

Bass High
School



Handbook

- *Anti Bullying*
- *Cyber Safety*
- *Anti Racism*

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Rationale

The Anti Bullying Handbook aims to support, educate and streamline processes for staff, students and the school community to target all forms of Bullying at Bass High School. Bullying, whether it is physical, verbal, social, psychological or cyber bullying are not tolerated at any level and students have the right to a safe environment where they can learn and express themselves without fear of victimisation. All students have a right to be free from bullying. In line with the Department of Education's 'Bullying of Students - Prevention and Response Policy'; "NSW public schools work to provide safe, inclusive, and respectful learning communities that promote student wellbeing."

Bass High School aims to provide a holistic educational experience meeting the diverse needs of the community in a positive learning environment, which is supported by our 'Strategic Direction 2: Creating an Optimal Learning Environment within a High Expectations Culture.'

The Handbook attempts to address all concerns regarding bullying at school by promoting and educating all staff, students and school community of their respective roles and expectations to provide a safe and positive learning environment for our school community. The Department's 'Bullying of Students - Prevention and Response Policy', clearly states that: "Schools are required to establish strategies and practices to encourage positive student behaviour, recognise and reinforce student achievement and wellbeing, and manage disruptive student behaviour." Our school's wellbeing programs and discipline management systems are in place to support the prevention of bullying as well as the effective responses to incidents' of bullying, in all its forms.

We encourage all students to realise their full potential and develop a sense of self-worth by promoting mutual respect, co-operation and tolerance.



Anti Bullying Procedure

At Bass High School all staff and students have the right to feel safe and respected. Any person who bullies another is denying them that right. The school will not tolerate any action that undermines a person's right to a safe learning environment free from violence, harassment and bullying.

Bass High School is committed to promoting wellbeing in a culture where students can connect, succeed and thrive. The school has a range of policies and practices for preventing and responding to student bullying.

What we do at Bass High School

As a school community reported cases of bullying will not be ignored. The following requirements are supported to ensure the safety and wellbeing for all students at Bass High School.

Staff are required to:

- Be role models in demonstrating care, compassion and positive relationships
- Be observant of early signs of distress or suspected incidents of bullying and apply protective and preventive measures in the classroom and the playground
- Support students by applying early intervention strategies in the classroom or in the playground in a timely manner
- Apply Ready to Learn Guidelines to support student learning and wellbeing
- Where necessary report suspected incidents to the Year Advisor, Wellbeing Advisor, Head Teacher Welfare or Senior Executive in a timely manner and document on school database (Sentral)

Students are required to:

- Report any incidents of bullying to Year Advisor or trusted staff member in timely manner
- Take preventative action if possible (this applies to online incidents where can remove, delete or block)
- Students understand to respect their role and responsibilities in the school community

Parents are required to:

- Watch for signs of distress in their child or change of character. E.g. unwillingness to attend school, trouble sleeping and disengagement in learning
- If bullying is suspected advise your child to tell a staff member, otherwise inform the school directly
- Encourage restorative practices
- Be willing to attend interviews and intervention strategies

Response to bullying

- Discussion with the student/s involved, written statements using school proforma and investigate the incident
- A phone call home will be made to inform parent/carer of the incident
- Mediation with the student displaying bullying behaviour and student being bullied (as appropriate). All students involved to come to an agreement to resolve the issue and prevent the bullying from continuing
- Program interventions and referrals made accordingly/ if serious incident referral made to Deputy Principal
- Record the incident on Sentral (school database) - Monitor patterns of bullying behaviour and identify any student concerns
- Serious incident of bullying will lead to further disciplinary action and referred to Senior Executive, which may result in a pre-suspension or suspension according to DoE Disciplinary Policy

Cyber Safety

Bullying online (sometimes called cyberbullying) is using technology to deliberately and repeatedly bully someone else with the intent to hurt or intimidate them. It can happen to anyone, anytime and can leave students feeling sad and alone.

School Process:

- We make sure that people are safe and supported and that we take appropriate action.
- Each complaint is assessed on a case-by-case basis, taking into account all the information provided before we decide on our approach
- For this reason, it is very important that you provide as much information as you can to support your complaint.
- All complaints are assessed to determine whether they fall within the scope of the laws we work under.

Examples of cyberbullying include:

- Hurtful or abusive texts and emails
- Posting unkind messages or images
- Imitating others online
- Excluding others online
- Inappropriate image tagging
- Creating fake accounts in someone's name to trick or humiliate people
- Spreading nasty rumours or lies about someone
- Sharing photos of someone to make fun of them or humiliate them

If cyberbullying occurs students should:

- Resist to urge to respond when they are angry and upset
- Screenshot evidence
- Report and block
- Tell someone: a parent or carer, relative, trusted adult or teacher immediately

How students can protect themselves on the phone

- Give their phone number to friends only
- Keep their mobile phone away from those who shouldn't have their phone number
- Use ID blocking on their phone to hide their number when they call others
- Think about whether it is appropriate to send their messages or make a call
- Regularly check privacy settings on their mobile phone

How students can protect themselves on social networking sites

- Regularly check and re-set privacy settings on their social networking profiles (Instagram, Snapchat, Discord etc.)
- Don't share their passwords, even with friends
- Think about whether they want other people to see their images; some images should not be posted in public places

Reporting

- Keep records of calls or messages that are offensive or hurtful
- Visit the Office of the eSafety Commissions Report Cyberbullying section for advice about reporting
- If you are physically threatened call the police
- Report serious online bullying to <https://www.esafety.gov.au/report>

If cyberbullying occurs staff, students and/or the school community are required to inform an executive member of staff immediately and appropriate actions will be taken in accordance to Department's and schools policies and procedures.

Anti Racism

Bass High School is committed to eliminating racism through educating students, teachers, parents and involving the whole school community. As per the Department of Education's Anti Racism Policy, "The department rejects all forms of racism. It is committed to the elimination of racial discrimination in public schools – including direct and indirect racism, racial vilification and harassment – in all aspects of the learning and working environment."

What does Racism look like in a school context:

- Jokes or comments that cause offence or hurt, sometimes unintentionally. These include name-calling or verbal abuse, harassment or intimidation, or commentary on the media or line that inflames hostility towards certain groups
- Most serious racism can result in acts of physical abuse and violence
- It can directly or indirectly exclude students
- It often manifests through unconscious bias or prejudice
- Belief that a particular race or ethnicity is inferior or superior to others is sometimes used to justify such inequalities.

Effects of racism

Racism has damaging effects on individuals, families and communities and the learning and working environment. Racism can adversely affect: educational outcomes.

- Educational outcomes
- individual happiness and self-confidence
- school climate cultural identity
- student behaviour

Indicators of racism in schools

Racism in schools may be difficult, as racism manifests itself in a range of ways, some more clearly discernible than others. Some indicators of racism include the following:

- Hostility or lack of co-operation between groups appear
- Appearance of racist graffiti
- Promotion of racist propaganda
- Display of racist behaviour including comments, ridicule or abuse, cyber-racism as well as physical harassment and assault
- Existence of discriminatory practices including:
 - Low expectations for some groups of students
 - Non-inclusive policies, curriculum and pedagogy denying certain groups access to a wide curriculum

Countering racism

- Under the Department's Anti-Racism Policy, principals are responsible for including anti-racism education strategies in their school plans and reporting on their implementation in Annual School Reports. Under the Policy, the nomination and training of an Anti- Racism Contact Officer, is also the responsibility of the principal

Anti Racism Contact Officer (ARCO)

- all schools are required to have a trained Anti Racism Contact Officer (ARCO).
- ARCO assists parents, staff and students who have complaints regarding racism and facilitated the complaints handling process.

Nominating an ARCO

The principal is required to nominate a member of the teaching staff to be the school's ARCO. The Arco should be an experienced teacher who:

- Has a good communication and mediation skills
- Is trusted by parents, teachers and students
- Does not have an advocacy role in the school
- Is willing to further develop their understanding on racism
- Is a full-time experienced member of staff
- Cultural background should not be used as a criterion for selection
- The ARCO role should be promoted in the school community

The role of an ARCO

The ARCO role has three major aspects.

1. Complaints support role

Complaints of racism may be made to any member of staff including the ARCO. If a complaint is made to the principal or senior executive member, the complaint is encouraged to discuss the matter with the ARCO.

The ARCO:

- Manages complaints of racism made by students against other students in accordance with the Behaviour Code for Students and schools discipline and welling procedures
- Refers complaints of racism made by staff and community members to appropriate executive staff members
- Provides advice on the complaints handing process to students, staff and community members
- Supports the complainant during the complaints handling process
- Provides advice to the principal and/or nominated complaints manager
- May be asked to assist in seeking a resolution using the appropriate procedure but it sis not the ARCO's role to lead the process.

2. Educational role

The ARCO assists the principal to:

- ensure the school community. Knows who the ARCO is and what the ARCO role involves.
- Promote anti racism education in the school
- Develop anti racism education strategies in school planning
- Ensure staff are ware of relevant topics including Anti Racism Policy, Multicultural Education Policy, Aboriginal Education Training Policy, Complaints Handling Policy and complaints procedures related to racism

3. Monitoring role

The ARCO assists the principal to:

- Maintain records of complaints and allegations concerning racism
- Decided what data regarding complaints about racism should be collected
- Identify trends in relation to complaints about racism
- Implement actions arising from complaints of racism

ARCO Training

Newly nominated ARCOs undertake ARCO training. Completing the Anti Racism Contact Officer blended online training course will contribute to 10 hours of registers PD.



Procedures for students

Is this bullying?

Was the action deliberate?

NO

YES

Is this an ongoing issue?





NO

YES

Does the incident fit within one of the definitions of bullying below?



NOT BULLYING
But if it has upset you, remember you can always talk to your teachers

	PHYSICAL Assault, theft, destruction of property		EMOTIONAL Rumors, manipulation, relational aggression
	VERBAL Threats, racial slurs, name-calling,		DIGITAL Insults via emails, text messages, social media

YES

YES

This is bullying. REPORT to a teacher, Year Advisor or Head Teacher Wellfare

Anti Bullying Procedures for Staff - Flowchart

