



KIRWAN STATE HIGH SCHOOL

BULLYING POLICY

Rationale

Kirwan State High School is committed to providing a safe and supportive environment.

What is Bullying?

Bullying is the ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Types of Bullying

There are five broad categories of bullying.

Physical

Physical bullying may include but is not limited to:

- hitting.
- tripping.
- pushing.
- damaging property.

Verbal bullying

Verbal bullying may include but is not limited to:

- name calling.
- insults.
- homophobic or racist remarks.
- verbal abuse.

Covert bullying

Covert bullying is harder to recognise and often carried out behind the bullied student's back. It is designed to harm someone's social reputation and/or cause humiliation.

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Covert bullying may include but is not limited to:

- lying and spreading rumours.
- playing nasty jokes to embarrass and humiliate.
- provoking a food-allergic reaction.
- mimicking - tone of voice or a specific student's accent.
- encouraging others to socially exclude someone.
- damaging someone's social reputation and social acceptance.
- being a bystander and not reporting a bullying incident.

Psychological bullying

Psychological bullying may include but is not limited to:

- threatening.
- manipulating.
- stalking someone.

Cyberbullying

Cyberbullying can involve the use of information and communication technologies such as email, text messages, social networking sites, chat rooms or video internet sites to bully verbally, socially or psychologically.

It can be particularly harmful because it can happen anywhere and at any time. Thus, people who are the victims of cyberbullying have no place where they feel safe.

Behaviours that do not constitute bullying

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements (where there is no power imbalance).
- not liking someone or a single act of social rejection.
- one-off acts of meanness or spite.
- isolated incidents of aggression, intimidation or violence.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. Such occurrences may still be serious and require intervention or management, however they do not (as single incidents) meet the threshold of a behaviour that can be described as bullying.

Responsibilities

All incidents that directly impact the good order and management of a school will be managed in line with the school's Student Code of Conduct. Principals and school staff have a responsibility to respond to allegations of bullying.

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Principal Responsibilities:

At Kirwan State High School, the Principal has the responsibility to:

- ensure that their school's Student Code of Conduct clearly articulates the approach for responding to allegations of bullying and includes the bullying response flowchart.
- ensure the school community is aware of the school's approach for responding to and managing allegations of bullying.
- have the authority to take disciplinary action to address student behaviours (such as bullying) that occur outside of school hours or school grounds if the conduct adversely affects, or is likely to adversely affect, other students and/or the good order and management of the school.
- develop individual school-based policies regarding the use of mobile phones and other technology as part of the school's Student Code of Conduct.
- provide clear guidance to students and parents about the appropriate use of mobiles and other electronic devices – at school and outside of school.
- share information appropriately and as necessary with staff about any incidents of alleged bullying.
- encourage and model appropriate behaviour from staff, parents and the school community.
- act to highlight or manage any concerns of bullying.
- where appropriate, take statutory disciplinary action to address cyberbullying:
 - that occurs outside of school hours or school grounds that also negatively affects the good order and management of the school (e.g. where the conduct, threats, intimidation or abuse have created, or would likely create a risk of, substantial disruption within the school environment, or where the conduct, threats, intimidation or abuse has or might reach school premises) OR
 - that is undertaken on or originating from school premises during school hours, or by means of use of school ICT, concerning other students, staff or members of the school community.
- use non-statutory options to deal with the cyberbullying matter, for example:
 - discussion with student's parents.
 - student mediation.
 - apology.
 - ICT / mobile technology ban.
 - guidance referral.
- must, if at any point a reasonable suspicion is formed that a student has been harmed or is at risk of harm, respond in accordance with the Student Protection Procedure.
- must, regardless of whether or not the cyberbullying is a matter that must be dealt with by the school Principal as per this document, support the wellbeing of any student who is displaying apparent negative effects from cyberbullying by means of offering the appropriate support.

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Staff Responsibilities:

At Kirwan State High School, staff have the responsibility to:

- promote positive student behaviours.
- follow appropriate processes outlined in the school's Student Code of Conduct when responding to allegations and incidents of bullying.
- immediate action must address the physical and emotional safety of the student, for example providing a safe place for the student, redirecting students engaging in bullying behaviours or interrupting and addressing verbal abuse in situ.
- respond to allegations and incidents of bullying and treat cyberbullying with the same level of seriousness as other forms of bullying.
- take reasonable steps to prevent bullying and respond to complaints to help bring the bullying to an end.
- ensure records in OneSchool are maintained accurately in relation to any allegations of bullying.
- support the wellbeing of any student who is displaying apparent negative effects from cyberbullying by discussing guidance officer support.
- do not open, search or otherwise deal with the property of a student (such as a mobile device) without the consent of the student or parent (refer to Temporary Removal of Student Property Policy).
- remove property, including mobile phones, from a student if it is necessary to promote the caring, safe and supportive learning environment of the school, to maintain and foster mutual respect between all state school staff, students and visitors (refer to Temporary Removal of Student Property Policy).

Student Responsibilities

At Kirwan State High School, students have the responsibility to:

- show respect to all members of the school community.
- make a report about bullying by approaching a teacher with whom they feel most comfortable or trust, which may be their regular class teacher, a guidance officer or deputy principal.
- understand those who engage in bullying behaviour may face disciplinary action whether behaviour:
 - occurs at school.
 - occurs outside of school hours or settings (including school camps and excursions).
 - is directed towards other community members or students from other school sites.
- use technology appropriately.
- understand that if they engage in cyberbullying they will likely face statutory or non-statutory disciplinary action.
- know if they have concerns about cyberbullying incidents that occur outside of school hours, including weekends or school holidays that they should immediately seek assistance through the Office of the eSafety Commissioner or the Queensland Police Service.
- understand if they are suffering negative effects from cyberbullying that they can seek guidance support from the school or other support services such as headspace or Kids Helpline.
- become an active bystander and support the target of bullying by:

- speaking up and letting the person who is doing the bullying know that what they are doing is bullying.
- refusing to join in with the bullying and walk away.
- helping the student who is being bullied ask for help and immediately report the bullying to a member of staff.
- encouraging appropriate and modified behaviour of the bully if they are your friend.

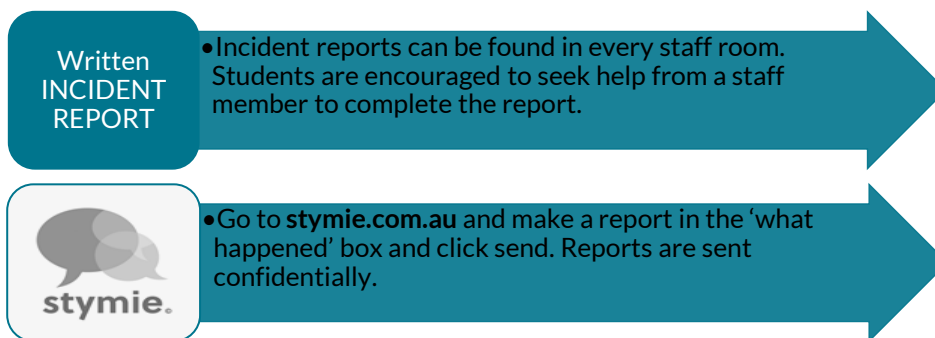
Parent responsibilities:

At Kirwan State High School, parents have the responsibility to:

- encourage your student to not bully others.
- encourage your student to record evidence of bullying and report it.
- provide support and encourage your student to seek help.
- work with the school to resolve the bullying issue.

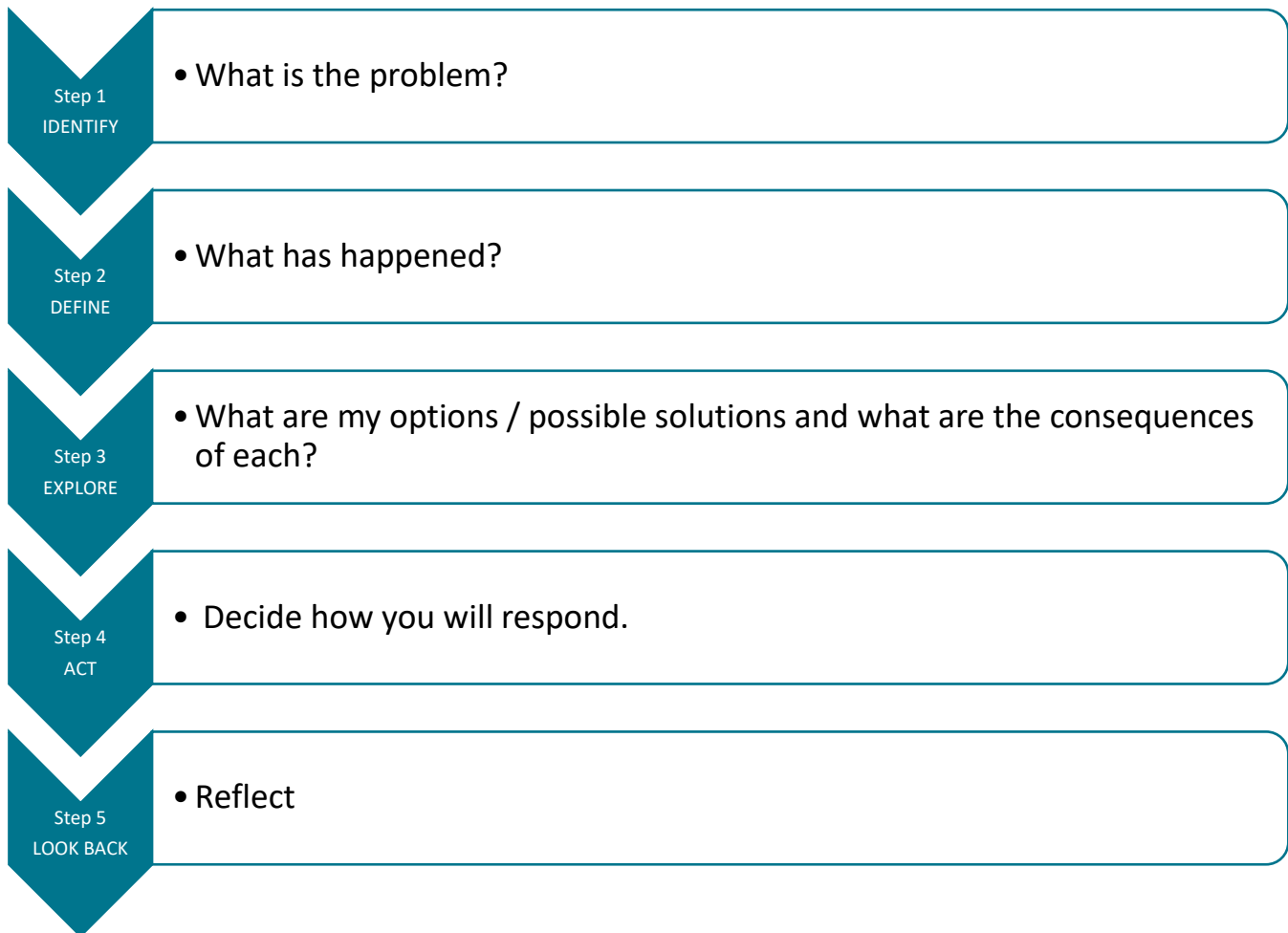
Student Response Strategy

1. Locate a teacher, trusted adult or peer for support.
2. Use the IDEAL [Identify, Define, Explore, Act, Look Back] strategy to identify the problem, explore options and decide how to act.
3. Report the incident to staff. Students can report incidents through:



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4. In the case of cyberbullying, also report the incident directly to the platform using their online reporting tools (eg; Instagram, Snapchat, Facebook) and to the Office of the eSafety Commissioner at [esafety.gov.au](https://www.esafety.gov.au).
5. Incident Reports are forwarded to relevant staff who follow the Bullying Response Flowchart.



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Bullying Response Flowchart

These steps may be adjusted depending on the unique circumstances and risk associated with each situation. This is at the professional judgment of the staff involved.



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Online Bullying Response Flowchart

Student protection

If at any point the principal forms a reasonable suspicion that a student has been harmed or is at risk of harm, they have a responsibility to respond in accordance with the [Student protection procedure](#).

Explicit images

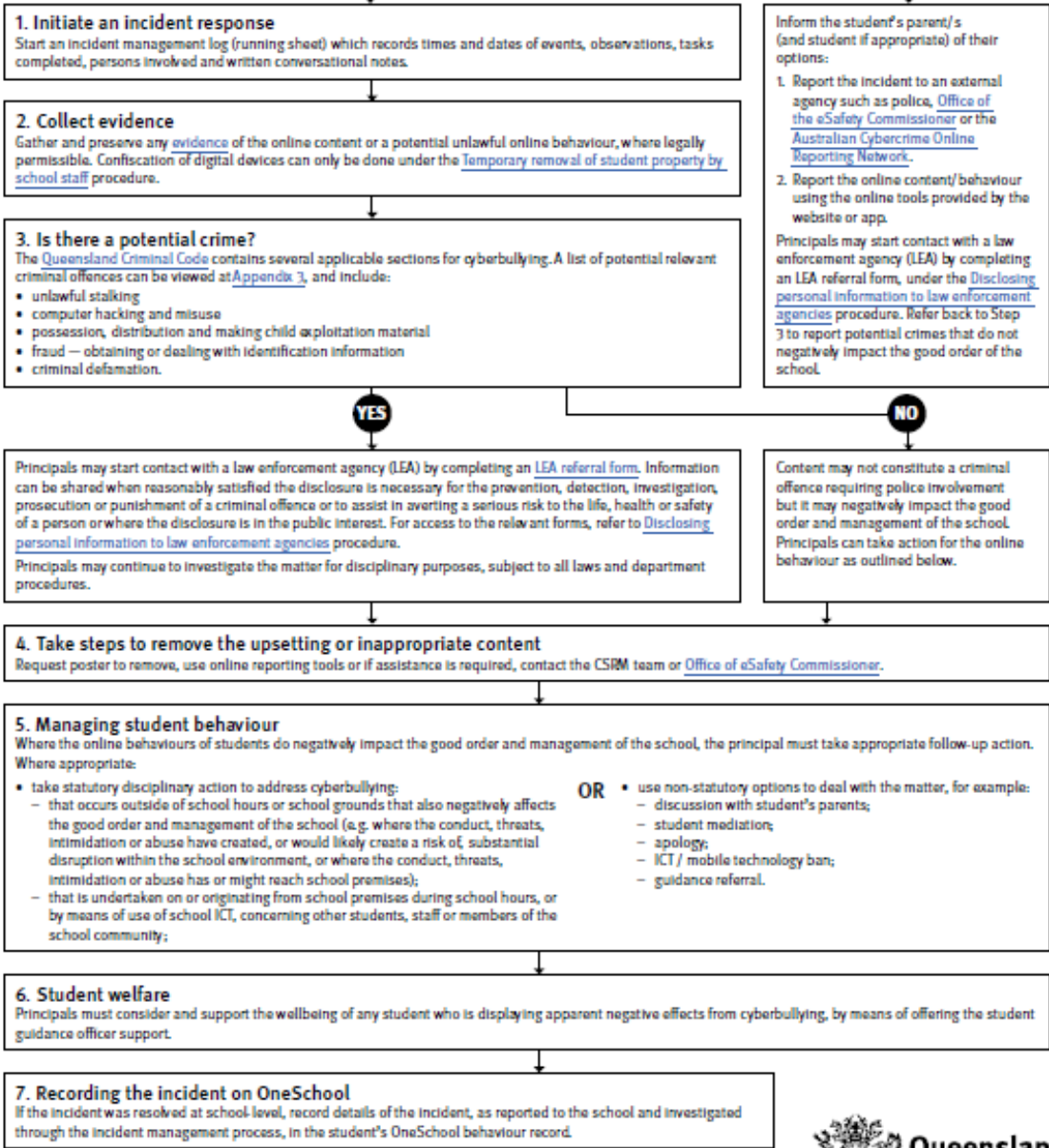
If the investigation involves naked or explicit images of children, staff should not save, copy, forward or otherwise deal with the content, as per the [Temporary removal of student property by school staff procedure](#). This includes onto OneSchool records. Refer to the investigative process outlined in 'Responding to incidents involving naked or explicit images of children' from the [Online Incident management guidelines](#).

Report

Refer to the [Online incident management guidelines](#) for more details, or if assistance is required, contact the Cybersafety and Reputation Management (CSRM) team on 3034 5035 or Cybersafety.ReputationManagement@qed.qld.gov.au.

Does the online behaviour/incident negatively impact the good order and management of the school?

YES OR NO



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Consideration of Individual Circumstances

Staff at Kirwan State High School consider students' individual circumstances, such as their behaviour history, verified disability, diagnosed mental health and wellbeing, religious and cultural considerations, home environment and care arrangements when teaching expectations, responding to inappropriate behaviour or applying a disciplinary consequence. Kirwan State High School responds to inappropriate behaviour with a restorative approach.

In considering the individual circumstances of each student, we recognise that the way we teach, the support we provide and the way we respond to students will differ. This reflects the principle of equity, where every student is given the support they need to be successful. This also means that not everyone will be treated the same, because treating everyone the same is not fair.

Our staff are also obliged by law to respect and protect the privacy of individual students, so while we understand the interest of other students, staff and parents/carers to know what consequence another student might have received, we will not disclose or discuss this information with anyone but with the student and their parent/carer. This applies even if the behavioural incident involves your child. You can be assured that school staff take all matters seriously and will address them appropriately. We expect that parents/carers and students will respect the privacy of other students and families.

If you have concerns about the behaviour of another student at the school, or the way our staff have responded to their behaviour, please make an appointment with a member of the Executive Leadership Team to discuss the matter.

Consultation

The Kirwan State High School Bullying Policy was developed in consultation with the school community, including:

- Student Representative Council.
- Teaching and non-teaching staff.
- Parents & Citizens (P&C) Committee.
- School Council.

Review

The Kirwan State High School Bullying Policy will undergo annual minor updates to reflect changing circumstances, data and staff.

A fulsome review is conducted in line with the scheduled review process for the School Planning, Reviewing and Reporting cycle.

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Endorsement

The Kirwan State High School Bullying Policy has been informed by:

- Department of Education: Fact Sheet – Bullying and school aged students
- Department of Education: Fact Sheet – Cyberbullying and school aged students

Endorsed by:



Heather Murry
Executive Principal



Bella van Krieken
School Captain



Yohann Abordo
School Captain



JJ Taylor
P&C President



Rick Phineasa
School Council Chair