



Coffs Harbour High School Bullying Management Procedures

What is bullying?

How to identify bullying, and signs your child might be involved in bullying at school.

Bullying is defined by three key features:

- it involves a misuse of power in a relationship
- it is intentional, ongoing and repeated
- it involves behaviours that can cause harm.

Having a disagreement with a friend, or a single incident or argument is not defined as bullying. These behaviours may be upsetting, and should be resolved, but they are not bullying.

Physical and verbal bullying, such as kicking or name calling can be easy to see (overt). Other types of bullying, such as social exclusion or spreading rumours are not as easy to see (covert). A person can be bullied about many different things such as how they look, sound or speak; their background, religion, race or culture including being Aboriginal; they have a disability; their size or body shape; their schoolwork, hobbies or achievements; or other ways they may be different. Bullying can also happen online using technology such as the internet or mobile devices. This is also called cyberbullying.

How can I tell if my child is involved in bullying?

Children who are bullied or are bullying others may respond and act differently. Your child's behaviour and mood can change for a variety of reasons. Be alert to the possibility that the change may be related to bullying. You may notice your child:

- doesn't want to go to school or participate in school activities
- changes their route to school or becomes frightened of walking to school
- drops in academic performance
- changes sleeping or eating patterns
- has frequent tears, anger, mood swings or anxiety
- takes money from home
- has unexplained bruises, cuts or scratches
- loses or brings home damaged belongings or clothes
- asks for extra pocket money or food
- arrives home hungry.

The signs of online bullying can be the same as signs of other bullying but may include other behaviours with phones and computers. For example, your child may:

- be hesitant about going online
- seem nervous when an instant message, text message or email appears
- be visibly upset after using the computer or mobile phone, or suddenly avoid it
- close a laptop or hide a mobile phone when others enter the room
- spend unusually long hours online.

Often children do not report bullying to their parents. This may be because they are afraid of upsetting their parents, feeling ashamed, afraid of making things worse, or worried that they may lose privileges such as access to the internet.

Understanding bullying: powerful conversations

The [Powerful Conversations materials](#) have been developed to trigger opportunities for casual and structured conversations on positive behaviours and actions and building resilience. These materials use engaging imagery designed in response to evidence-based research. They also include materials to stimulate conversations between students and their families.

What can I do if I'm being bullied or my child is being bullied?

If you are being bullied or believe your child is being bullied, please follow the flowchart 'Bullying - what can I do?'



Bullying - what can I do?

I'm a student and I'm upset with how I feel I have been treated by another student
OR
I'm a parent/carer and my child is upset with how they feel they have been treated by another student.

Is the behaviour bullying?

1. Does it involve a misuse of power in a relationship?
2. Is it intentional, ongoing and repeated?
3. Does it involve behaviour that causes harm?

If the answer is YES to all three questions, then the behaviour is bullying.

If one or more answers to the questions is NO, this is classed as conflict and not bullying, and should still be reported to the class teacher or Year Adviser.

Bullying involving racism should also be referred to the school's Anti-Racism Contact Officer (ARCO).

Inform the class teacher (if the bullying occurs in one class) OR the Year Adviser (if the bullying occurs in more than one class and/or in the playground).

The class teacher or Year Adviser will act promptly to support the affected student, maintain contact with parents/carers, and attempt to resolve the issue as appropriate. This MAY include:

- Investigate the issue or behaviour;
- Support the affected student;
- Attempt to correct the bullying behaviour;
- Attempt to mediate any conflict and restore relationships.

Allow time for the class teacher or Year Adviser to act. Keep the teacher or Year Adviser informed of any ongoing or new issues that arise.

If the bullying continues, inform the Head Teacher Wellbeing OR Deputy Principal.

The Head Teacher Wellbeing or Deputy Principal will act promptly to support the affected student, maintain contact with parents/carers, and attempt to resolve the issue as appropriate. This MAY include:

- Investigate the issue or behaviour;
- Support the affected student;
- Attempt to correct the bullying behaviour;
- Attempt to mediate any conflict and restore relationships.
- Deputy Principal provides consequences for the bully, which MAY include:
 - Restriction of activities or privileges;
 - Temporary removal from class or playground;
 - Change of class;
 - Formal caution;
 - Suspension;
 - Expulsion.