

Responsibilities of Staff

- Provide safe, stimulating and engaging learning and play environments.
- Introduce the school's harassment and bullying policy to students at the start of each year and revisit on a regular basis.
- Teach programs which support an harassment and bully free environment.
- Encourage students to use the Steps to Stop Harassment.
- Respond to, and follow-up, all concerns expressed by students, families and other staff
- Implement restorative strategies to manage inappropriate behaviour and resolve conflict.
- Maintain confidentiality.

Responsibilities of Senior Staff

- Ensure that staff, students and families are familiar with the school's policy.
- Support staff to respond to, and follow up concerns.
- Respond to, and follow-up, all concerns expressed by students, families and other staff.
- Ensure that all staff receive appropriate training and development to implement the school's policy.

Responsibilities of Parents

- Watch for signs of distress in their child/ren.
- Advise and support their child/ren to report harassment and bullying.
- Discourage their child/ren from retaliating.
- Report concerns to a staff member.
- Build positive relationships with students and families.
- Provide opportunities for student negotiation and decision making.

Grievance Procedures

The following steps are in place to support students to respond to harassment and bullying:

- Approach the person directly to resolve the problem.
- Report the problem to a teacher or another person who can help you report to a teacher.
- Speak to the Principal or Deputy Principal if the problem has not been resolved.

The following steps are in place to support families to respond to harassment and bullying:

- Report concerns about harassment to a teacher, preferably the class teacher.
- Speak to the Principal or Deputy Principal if the problem has not been resolved.
- If the problem is still unresolved, make contact with the District Director.

The following steps are in place to support staff to respond to harassment and bullying:

- Approach the person directly to resolve the problem.
- Speak to your line manager if the problem has not been resolved.
- If the problem is still unresolved, make contact with the District Director.
- Make contact with Employee Assistance Program (EAP) Staff Counselling.



Jervois Street, Glenelg North, South Australia 5045

Telephone: 08 8294 9811 Facsimile: 08 8295 2568

Email: admin@sleonrdps.sa.edu.au

A Wellbeing Policy



Preventing and Dealing with Harassment and Bullying

At St Leonards Primary School we value

Respect
Cooperation
Responsibility
Encouragement and
Integrity

We respect the right of every student to

- feel safe
- be included
- be treated with respect
- make choices
- learn in a fun and supportive environment

What is Harassment and Bullying?

Harassment is treating others in a way that makes them feel embarrassed, uncomfortable, frightened, sad or upset.

Bullying is treating others like this over a long period of time.

Cyber bullying is bullying which uses e-technology as a means of harming and victimising others.

You may feel harassed or bullied if someone:

- Makes unpleasant or unwelcome comments about you or your appearance
- Touches you in an unwelcome or unpleasant manner
- Makes racist or sexist comments, jokes about you or tricks you
- Makes you feel unsafe or uncomfortable
- Chooses to ignore or exclude you
- Verbally or physically bullies or threatens you
- Impersonates you
- Sends you repeated negative messages

Harassment and bullying can occur:

- Between students
- Between staff members
- Between parents
- From a student to a staff member and vice versa
- From a parent to a staff member and vice versa
- From a student to a parent and vice versa

Strategies to Encourage an Harassment Free School Environment

- Building positive student/staff relationships
- Building positive school/family relationships
- Negotiated school and classroom behaviour expectations
- Teaching Personal and Social Development curriculum through programs such as:
Program Achieve
Values Education
Child Protection Curriculum
- Opportunities for student negotiated curriculum
- Student Voice
- Early intervention using Restorative Practices
- Restorative Practice workshops for students and parents
- Activities and resources to engage students in positive yard play

Expectations of Students

Act Responsibly

Cooperate with Others

Respect Yourself and Others

Act with Integrity

Encourage Others in Positive ways

Responsibilities of Students

- **Choose appropriate steps to stop harassment and bullying**
- **Support others who feel harassed or bullied by encouraging them to use the steps available to them**

Steps to Stop Harassment and Bullying

Step 1

Use a loud assertive voice to tell the person to stop

Say:

“I don’t like that”

“I don’t like what you are doing and I want you to stop”

“I feel when”

IF IT DOESN'T STOP, PERSIST

Step 2

Report the problem to a teacher

Tell any teacher or staff member in the school

Write to any teacher or staff member in the school

Tell another student or adult who can help you tell a teacher

IF IT STILL DOESN'T STOP, PERSIST

Step 3

If you still have a problem, speak to the Principal or Deputy Principal