<tbody>
<tr>
<td>Wellbeing Coordinator</td>
<td>Mr Hocking</td>
</tr>
<tr>
<td>School Counsellor</td>
<td>Mrs Rhoda Costa</td>
</tr>
<tr>
<td>Liverpool Hospital</td>
<td>9828 3000</td>
</tr>
</tbody>
</table>

**Community Service/Support Groups**

Community Services Helpline: 133 627

Kid’s Helpline: 1800 551 800

www.kidshelp.com.au

Cybersafety help:


Australian Federal Police

www.afp.gov.au

Reach Out:

www.reachout.com.au

Beyondblue:

www.beyondblue.org.au

Bullying – No way!

www.bullyingnoway.com.au

**Links**

Click [HERE](#) to access the Catholic Educations Antibullying Policy

This policy is aligned to the CEO Sydney Policies and Procedures for Anti-Bullying. Last reviewed, June 2014
WHEN CYBER BULLIES STRIKE
REMEMBER TO S.C.R.E.E.N!®

S - Screenshot

C - Collect Evidence

R - Report & Block

E - Engage a trusted adult

E - Early Action is Key

N - Never Retaliate