



Coogee Boys' Preparatory School

Anti-Bullying and Conflict Management Plan

Coogee Prep aims to provide a safe environment for all staff, students and visitors that is free from bullying, harassment, conflict and any form of violence.

Conflict can be defined as a disagreement where the needs of one or both parties are not being met. Conflict requires mediation.

Bullying can be defined as repeated negative actions or words by individuals or groups against one or more persons. Bullying can be verbal, written, physical, social, psychological or technological (e-mail or internet). Bullying can be visible or hidden. Bullying requires non-punitive and restorative approaches.

Violence can be defined as intimidation, threats, abuse, physical assault or deliberate damage to property. Violence can result in injury or destruction. Violence incurs consequences (**see behaviour management policy**).

Harassment can be defined as negative behaviour which is intended to annoy, bother or trouble another person and can be based upon gender, race, religion, physical or socio-economic differences, ability or cultural differences. Harassment is not necessarily a one off incident and it incurs consequences (**see behaviour management policy**).

Racism can be defined as negative actions or words regarding an individual's ethnicity, religion, social or economic difference.

All students have the right to be free from bullying. Any form of bullying is contrary to the School's philosophy and will not be tolerated. All members of the School Community must be proactive in recognising bullying behaviour. The School encourages students to talk to their **Class Teacher, Headmaster, Deputy Head**, other members of staff or their parents if they feel they are being bullied.

All families at Coogee Prep are aware of the School's Anti-Bullying Policy and the procedures in relation to this policy. Procedures are outlined in the School's Parent Handbook and Staff Handbook.

The School's position on Bullying is as follows:

- All students have the right to be free from bullying
- Any form of bullying is contrary to School policy and will not be tolerated
- A student has the right to seek assistance from a staff member if being bullied or threatened
- Bullying is regarded as a serious and punishable offence and, therefore, suspension, or expulsion may result
- Involves all members of our School Community.

The Student process is as follows:

- If a student is subjected to bullying then he must approach a teacher immediately and ask for assistance
- Other students witnessing inappropriate or bullying acts against a fellow student are encouraged to offer support, or seek assistance from a Teacher for the boy being victimized
- A student may bring issues of bullying directly to the Headmaster to be dealt with.

The Parent process is as follows:

- If a parent becomes aware of bullying, then it is his/her responsibility to bring it to the attention of the Class Teacher or the Headmaster
- Parents should never undertake their own response, or action with the perpetrator, or with the child's parents.
- Parents should contact the Headmaster immediately if there is a threat or confrontation from another parent.

The School process is as follows:

- The Headmaster and/or teacher will interview the boys involved in incidents of bullying. A written report is made and parents are contacted to discuss the incident
- The teacher and/or Headmaster develop an Action Plan, incorporating strategies and expectations for resolution and reconciliation of the issues and to advise all involved what the consequences will be for their actions
- Parents are notified of the strategies and student expectations. All written correspondence and interview transcripts are to be kept on file
- The Headmaster and teachers are to ensure that the matter is dealt with fairly and consistently
- The School will view all matters seriously and employ appropriate action, once a report has been verified. It is critical that at each stage of the process, the issues are dealt with, rather than allowing emotions to govern the response or outcome
- An important outcome is to empower all students to deal with a range of 'bullying' scenarios, using a variety of workable strategies
- Students may need to receive counselling to develop appropriate and achievable skills and dialogue to overcome bullies. Class 'Circle Time' is employed throughout the School to help achieve positive outcomes within the class and on the playground
- Ultimately all students feel safe and supported within the School Environment.

Anti-Bullying Conflict Management Plan

The aim of this plan is to create a safe and happy environment for all members of the School Community. Developing a School Culture which is co-operative and in which harassment is not tolerated is a priority.

The School aims to implement strategies which proactively deal with issues of violence, intimidation, harassment and bullying. All School Community members have a responsibility to work together to create an environment free from bullying.

The School has employed a 'Traffic Light' strategy as a whole School initiative to instil a positive approach to behaviour and as a significant anti-bullying measure.

The five-point anti-bullying strategy is also encouraged so that students can respond appropriately and confidently when they feel that they are being bullied.

The five-point plan is as follows:

1. Ask them to stop
2. Continue activity
3. Ignore them
4. Walk Away
5. Tell a teacher

Parent/ Guardian Expectations:

- To be kept informed regarding any issues that involve anti-social or bullying behaviour
- The programs implemented by the School will be explained regularly and are adhered to
- To discuss the plan with their sons and support its implementation
- Encourage co-operative behaviour in their children and discourage retaliation of any kind
- Encourage independence in their child
- Report any incidents of harassment to their Class Teacher or the Headmaster
- Not to take matters into their own hands and confront the perpetrator and/ or his family.

Student Expectations:

- To play safely and co-operate with other students and staff
- Report any incidents of bullying to a member of staff or the Headmaster
- Have a right to be treated with dignity and respect and in return to treat others the same way
- To be listened to if they are experiencing difficulties
- To be taught appropriate skills to deal with different social situations
- Students must learn to be civil and tolerant
- Students need to be respectful and friendly
- Never ignore physical bullying. This must be dealt with immediately by seeking adult assistance.

Staff Expectations:

- To encourage co-operative behaviour through co-operative learning techniques
- Be vigilant and proactive whilst on playground duty
- Respond to students concerns and complaints
- Be positive role models for all students
- To be treated with dignity by all members of the School Community (staff, parents and students)
- Support from parents when dealing with anti-social or bullying behaviour of students
- Staff will be listened to and supported and that procedural fairness will be the basis for dealing with an issue.

Whole School Strategies:

Strategy	Implementation
Social Skills Program	Classroom/ Playground
Headmaster's Awards	Weekly Assembly
Information on policy and workshops	Weekly Newsletter
Surveys	Weekly Newsletter
Appropriate playground activities	Classroom/ Playground
Active identification of students needing intervention	Classroom/ Playground/ Staff Meetings

Buddy Program	Year 6 and Transition
Bullying Contract	Assembly
Anti-bullying/Values posters displayed	Throughout the School
Discussions regarding bullying	Weekly Assembly/ before play

Classroom Strategies:

- Regular discussion regarding bullying in 'Circle Time'
- Intervention programs for identified students
- Classroom Rules based upon Student Welfare Policy
- Posters created by students
- Class training in anti-bullying strategies

Procedures for Dealing with Bullying Behaviours:

- Ensure all students know the procedures for dealing with bullying behaviour
- Any bullying behaviour reported is investigated and dealt with as soon as possible
- All students involved are interviewed
- Classroom Teacher and students involved deal with smaller issues
- Larger issues are dealt with by the Headmaster
- Parents/guardians and Class Teacher work together to identify any underlying problems and seek solutions
- Detentions or isolation are given for certain inappropriate and unacceptable behaviours
- If a student persists in displaying certain behaviours then intervention occurs in the form of a behavioural management plan or possibly support/ anger management
- An apology and/or restitution is required so that students understand the concept of rights and responsibilities, and the need to take responsibility for their own actions
- Victims are provided with support and appropriate strategies to deal with bullying.