Clayton South Primary School does not tolerate bullying in any form. We are all committed to a caring, happy and secure environment, which promotes sharing, cooperation, respect, honesty, and fairness for all.

What is Bullying?
Bullying is repeated acts of aggression causing embarrassment, pain or discomfort to another.

How is this expressed?
- it can be a number of forms: physical, verbal, gesture, extortion and exclusion
- it is an abuse of power
- it can be planned or organised or it may be unintentional
- individuals or groups may be involved.

Bullying includes:
- any form of physical violence such as hitting, pushing or spitting on others
- interfering with another’s property by stealing, hiding, damaging or destroying it
- using offensive names, teasing or spreading rumours about others or their families
- using put downs, belittling others’ abilities and achievements
- writing offensive notes, graffiti, emails, text messages or making offensive telephone calls
- making degrading comments about another’s culture, religious or social background
- hurtfully excluding others from a group
- making suggestive comments or other forms of sexual abuse
- ridiculing another’s appearance
- forcing others to act against their will.

If we are bullied:
- we may feel frightened, unsafe, embarrassed, angry or unfairly treated
- we may feel confused and not know what to do about the problem

What we do to prevent bullying at Clayton South Primary School: 

Staff will:
- Be role models in words and actions
- Be observant of signs of distress or suspected incidents of bullying
- Reinforce positive attitudes, behaviours etc. in class lessons
- Make efforts to remove opportunity for bullying through pro-active yard duty
- Arrive at class on time and supervise children in and out of the building
- Take steps to help victims and remove sources of distress
- Document bullying behaviour in Work Program or Diary
- Record incidents which occur in the playground in the Yard Duty books which will then be collated by the Principal/Assistant Principal in the Yard Duty master and the Major incidents book
- Check the yard duty books to note if there are recurring names from their class being recorded.

Students will:
- Report suspected incidents to the appropriate teacher such as the class teacher, yard duty teacher or the Principal Class
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- Refuse to be involved in any bullying situation. If you are present when bullying occurs, walk away and/or report incident to a teacher.
- If you are the victim of bullying:
  1. Be assertive. Tell the offender to stop their action, but do not retaliate.
  2. If unsuccessful then report it to a teacher on yard duty if the incident occurs in the yard. If the incident occurs in the classrooms or a specialist session then tell the teacher in charge of the class at that time. You must also always tell your class teacher.
  3. Talk to an adult at home if you have not told anyone at school.

Parents will:
- Take an active interest in your child’s school life so as to pick up if there are any problems.
- If possible encourage your child to report and deal with the problem themselves. They can gain much respect through taking the initiative in dealing with the problem themselves. Support your child in this process.
- Explain to your child that you may need to become involved depending on the situation.
- Encourage your child to be verbally assertive rather than retaliate with similar actions.
- Inform the school if bullying is suspected.

What the school will do to counter bullying:
1. At the beginning of each year when setting class rules and revising school rules, discuss what bullying is and what to do about it. Revisit on a situation basis.
2. Show a zero tolerance approach to all forms of bullying.
3. Constantly reinforce positive behaviour including Student of the Week.
4. Awareness of bullying and strategies to cope implemented through role play, stories and incursions.
5. Involvement in ISDES and Family Life Programs.
7. Discuss situation with school Guidance Officer and/or Wellbeing Officer.

Consequences of Bullying:
1. **1st Offence of bullying type behaviour:**
   - Discussion with class teacher or yard duty teacher.
   - Incidents recorded in Behaviour Record Book.
   - The classroom teacher, yard duty teacher, principal or assistant principal will investigate complaint using the shared concern approach. This approach gathers information and looks for solutions to stop the undesired behaviour through talking to all concerned and coming up with strategies to change behaviour. A consequence may be handed out at this stage depending on the situation of the bullying.
   - If parent reports: Principal to discuss the incident with protagonist and victim.
   - Incidents recorded in behaviour report book.
   - Principal/ Assistant Principal or classroom teacher to investigate using the above method.

2. **Persistent Offence:**
   - Further investigation to occur with solutions and consequences for bullying behaviour implemented. This may include suspension or expulsion in extreme cases.

3. **Major Problem/ Crisis**
   - Involvement of Guidance Officer for victim and the protagonist with Principal and parents.

**Evaluation:**
Feedback from staff, parents and students.
This policy will be reviewed as part of the school’s three-year review cycle.