

STUDENT WELLBEING PROCEDURE



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At Kadina Memorial School, we live by our values of

OPPORTUNITY, RESPECT and EXCELLENCE.

We aim for all students to learn and play in a safe, respectful environment, free from physical violence, verbal abuse, online abuse, exclusion, threats, lies and rumours.

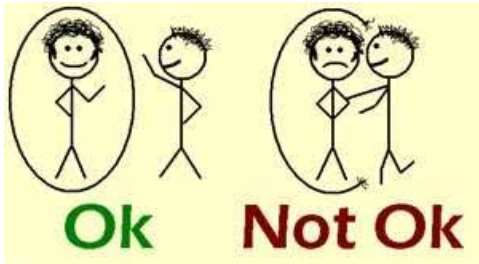
At Kadina Memorial School, it is expected that staff, students and parents will model inclusive behaviours and be accepting, no matter what race, gender, religion or sexuality.

Responsibilities when dealing with a bullying and harassment issues

<p style="text-align: center;"><u>Bullying</u></p> <p style="text-align: center;">is when a person or a group <u>continues</u> to cause harm using physical violence, verbal abuse, online abuse, exclusion, threats, lies or rumours.</p>	<p>If you are being bullied, your responsibility is to try at least one of the following:</p> <ul style="list-style-type: none"> • Choose to not react • Choose to walk away • Try not to let the person bullying see the impact of the unwanted behaviour • Stay calm and try to think clearly • Let the person bullying know that what is happening is not okay • Use a brave voice tell the person bullying to stop or back off • Share feelings and thoughts with a trusted person • Report it to a staff member 	<p style="text-align: center;"><u>Harassment</u></p> <p style="text-align: center;">is when a person or a group <u>continues</u> to pressure or scare someone physically, verbally, sexually in person or online.</p>
<p>If you are the person who is bullying, your responsibility is to:</p> <ul style="list-style-type: none"> • Understand that what is happening is not okay • Take responsibility for unwanted actions • Repair the damage • Apologise • Stop that behaviour • Get help from a Student Wellbeing Leader if the bullying continues 	<p>If you are a bystander, your responsibility is to:</p> <ul style="list-style-type: none"> • Be brave and speak up • Let the person who is bullying know that their behaviour is not okay • Support the person who is being bullied in a caring way • Talk with a trusted person • Report the bullying to a staff member 	<p>The responsibility of teaching staff is to:</p> <ul style="list-style-type: none"> • Listen to the concern & take the issue seriously • Record the incident and check the events • Speak with the person who has been bullied • Speak with the person/s who has been bullying • Issue a sticker in diary/communication book to the person who is bullying & email information to Student Wellbeing Leader • Work towards solving the problem with the students • Follow up with student that parent/carer has signed sticker
<p>The responsibility of the parent/carer is to:</p> <ul style="list-style-type: none"> • Look for any signs of worry • Discuss the problem in a calm, supportive way. • Build on your child's bravery, by being aware and confirming positive action • Discourage any planned payback, either physical, verbal or written by discussing positive strategies your child can use • Screenshot any evidence of cyber bullying • Talk to your child about blocking any person who is online bullying • Take positive action and tell your child to report the incident to a staff member or a wellbeing leader • Deal directly with the school and not directly or indirectly with the other student or parent • Report the issue to a staff member as soon as possible. 	<p>The responsibility of the Student Wellbeing Leader is to:</p> <ul style="list-style-type: none"> • Discuss the incident with the student/s • Discuss strategies to use in the future • Speak with people who may have witnessed the incident/s • Seek understanding and agreements between students • Assist the person bullying to use appropriate strategies • Notify parents • Record incident on Dux/DAYMAP • Inform Kadina Memorial School Leadership Team 	<p>The Kadina Memorial School Leadership Team can:</p> <ul style="list-style-type: none"> • Apply a consequence that matches the behaviour for breaking the school rule/value • Set up community service • Internally suspend (student works in the Reflection Room with separate breaks) • Externally suspend (student works from home for 1 – 5 days) • Notify police in relation to assault, illegal behaviour or cyber bullying • Exclusion (student works off campus for 4 – 10 weeks)

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LEVEL 1



Learning Opportunity for Behavioural Change

Level 1 behaviour is when a person bullying has been made aware of their behaviour and the impact his/her actions is having on others, through discussion with a staff member, yet has continued the unwanted behaviour.

It is expected that the behaviour will stop.

Staff will record on DAYMAP and a yellow sticker is placed in Communication Book or Diary. Parent/Carer to sign. Checked by issuing staff member.

The Student Wellbeing Leader is informed and a record is made on the Kadina Memorial School bullying/harassment data base.

Three Level 1 offences will result in a Level 2 response.

EXAMPLES OF BULLYING

Physical:

Invading and not respecting someone's personal space (tripping, pushing, poking) or their personal belongings.

Verbal:

Talking about or to another person in an offensive manner (putdowns, teasing).

Sexual:

Sexually inappropriate gestures/ discussions/ comments/ drawings.

Racial:

Negative comments regarding somebody's race or culture.

Cyber:

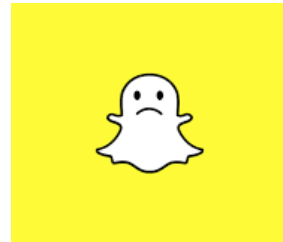
Using technology to discuss or make negative comments about a person on social media.

Exclusion: Excluding another person and encouraging others to do the same.

STUDENT WELLBEING POLICY & PROCEDURES

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LEVEL 2



Modification of Behaviour Required

Level 2 behaviour is when the person bullying has continued to bully.

These incidents will be dealt with as quickly as possible. Behaviour change is expected with the support of the parent/carer, Kadina Memorial School Leadership Team and the Student Wellbeing Leader.

Parent/carer of the person who is bullying will be notified. An orange sticker is placed in the Communication Book or Diary. Parent/carer to sign.

The parents/carers of the person being bullied will also be contacted.

The Student Wellbeing Leader will record on DUX/DAYMAP and on the Kadina Memorial School bullying/harassment data base.

A repeat of a Level 2 offence could result in a Level 3 response.

EXAMPLES OF BULLYING

Physical:

Persistent and repeated invasion of someone's personal space or their personal belongings.

Verbal:

Persistent and repeated talking about or to another person in an offensive, abusive manner.

Sexual:

Explicit sexually, inappropriately, targeted gestures / discussions / comments / drawings.

Racial:

Aggressive or persistent negative comments regarding somebody's race or culture.

Cyber:

Repeatedly using technology to discuss or write negative comments or show negative images. Encouraging a physical incident to occur.

Exclusion:

Shutting someone out or denying them access in a mean way.

LEVEL 3



Behaviour that MUST STOP

Level 3 behaviours can be a one off illegal incident or a result of repeated Level 2 offences.

The behaviour is dangerous, intrusive and directly threatens the safety and wellbeing of others.

A meeting is held with parent/carer, with support from the Student Wellbeing Leader and the Kadina Memorial School Leadership Team to take appropriate action, such as community service, suspension, exclusion and/or police.

Leadership record on DUX/DAYMAP.

Formal written notification is given parent / caregiver.

EXAMPLES OF BULLYING

Physical:

Making physical contact with another person with the intent of causing harm or damaging someone's property beyond repair.

Verbal:

Making serious threats to harm another person either physically, socially or emotionally. Swearing at or attempting to intimidate staff.

Sexual:

Inappropriate touching, comments or physical contact. Sharing pornographic images at school.

Racial:

Abusing and treating someone unfairly in relation to their race or culture.

Cyber:

Use of technology to distribute, violent, sexual, pornographic or negative content onto others.

Exclusion:

Deliberately hurting someone's mental health by isolating them.