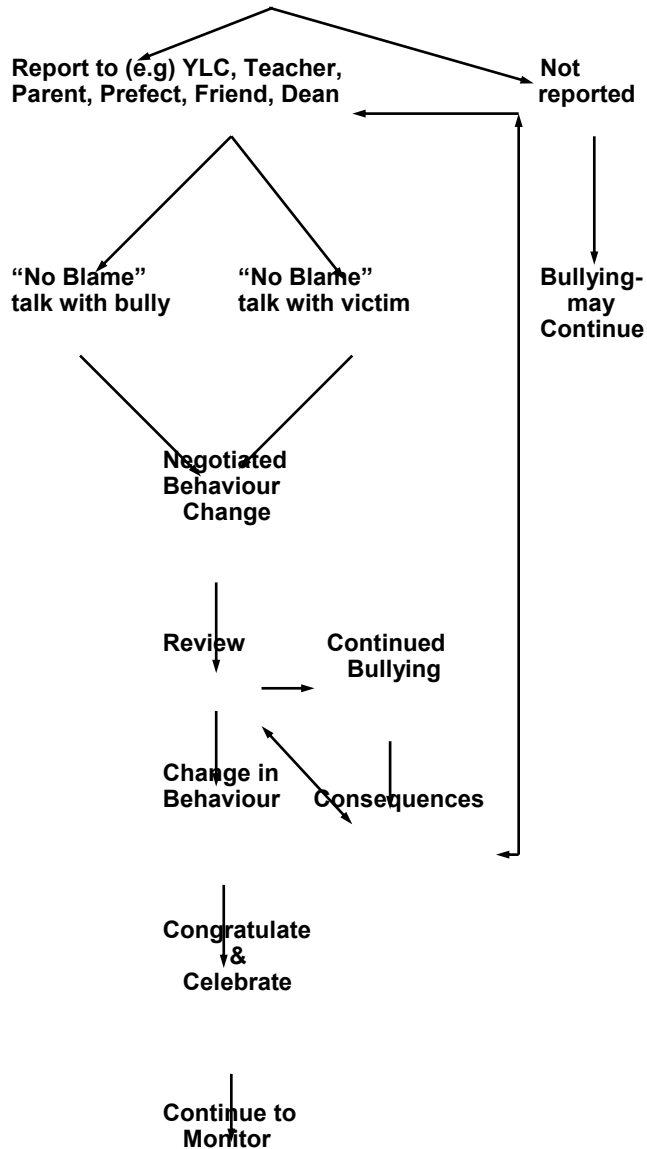


ANTI-BULLYING POLICY

Bullying Behaviour occurs.....



PARENTS – YOU CAN HELP!

Positive parental support and influence is vital.

You are the most influential models in your son's life.

Build a welcoming and inclusive home environment

- encourage your son to bring friends home
- acknowledge and accept differences in others

Encourage your son's self esteem

- value your son for who he is
- be positive in your words and actions
- nurture your son's positive qualities

Discuss social, community and relationship issues openly

- discuss Iona College's expectations about behaviour
- discuss how your sons could best respond if bullied
- discuss what your son could do as a witness to bullying

Be observant. Look out for tell-tale signs such as:

- unwillingness to attend school
- wanting to be driven to or from school
- declining academic performance
- loss of interest in sporting or social events
- frequent loss of possessions and/or money
- asking for or stealing money
- unexplained bruises, scratches, cuts or torn clothing
- refusal to say what the problem is

Sometimes, students are reluctant to talk over such matters with parents because they fear that decisions will be taken out of their hands.

It is important to maintain trust by respecting your son's right to judge what action to take



Iona College

Policy Statement on Bullying

Iona College respects the rights of all people, especially its students, to be free from all forms of bullying and harassment.

Respect for each other, courtesy, kindness and cooperation are expected and encouraged at Iona College.

Iona College:

- expects a high standard of behaviour at all times
- is committed to providing a safe and caring environment for everyone
- maintains that everyone has the right to be free from all forms of bullying
- encourages and positively reinforces behaviour which is courteous and considerate
- has a policy for identifying, preventing and dealing with bullying
- educates students about issues related to bullying
- offers support to all students through its pastoral care system and the pastoral care role of all teachers

WHAT IS BULLYING?

Bullying is any on going wilful, conscious behaviour intended to hurt another person, either physically or emotionally. It may also be part of an ongoing series of incidents.

Bullying involves an imbalance of power which:

- may be verbal, physical, social or psychological in nature
- is repeated, so that it causes distress at the time and creates fear of future incidents of bullying
- may be in the form of acceptable behaviour which, by intent, makes another feel inferior – for example, an overly competitive approach to academic, sporting or social success.

Bullying takes many forms and can include:

- Verbal harassment: swearing, name calling, teasing, threatening spreading rumours
- Physical harm: punching, spitting, kicking, pushing
- Exclusion: deliberately leaving someone out of an activity or ignoring him
- Extortion: demanding money, food, favours
- Interference with or damage to personal belongings, stealing
- Physical gestures: faces, obscene gestures
- Written abuse
- Electronic through the Internet

People can be involved in bullying behaviour either as individuals, ringleaders, or members of a group.

BULLYING IS A SERIOUS ISSUE

Bullying is not “OK”. Iona College does not tolerate bullying. Bullying leads to emotional and/or physical pain and stress for the person being bullied.

Sometimes, those of us who remain passive onlookers can unintentionally encourage bullying behaviour. The **tradition of silence** is a barrier that must be broken down.

As a student of Iona College, it is your right

And your responsibility to report bullying

To any member of staff, whether it happens
to you or to someone else.

WHAT CAN YOU DO IF YOU ARE A WITNESS TO BULLYING?

You should care enough to want to do something:

- take action as the bullying occurs by saying “leave him alone”
- report the incident to a member of staff as soon as you can.
It is OK to ask for privacy and report confidentiality, or make an anonymous report that will alert the staff to a trouble spot or a bullying incident.
- offer support to the boy being bullied. Make suggestions about handling it. Encourage him to get help through an adult, a prefect or his family.

WHAT CAN YOU DO IF YOU ARE BULLIED?

Recognise that you can take positive action. Often, bullies want a reaction. A solution can take time. Seek assistance and be assured that there are many people who will help.

There is a range of possible options:

- be assertive, you have rights. State “leave me alone”
- do not retaliate with physical or verbal aggression
- ignore it – if you show that you are not upset, the harassment may stop
- laugh it off, use humour
- build your own protection by establishing friends
- be smart about avoiding high risk places

- talk about it with others who can help you decide how to handle the situation or they can take action eg your friends or family; the older students at school, especially the Prefects, Teachers, Year Level Coordinators, Counsellors, Priests, Nurses, Deputy Heads or Rector.

**Remember, we are on your side.
We take bullying seriously
and want to stop it.**

CONSEQUENCES

In the event that a student (who has been found to be bullying) does not change his behaviour after steps outlined in this document have been followed (see diagram), then any or all the following consequences may be applied:

- time out from class, sport, tuckshop, buses or wherever the bullying has occurred
- consultation with parents
- warnings accompanied by a formal letter to the student and parents
- reparations for and damage caused
- supervised formal apology to the victim and parents
- detentions
- community service
- referral to the Dean of Students and/or the Rector
- inclusion on the College’s “Performance Intervention List”
- suspension from school, resuming only with the clear undertaking by the student that he will demonstrate positive behaviour in place of the unacceptable bullying behaviour
- expulsion

APPENDIX A

BULLYING – INCIDENT REPORT**TO BE COMPLETED BY STUDENTS INVOLVED.**

Student's name: _____

Year level & class: _____

Date of incident: _____ Time incident occurred: _____

Location (Where did it occur?) _____

1. Who was involved?

2. Describe what took place. Be as accurate as you can:

3. Why do you think it happened?

4. Were there any witnesses? Who were they?

Signed: _____

Date: _____

Time: _____

Staff comments:

Head Of House comments:

Action taken:

HOH signature: _____

Date: / /

Time: _____

IONA COLLEGE

A Catholic Boys' College conducted by The Missionary Oblates of Mary Immaculate.



Date:

Dear **(Parent/Guardian name)**,

Re: (Student's name and class)

(Name) has been involved in bullying another student of the College.

He is required to attend after school detention on Friday, **(Date)** from 3.15pm until 4.30pm. Would you please make any necessary arrangements for transport home after the detention.

Please be aware of how seriously the College takes the issue of bullying. **(Name)** will be required to see the College Counsellor for advice and guidance on other ways of dealing with issues. Further bullying behaviour would be viewed as extremely serious. Please discuss this situation with your son. The counsellor or I can be contacted at the College should you wish to discuss this matter.

Yours sincerely

(Name)
(Position)

**PLEASE COMPLETE, DETACH AND RETURN TO
(Name) AT THE COLLEGE**

I/We the parents/guardians of **(Student name)** acknowledge receipt of the College letter dated **(date)** and of the detention given.

Signed: _____ Date: _____

Comment: _____

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PROTOCOL FOR DEALING WITH BULLYING INCIDENTS (APPENDIX B)

1. Each bullying incident should initially be dealt with by the YLC/HOHs.
2. Use your professional judgement as to whether you consider the reported incident to be "serious". If the incident can be dealt with through negotiation then follow this action through. If it is a repetition/continuation of earlier behaviour, then the following procedure should apply to enhance our record keeping and to promote a consistent procedure throughout the college that will ideally lead to a reduction in incidences.
3. Have the bullied student fill in the incident form. Younger students may need some assistance with this. It may be that the form will be modified to be more "user friendly" for the younger students in the Junior Years.
4. Have the accused boy(s) also fill in a form (the two forms are slightly different and both will need reviewing down the line). Where the incident crosses grades, a collaborative approach will be needed between YLC/HOHs.
5. Witnesses should also fill in a form so that stories may be cross-checked.
6. The counsellor/Head of Student Wellbeing needs to be made aware of the situation, as does the Dean of Students.
7. Following your investigations / conclusions
 - a. Parents need to be contacted and appropriate consequences need to be enacted.
 - b. Where a detention is issued, a letter (standard: through Dean of Students' Assistant) needs to be sent to the parents of any students found to have been involved in bullying explaining the seriousness of the situation and explaining the likely consequences of repetition.
 - c. The school's actions need to be explained to the parents of the victim and the parents need to be reassured of our support for their child.

APPROPRIATE CONSEQUENCES

1. When the issue of bullying is first identified, depending upon the severity of the situation, a negotiated outcome (no blame) is preferable.
2. A second offence is likely to involve things like detention, letters of apology, confronting the parents of the victim to apologise and counselling for both victim and bully.
3. A third offence is likely to involve suspension (must be discussed with the Dean of Students before informing boys / parents). Counselling for both victim and bully would be continued. Also, it may be appropriate to consider the College's Performance Intervention List or a negotiated "student commitment" before returning to school.
4. Where appropriate interventions are not working, then it may be time to call the student's position at the College into question.

From the outset, the involvement of the counsellor/Head of Student Wellbeing is essential. They may suggest case conferences / shared concerned meetings in trying to solve the issues. Cooperation by all involved is hoped for.

Every situation is unique in its circumstances and although the aim must be to have a consistent approach, black and white consequences are neither useful nor appropriate. The aim of the College's approach is to repair the harm and rebuild, restore a sense of wellbeing and connection and to help students become aware of the impact of their behaviour on others.

*Everyone at Iona College has the right to an education in a Safe Environment.
Bullying or Harassment in the form of physical aggression, verbal aggression,
intimidation or exclusion has no place at Iona."*

Student making complaint: _____ Date: / /

Who is doing the bullying: _____

When does it occur: _____

Where: _____

How often: _____

How long has this been happening?

Describe what has been happening: (try to provide as much detail as possible, include both your actions as well as the person/s – Please write exactly what the person says – include swearing if this has occurred.)

Witnesses:

Can you identify any reasons why this is happening to you, or identify any situations in the past that may have provoked this person? (This is not to say this is your fault, it is simply to identify any background factors.)

What strategies or actions have you tried to get this persons behaviour to stop?

Have you told anyone that this is happening? YES / NO

If yes, who:

A friend, mum, dad, teacher, house coordinator, administrator, other.

What is the personal impact of this person's behaviour on you?

What do you want to happen? How would you like this situation dealt with?

Do you have any concerns about reporting this, that we need to be aware of?

Are you aware of any other people who are also being bullied by this person?

.....

Student Signature

Complaint received by: _____ Date: / /
c Action / Follow up :

