



Holy Eucharist Catholic Primary School St Albans South.



BULLYING POLICY

APPENDIX:

- 1. School Rules**
- 2. Consequences**
- 3. Behaviour Management Sheet**
- 4. Notification of Injury**
- 5. Serious Incident Meeting Notification**
- 6. Process for Time Away**
- 7. Time Away Notification**

Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

A safe and nurturing culture for all children and young people at our Catholic school

'The intention for this statement is to provide a central focus for child safety¹ at our Catholic school, built around a common understanding of the moral imperative and overarching commitments that underpin our drive for improvement and cultural change....

...Holy Eucharist Primary School together with the CECV will stay abreast of current legislation and will meet legislative duties to protect the safety and wellbeing of children and young people in our care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements²'.

¹As defined by the Victorian Government Special Gazette No. 2 (2016), 'children and young people' in this document refers to those children and young people enrolled as students in Catholic schools in Victoria.

²Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

EVIDENCE OF THIS OCCURRING AT HOLY EUCHARIST

When allegations of abuse concerning children and young people are raised, Holy Eucharist Primary School will take prompt action to have these appropriately referred and investigated.

- Holy Eucharist is resolutely committed to ensuring that all those engaged in our Catholic primary school promote the inherent dignity of children and young people and their fundamental right to be respected and nurtured in a safe school environment.
- Holy Eucharist School has in place policies, processes and practices ensuring child safety is key within its culture and that these represent best practice.

Values

At Holy Eucharist we believe that:

"Christian values such as respect, concern and care, hospitality, compassion and forgiveness are seen in the relationships among all who make up the school community- students, staff, parents and parish..... "

Based on this excerpt from our vision policy we expect all within our community to behave in an appropriate manner at all times.

Rationale

We believe that a policy dealing especially with Bullying is needed to provide children and teachers with a process for dealing specifically with the problem of Bullying , inside and out of the classroom including excursions and camps.

Bullying is a problem that will re occur unless it is dealt with consistently and specifically by all.

Aims

- To give students strategies to deal with Bullying inside and out of the classroom.
- To provide all staff with strategies and processes to deal with Bullying inside and out of the classroom.
- To provide parents and the Holy Eucharist community with information about how the school intends to deal with Bullying.
- To place this policy within the current HE Discipline Policy and as part of the Booklet Discipline Policy .

Implementation

- This policy will be included in our Discipline Policy that is already in place.
- Strategies to deal with Bullying specifically, are included within this policy.
- Parents will be made aware of this policy through publishing information about the “Bullying policy “ in the school News Letter.
- Teachers are aware of the new policy and will each be given a copy to be included in their Discipline policy folder.
- Children will be made aware of the new policy through their classroom teacher who will incorporate this into their yearly / weekly curriculum and teach specific lessons for this at the appropriate time.
- Emergency teachers will be made aware of the “Bullying Policy” through the H E Emergency teacher handout, given to them upon beginning work at Holy Eucharist.
- A list of strategies and resources to help both children and staff will also accompany the policy to support its implementation and use by all at Holy Eucharist.

Evaluation.

- Policy to be reviewed by all staff at the beginning of each year.

Resources

- Friendly Kids, Friendly Classrooms.
- Same Kids, Different Classroom.
- Junior Life Science.
- People Interacting.
- Bully Proof Your Child Sue Berne
- Holy Eucharist Library : List of suitable resources included in support material.
- School Counselor – Laura Lungo

Staff Members involved:

Whole Staff.

Ratified by SDC.

March 2000.

John Steele, Cheryl Margaritis , Peta Cesarec , Tracie Stewart,
Magda Hribernik , Barbara Sidiqui, Michael Bonnici, Shobha Hickey
Wally Antonowicz.

Updated 2006
 2015

Reviewed 2017

BULLYING POLICY

OPENING STATEMENT (What we define as bullying)

- Any repeated action of physical, emotional and verbal , psychological or social abuse by one person or a group , with the intention of seeking power or control over others. It involves an imbalance of power or intention to hurt in some way. Victims may fail to seek help if the help is not forthcoming and may show “symptoms” through their own behaviour.

POSSIBLE STRATEGIES FOR CHILDREN TO DEAL WITH BULLYING.

- Abused person states that they have the right to be left alone.
- Networking- knowing 5 people that you can go to and trust. Child or adult.
- All children should know (be told) what happens if this behavior continues.
- Referral system to a counselor or psychologist.
- Children should recognise what a bully is and the ways they can be bullied.
- Behavior management skills. Be firm and clear.
- Use defensive body language.
 - “Getting away” solutions.
 - Knowing the difference between telling someone and “dobbing”
 - Sharing the experience with others.
- Children to know that if the behaviour continues that the “bully’s” name will be recorded in the Discipline Book in the office.
- Guest speakers.
- School counselor (To talk to children).

Buddy system. Encourage more! Behavioral management skills should be taught across the whole school.

POSSIBLE STRATEGIES FOR TEACHERS TO DEAL WITH BULLYING.

- Find out exactly what happened- hear all sides of the story.
- Deal with the problem straight away! Do not leave it up to the child’s teacher especially if it happens on the yard.
- Revisit school discipline policy. Refer to serious offences in the discipline policy.
- Teach “Lifeskills” specifically. Incorporate it into your everyday work. A small topic each week!
- Have an evidence book.
- Follow up any problems with the children and teachers concerned.
- Make use of the people we have in the school to support you.
- Referral system for dealing with the problem.
- Become more approachable!
- Talk to all parties involved.
- Call in the parents if needed.
- Call outside organisations if needed. Councilor, police, Catholic Care Melbourne.
- Be aware that bullying of students at risk of anaphylaxis can occur in the form of teasing, tricking a student into eating a particular food or threatening a student with the substance that they are allergic to, such as peanuts. Talk to the students involved so they are aware of the seriousness of an anaphylactic reaction. Any attempt to harm a student at risk of anaphylaxis with an allergen should be classed as a serious and dangerous incident and treated accordingly. Schools can refer to relevant policies related to behaviour management and strategies for dealing with bullying situations.

POSSIBLE CONSEQUENCES OF BULLYING.

- Matter brought to the attention of the Principal and Vice Principal when the behaviour has been observed and recorded in the Discipline book 3 times.
- Matter brought to the attention of the parents after the child’s name has been put into the Discipline Book 3 times for this offence.
- Parents asked to come in for a meeting.
- Exclusion or isolation in a supervised area.
- Refer to Discipline Policy for serious offences.
- Outside organisations contacted . (depending on the severity and frequency of the offence)

APPENDIX 1

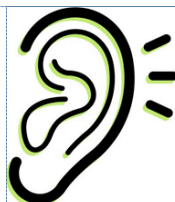
School Rules



HOLY EUCHARIST SCHOOL
RULES.



Listen to the speaker.



HOLY EUCHARIST SCHOOL
RULES.



Follow instructions.



HOLY EUCHARIST SCHOOL
RULES.



Move safely.



HOLY EUCHARIST SCHOOL
RULES.



Speak appropriately.



HOLY EUCHARIST SCHOOL
RULES.



**Keep hands, feet and
objects to yourself.**



HOLY EUCHARIST SCHOOL
RULES.



**Take care of all property
and the environment.**



APPENDIX 2

CONSEQUENCES

PROCESS IF RULES ARE BROKEN:

For minor rule breakings, the usual process will be:

First time: a student disrupts: **Warning.**

Second time: a student disrupts:

- Movement from the group.
- Invited by teacher to rejoin group when appropriate behaviour is being demonstrated, that is: whatever rest of the class is doing (listening or working).

Third time: a student disrupts:

- Moved to a '*Time away*' table within the classroom to think about inappropriate behaviour.
- School rules displayed in front of table for reflection.
- Invited by teacher to rejoin group when appropriate behaviour is being demonstrated, that is: whatever rest of the class is doing (listening or working).

Fourth time: a student disrupts:

- Class teacher sends student to pre-determined classroom with 'Reflection Sheet' to be filled in.
- Class teacher monitors time taken to fill in sheet.
- Time to be made up at next break completing work missed.

Severe Clause: Severe Clause will be implemented when:

- 1) The student becomes disruptive when exited into pre-determined classroom.
- 2) For serious misbehaviour.

In the event of either 1) or 2) the student will be sent to the Deputy Principal and parents are notified and meet with the Deputy Principal to discuss inappropriate behaviour.

SERIOUS INFRINGEMENTS:

The following are serious problems:

- **Stone throwing**
- **Physical violence / Aggression**
- **Deliberate swearing**
- **Overt defiant behaviour**
- **Bullying**

PROCESS FOR SERIOUS INFRINGEMENTS:

The following process for serious offences is:

First time:

- Teacher will talk to you about the consequences of your action.

Second time:

- The Deputy Principal will write your name in the Discipline Book and will record the rule you broke.
- There will be a 'Time Away' note sent home to your parents.

Third time:

- The student will be sent straight to the office to meet with Principal/Deputy Principal.
- The Deputy Principal will decide what your consequence will be.

DISCIPLINE BOOK

If a student's name is written into the Discipline Book three times in a school term parents will be notified.



APPENDIX 3

HOLY EUCHARIST PRIMARY SCHOOL
1a Oleander Drive St Albans South VIC 3021
8312 0900



Behaviour Management Sheet

Name:..... **Date:**.....

What happened?

What led to this happening?

What choices did you make?

I chose to

Who else do you think was affected and how?

How were you affected?

What actions can you take to make things right?

CIRCLE THE RULES AND EXPECTATIONS YOU HAVE BROKEN

Rules:

1. Following directions
2. Keeping hands ,feet and objects to yourself.
3. Swearing
4. Showing disrespect
5. Throwing sticks, stones or unsafe objects.
6. Fighting
7. Bullying
8. Inappropriate behaviour

Expectations: We believe that everyone should:

1. Treat others with respect.
2. Have the right to feel safe.
3. Co operate and support each other.
4. Speak appropriately to others.
5. Behave in an appropriate manner.
6. Try their best in all they do.

Signed: Student:.....Parent.....

Teacher Involved:.....Principal.....

APPENDIX 4



HOLY EUCHARIST PRIMARY SCHOOL
1a Oleander Drive St Albans South VIC 3021
8312 0900



NOTIFICATION OF INJURY

Dear _____

Your child _____ was injured during lunchtime on Wednesday by another child and received treatment in Sick Bay.

The principal has dealt with the child and suitable consequences have been applied according to Holy Eucharist Discipline Policy.

This child's parents have also been notified of the consequences of their actions.

If you have any concerns please contact the Principal.

Yours Sincerely

PRINCIPAL

APPENDIX 5



HOLY EUCHARIST PRIMARY SCHOOL
1a Oleander Drive St Albans South VIC 3021
8312 0900



SERIOUS INCIDENT MEETING NOTIFICATION

Dear _____

Your child's name has been written into the Holy Eucharist Discipline Book three times for serious inappropriate behaviour.

In accordance with our discipline policy, we wish to discuss this matter further so that this behaviour is prevented from happening again.

Please call the school office to arrange a time to meet and return the slip attached below as acknowledgment that you have read this letter.

Yours sincerely,

PRINCIPAL



To the Principal,

I _____ have read the above letter regarding my child's
(Parent/guardian's name)

serious inappropriate behaviour. I understand the seriousness of my child's actions.

Parents/ guardians signature: _____

Date: _____

APPENDIX 6

PROCESS FOR TIME AWAY

Yard duty:

1. Blue ***Time Away*** cards to be carried in teacher's first aid bags.
2. Give Blue card to child to bring to office.
(Use levels written on back of the card according to our discipline policy)

Office:

3. Child is placed in the ***Time Away room*** and is supervised by one of the leadership team.
4. While in ***Time Away*** the child is given a ***Behaviour Management*** sheet to fill out.
5. A ***Time Away Notification*** card will be given to the child to notify parents of the reason for *Time Away* and whether their child's name has been recorded in the *Discipline Book*.
6. *Time Away Notification* cards will be filled out by the person from the leadership team dealing with the incident. It will be put into a plain envelope and be posted home.
7. If a child's serious behaviour has been recorded 3 times within the one year in the Discipline Book, the parents will be sent the *Serious Incident Meeting Notification* letter.
The letter has a tear off strip to return to school to state they have read the letter. It is the responsibility of the parents to ring the school to make an appointment to see the Principal.

APPENDIX 7



HOLY EUCHARIST PRIMARY SCHOOL

1a Oleander Drive St Albans South VIC 3021
8312 0900



TIME AWAY NOTIFICATION

Dear Parent

Your child was given **TIME AWAY** in the office today for this reason/s.

Child: _____

Date: _____

Grade: _____

Teacher: _____

Description of Inappropriate behaviour:

- ☐ Deliberate Swearing
- ☐ Showing disrespect
- ☐ Throwing stones /sticks /unsafe object
- ☐ Fighting
- ☐ Bullying
- ☐ Deviant behaviour
- ☐ Other- please specify _____

Your child's name has been placed in the discipline book:

- ☐ YES
- ☐ NO

If the child's name has been placed in the Discipline book three times , you will be called to the school for a meeting to discuss the action that will be taken for this behaviour.

Sent in By: _____

Signature: Principal /Deputy Principal _____