**TE TOTARA**

**PRIMARY SCHOOL**

**Policy: Bullying Prevention and Response**

**Why have this policy?**

Te Totara Board of Trustees seeks to take all reasonable steps to develop high standards of behaviour in order to fulfil the Charter expectation and requirements of NAG 5. The Board of Trustees seek to foster and develop a safe, positive physical and emotional school environment that creates a climate of trust through the school Reach for the STARS Programme. Students, staff, parents and whanau share the responsibility for making Te Totara Primary School a respectful and inclusive environment.

**What is it for?**

Te Totara Primary School is committed to ensuring that our school provides an environment free from bullying behaviours.  All members of our school community – Board of Trustees, school leaders, teachers, staff, students, parents and whanau should have an understanding of what bullying is; and know what to do when bullying does occur.

**Definition**

Bullying behaviour is not an isolated action.  We understand that:

* Bullying is **deliberate** - harming another person intentionally
* Bullying involves a misuse of power in a relationship
* Bullying is usually not a one-off - it is **repeated**, or has the potential to be repeated over time
* Bullying involves behaviour that can cause harm - it is not a normal part of growing up.

Bullying behaviours can be physical, verbal, or social, and can take place in the physical or digital world.

Bullying is not an individual action.  It can involve up to three parties:  initiators (those doing the bullying), targets (those being bullied) and often bystanders (those who witness the bullying).

**How will we do this?**

At Te Totara Primary School we recognise that it is important that students, staff, parents, whanau and members of the school community share responsibility for making our school a respectful and inclusive environment.  Managing behaviour relies on consistently applying both our school’s Reach for the STARS philosophy and strategies to promote positive student behaviour. (Student Behaviour Policy)

We will:

* Use a range of activities including curriculum based programmes to develop the ability for students to relate to each other (Te Totara STARS Ethos, values and practice, Keeping Ourselves Safe, Kia Kaha Programme and other relevant programmes as necessary, social problem solving solutions, role playing)
* Regularly promote our expectations in preventing bullying through our STARS bullying awareness posters (see attached) and Reach for the STARS Ethos, values and practices.
* Promote digital citizenship throughout I.C.T. by using and promoting the safe use of technology (through our I.C.T. Use Agreements)

All members of the school, including the students themselves, have a responsibility to recognise bullying and to take action when they are aware of it. (Student Behaviour Policy)

**Bullying Response Guidelines**

We recognise the importance of consistently responding to all incidents of bullying that are reported in our school and ensuring that planned interventions are used to respond to these incidents.  We will support anyone who has been affected by, engaged in or witnessed bullying behaviour.

* All reported incidents of bullying will be taken seriously and followed up as appropriate
* A staff member will support the affected student/s by:

- Reassuring the student/s that they have done the right thing in reporting the incident

- Recording a description of what happened

- Assessing the level of severity in consultation with a Team Leader

- Responding to bullying incidents appropriately and taking any action needed

* We will involve parents and whanau as early as possible, and as appropriate
* All serious incidents will be escalated to Senior Leadership, who will seek advice and involvement from outside agencies if necessary
* We will provide appropriate support for the targets, bystanders and initiators of bullying behaviour
* We will regularly monitor all incidents of bullying and identify patterns of behaviour

Most incidents of inappropriate behaviour can be responded to effectively by students (i.e. targets and bystanders) themselves, or with some support from duty teachers or the classroom teacher. However, more serious instances of bullying behaviour will require a proportionately greater response. See Bullying Procedural Response & Assessment Matrix.

**Raising Awareness**

We recognise the importance of good communication between home and school to promote consistent messages and to ensure that any bullying can be recognised and responded to effectively.  We will regularly raise the awareness of our school community’s approach to bullying and celebrate our positive school culture through things such as parent evenings, assemblies, class-based activities and displays.

Our interaction with our wider school community will include reports to the Board of Trustees, school newsletters and information.

**Evaluation and Review**

We will review and revise this Policy annually to ensure that the school’s bullying prevention practices reflect current guidelines.

Related Documents:

* Student Behaviour Management Policy
* Complaints Policy
* Health and Safety Policy

BOT Chair …………………………..... Principal ………………………….....

Date Ratified: 24 September 2020 Review Date: June 2021