

PROCEDURE 33: HEALTH AND SAFETY ANTIBULLYING

Rationale:

In accordance with National Administration Guidelines it is incumbent on this school to ensure a physically and emotionally safe learning environment. This school defines bullying as behaviour towards others with the intention of causing harm to them. Bullying can be physical, verbal, emotional, sexual, racial, homophobic and cyber misuse. Victims of bullying face physical harm and emotional stress that may result in reduced learning opportunities, long term damage, or withdrawal or worse. Bullies themselves also may suffer long term harm. The school seeks to foster a climate of trust where people feel able to inform others of bullying in the knowledge that it will be dealt with promptly and effectively, sensitively.

Intentions:

It is this school's aim that:

- all members of the school community – board, teachers, non-teaching staff, students and parents should understand what bullying is
- all members of the school community should know what the school policy is on bullying and follow it when bullying is reported
- all members of the school community should be assured that they will be supported when bullying is reported
- bullying will not be tolerated

Procedures to be followed relating to incidents of bullying:

1. A victim of bullying may report the incident to any member of staff, a peer mediator or a friend.
2. All cases of alleged bullying will be recorded by staff responsible for handling the issue and reported on to the principal.
3. Should a student be the victim of bullying, parents will be informed and asked to attend a meeting to discuss the problem.
4. If necessary, at the discretion of the principal, external agencies may be involved as appropriate.
5. The bullying behaviour, or threats of bullying, will be promptly investigated and dealt with.
6. Reasonable attempts will be made to assist identified bullies to change their behaviour.
7. In cases of serious violence or extreme emotional harm, to students the school has authority, and may exercise this authority, to stand-down, suspend or exclude in accordance with its behaviour management policy and Ministry of Education regulations and Legislative requirements.
8. When alleged school related student bullying, including cyber-bullying, occurs outside of school, the school will support parents to deal with it.
9. Should a member or members of staff be impacted by bullying, it is expected they immediately seek support from the principal, and/or a trusted member of staff, to have the bullying reported and recorded.
10. If physical harm is caused through bullying, this may be criminal offence and covered under the Crimes Act. This should be reported to police. Should a member of staff feel they are in immediate physical danger, Call 111.
11. All staff job descriptions at Whareorino School specifically state a Code of Behaviour, and further to this, a statement of unacceptable behaviours, which include, but are not limited to:
 - speaking for or quoting other members of staff
 - spreading gossip, innuendos, mistruths
 - harassment - offensive, belittling, or threatening behaviour
 - repeated abusive and offensive behaviour

Guidelines:

In implementing this procedure, school management will:

- ensure that it is widely and regularly communicated to the school community
- always act in a consistent, professional and fair manner in dealing promptly with complaints of bullying
- take all necessary and reasonable steps to prove cases of bullying and to ensure that they are dealt with
- provide appropriate training for staff in identifying and reporting on bullying
- use a range of proven techniques in enhancing the physical and emotional safety of those persons employed by the school, learning at the school, or engaged with the school
- provide support for students and awareness material for parents to assist them in recognising cases of suspected bullying
- survey students and parents periodically to evaluate the effectiveness of the anti-bullying programme
- ensure Whareorino School staff
- monitor and review this procedure annually
- provide termly reports to the board on progress

What is workplace bullying?

Workplace bullying is repeated, and unreasonable behaviour directed towards a worker or a group of workers. Bullying can be physical, verbal or relational/social such as excluding someone or spreading rumours.

Unreasonable behaviour may include victimising, humiliating, intimidating, or threatening a person. A single incident of unreasonable behaviour is not considered workplace bullying, but it could escalate and shouldn't be ignored.

Workplace bullying is not one-off or occasional instances of rudeness or misjudgement.

Bullying is not limited to managers targeting staff, or vice versa. It may happen between co-workers or involve board members, parents, paraprofessional, or visitors to the school.

Workplace bullying is: repeated and unreasonable behaviour directed towards a worker or a group of workers that can lead to physical or psychological harm.

- Repeated behaviour is persistent (occurs more than once) and can involve a range of actions over time.
- Unreasonable behaviour means actions that a reasonable person in the same circumstances would see as unreasonable. It includes victimising, humiliating, intimidating or threatening a person.
- Bullying may also include harassment, discrimination or violence.

Reference: www.employment.govt.nz

Workplace bullying is not:

- one-off or occasional instances of forgetfulness, rudeness or tactlessness
- setting high performance standards
- constructive feedback and legitimate advice or peer review
- a manager requiring reasonable verbal or written work instructions to be carried out
- warning or disciplining workers in line with the business or undertaking's code of conduct
- a single incident of unreasonable behaviour
- reasonable management actions delivered in a reasonable way
- differences in opinion or personality clashes that do not escalate into bullying, harassment or violence.

Reference: www.employment.govt.nz

Employee reporting bullying to your employer:

If you consider that the behaviour that you're experiencing is bullying or other unreasonable behaviour, gather information of each incident and keep records of:

- the date, time and where it happened,
- what happened (who was present, what was said, who said what),
- if there were any witnesses, and
- how you felt

Once you have your information sorted and recorded, you will need to write a letter of complaint to the Whareorino School Board; *refer to the Board's Complaints Policy and Procedures*. It is recommended the employee should seek support from their Union, such as NZEI, or from a trusted person, advocate.

Employees have 90 days from when the action happened to raise a personal grievance claim under the Employment Relations Act.

Signs of bullying impacting on a student:

This section is added to the policy in order to assist with implementation. Students may indicate by a series of signs that they are being bullied. The school will endeavour to investigate when a student:

- is afraid when walking to or from school
- is reluctant to go to school
- doesn't want to go on the school bus, begs to be taken to school
- appears to change from usual routine
- starts to truant
- seems to be withdrawn, anxious or lacking confidence
- starts to stammer
- runs away, threatens or attempts suicide
- has nightmares or cries in bed
- begins to underachieve at school
- complains of illness before school
- comes home with clothes torn or possessions damaged, graffiti on books etc.
- asks for or starts stealing money
- frequently 'loses' money
- has unexplained injuries
- comes home hungry
- shows signs of aggression or disruption out of character
- is bullying sibling
- is afraid or reluctant to admit what is wrong
- gives unlikely excuses for any of the above
- is afraid to use internet or mobile phone
- appears nervous or anxious when a cyber message is received



PRINCIPAL

Dated: February 1, 2022