



Released under the RTI Act

Action Against Bullying Policy 2018

Live, Love, Learn
Leave a Legacy



BULLYING NO WAY! no one, no where, no way!

Capalaba State College – Action Against Bullying Policy

QUEENSLAND SCHOOLS DECLARATION AGAINST BULLYING AND VIOLENCE

The Queensland Schools Alliance against Violence (QSAAV) recognises the innovation and commitment of Queensland schools in promoting positive behaviour and providing safe environments for learning, and endorses the position that effective responses require the engagement of the community beyond the school gates.

OUR COMMITMENT AT CAPALABA STATE COLLEGE:

- We strive to ensure all students are able to learn and work in an environment where they feel safe and are free from bullying and /or violence.
- We seek every opportunity to encourage school staff, parents and students to work together to develop the knowledge, understanding and skills that support learning, positive behaviour and constructive social relationships.
- We implement policies and strategies guided by current research on effective approaches to the prevention of bullying and violence.
- We use our role in the community to raise awareness that bullying of and violence toward children and young people are issues for the whole community and require a community response.

RATIONALE:

All schools in Queensland are committed to taking action to protect students from bullying and to respond appropriately when bullying does occur. Capalaba State College takes the issue of bullying extremely seriously and does not tolerate behaviour that violates the right of all students to learn in a safe and secure environment. Capalaba State College will strive to build a positive culture where bullying is not tolerated.

SCHOOL COMMUNITY BELIEFS ABOUT BULLYING:

It is important that students, staff and parents/carers have a shared understanding of what bullying is, how it impacts on people and the reporting and response mechanisms in place

at Capalaba State College. All staff are provided with professional learning activities to recognise both covert and overt bullying along with what actions to take once bullying is reported. Further, parents and carers of our students are welcomed and encouraged to speak up and discuss their concerns with members of staff in the endeavour to create a caring and supportive College environment.

WHAT IS BULLYING?

Capalaba State College definition of bullying:

Bullying is when someone (or a group of people) with more power than you repeatedly and intentionally uses negative words and/or actions against you, which causes you distress and risks your wellbeing. (National Centre Against Bullying)

At Capalaba State College we recognise that bullying can take many forms. These include:

1. Physical bullying

This is when a person (or group of people) uses physical actions to bully, such as hitting, poking, tripping or pushing. Repeatedly and intentionally damaging someone's belongings is also physical bullying.

2. Verbal bullying

Verbal bullying is repeated or systematic name calling, insults, teasing, intimidation, homophobic or racist remarks and verbal abuse.

3. Covert (Social) bullying

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

Covert bullying includes:

- Lying and spreading rumours
- Negative facial or physical gestures, menacing or contemptuous looks
- Playing nasty jokes to embarrass or humiliate
- Mimicking unkindly
- Encouraging others to socially exclude someone else
- Damaging someone's social reputation or social acceptance.

4. Cyber bullying

Cyber bullying is overt or covert bullying behaviours using digital technologies. Examples include harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. Cyber bullying can happen at any time. It can be in public or in private, and sometimes only known to the target and the person bullying.

It is also important to recognise what behaviour is not considered bullying. Such behaviours 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.

While these behaviours would not be considered bullying (because they do not involve deliberate and repeated harm and a power imbalance) Capalaba State College takes them extremely seriously and they would be addressed through processes as described in the College Responsible Behaviour Plan. It is important that students, staff and parents/carers understand what bullying is, how it impacts on people and how bullying is responded to at Capalaba State College.

EDUCATIONAL PROGRAMS:

At Capalaba State College we use a range of educational strategies across different year levels including:

- Explicit lessons are taught regarding bullying, bullying behaviours and the roles of different people in relation to bullying behaviours.
- The High Five Program is taught to support students with appropriate vocabulary and actions to be used when confronted by bullying behaviour.
- Explicit lessons are taught through both the *You Can Do It* Program and the *School Wide Positive Behaviour Support* Process to give clear messages about appropriate social behaviours and the Colleges expectations in relation to respectful and safe behaviour.
- Classroom Teachers reinforce the *Action Against Bullying* messages through planned curriculum experiences, shared time and teachable moments.
- Extra Curricula experiences expose the students to a range of learning activities in relation to bullying such as the school based Police officer, Cyber Safety and other professional and community support agencies.

- Dedicated *Action Against Bullying* days are scheduled in the College calendar to promote awareness of the College's belief that bullying in all of its forms has no place at the College.

PREVENTION PROGRAMS:

At Capalaba State College we promote effective social skills and positive relationships through the following:

- The You Can Do It Program (P – 8);
- The School Wide Positive Behaviour Support process (P – 12); and
- The High Five Program (P – 6).

RESPONSES TO BULLYING:

Reports of bullying will be investigated and acted upon. Responses to bullying may include support for targets of bullying and perpetrators and/or disciplinary measures.

At Capalaba State College we support targets of bullying and perpetrators by:

- Friendship Groups
- Mediation between bully and victim
- Positive rewards and encouragement for good behaviour (SWPBS)
- Parents and Carers information and support

At Capalaba State College the consequences for bullying might include the following:

- Staff member intervention
- Admin intervention
- Mediation
- Confiscation of item/s
- Formal Warning
- Parental contact
- Time out
- Detention (lunch / after school)
- Referral to support specialists, eg. Guidance Officer, Advisory Visiting Teacher, School Based Youth Nurse, external agencies etc
- In school withdrawal

- Loss of privileges
- Restorative action
- Suspension 1-5 days
- Suspension 6-20 days
- Behavioural Improvement Condition
- Suspension with a recommendation for exclusion

REPORTING AND MONITORING BULLYING:

At Capalaba State College reports of bullying are taken seriously. Students are initially encouraged, in minor situations, to utilise the social skills they have been taught in class and attempt to communicate their feelings to others who are behaving inappropriately by following the 'High Five' concepts:

1. Ignore
2. Talk Friendly
3. Walk Away
4. Talk Firmly
5. Report

Once students have attempted to respond to the situation themselves they, and parents/carers, may need to report incidents of bullying in the following ways:

Students

Student wanting to report bullying behaviour toward themselves or others can:

- Report the incident to a classroom teacher or teacher on duty;
- Report the incident to the Dean or Head of Department;
- Report the incident to a member of the Administration team;
- Report the incident anonymously through the Classroom 'Incident Box' in the students' classroom (P-6) or by emailing nobullying@capalabasc.eq.edu.au (7 – 12), or
- Tell a parent/guardian

Parents

Parents wanting to report bullying behaviour towards their child can:

- Telephone the College to talk to the Dean or Head of Department
- Telephone the College to talk to a member of the Administration team;

- Make an appointment with staff members of the College to discuss the incident; or
- Email concerns or incident details to the College email address at info@capalabasc.eq.edu.au

THE PROCEDURES FOR ADDRESSING REPORTS OF BULLYING MAY INCLUDE THE FOLLOWING:

INITIAL REPORT OF BULLYING – TEACHER / YEAR COORDINATOR ACTIONS

- Acknowledgement of bullying target
- Prompting of 'High Five' Strategies
- Address problem behaviour with bully
- Issue appropriate consequences which may include:
Supervised Timeout, Accompany a teacher on playground duty, Parental Contact, Lunchtime detentions, Use of monitoring sheets, Mediation

(This list is a sample only of actions which may be used as every incident is treated individually)

SERIOUS OR REPEATED BULLYING – REFERRAL TO HOD / ADMIN

Consequences may include:

- Time out /Detention
 - Parent/student interviews
 - In school withdrawal
 - Loss of privileges
 - Support from Guidance Officer
 - Warning of Suspension
 - Parent Contact
 - Restorative action
 - Suspension
 - Behavioural improvement condition
 - Suspension with recommendation for exclusion
- (This is a sample only of consequences which may be issued as every incident is treated individually)

Reports of bullying will be collated and monitored to inform the school community about the extent of bullying and to identify particular areas of concern for future action. Data will be collected via periodical surveying and through staff, student and community feedback.

Capalaba State College also has an Action Against Bullying Committee to oversee this policy and to review its effectiveness.

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BULLYING. NO WAY!

no one, no where, no way!

Break their belongings

Create rumours

Steal their food

Leave friends out

Dont

Hurt with hands

Name call



! Bullying is never suitable, not at any time, any day, or anywhere!

! Bullying should happen nowhere!



STATE COLLEGE

Bullying Hurts
↓
Inside and out



! Not at school, home, or work!

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Pages 10 through 69 redacted for the following reasons:

-----Exempted information -Sch 3, section 7 of the RTI Act - Legal professional privilege

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From: [BARRETT, Kylie \(kbarr19\)](#)
To: [5534_SeniorCampusTeacherAides](#); [5534_SeniorCampusTeachers](#)
Subject: National Day of Action against Bullying and Violence Day
Date: Tuesday, 13 March 2018 1:06:19 AM
Attachments: [image001.png](#)



Dear staff

On Friday the **16th of March** we will celebrate the National Day of Action Against Bullying. We are encouraging all staff to wear orange on this day.

On Friday, we will have a special assembly in the hall. Students will receive some information on this day and different year levels have been given explicit lessons about bullying and violence. All students should have received the 2018 Action Against Bullying Policy.

Some of the key messages that we are explicitly teaching during You Can Do It include (but good reminders for older grades during form, class etc):

- ✓ I promise to treat others with kindness and respect.
- ✓ I will encourage others rather than putting them down.
- ✓ I will embrace difference.
- ✓ I pledge to take a stand against bullying.
- ✓ I will reach out to others who are bullied.
- ✓ I promise to encourage someone who has been bullied to get adult help.
- ✓ I will report bullying if I see it happening.
- ✓ I will have the courage not to be a bystander.
- ✓ I pledge to think before I comment on, post or forward messages.
- ✓ I will help make our school safe.

Thank you for supporting our students. It is often our guidance that helps our students to be better human beings to one another ☺

Regards,

Kylie

2609865.jpg



Kylie Barrett
Head of Junior Secondary
Capalaba State College

Ph: 3823 9138

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From: NORFOLK, John
Subject: National Day of Action against Bullying and Violence (NDA)
Date: Friday, 16 March 2018 9:02:58 AM

Dear colleagues,

Today we stand united to celebrate the eighth [National Day of Action against Bullying and Violence \(NDA\)](#). The National Day is a positive day of action, bringing school communities together to help find workable solutions that address bullying and violence. To help put the spotlight on this important day, tonight buildings and bridges around Brisbane will be lighting up in orange.

I am pleased to advise that the South East Region has a 100% participation rate in the NDA, with our 165 state schools joining together to Take a Stand Against Bullying and Violence.

I would like to thank each of our schools for getting involved and showing their support for this campaign, and for the important work our staff do every day to deliver the powerful message that bullying and violence is never okay.

I encourage all staff to take time to view the [Bullying, No Way website](#) for important information and teaching materials to help prevent bullying in our schools.

The regional office will be celebrating the NDA by hosting an afternoon tea for all regional staff, with special guest author Fiona Ware, who is a South East Region local who is working to combat bullying in our local communities. Please feel free to share images and messages of how your school celebrated the National Day of Action Against Bullying and Violence by emailing Communication.RDSER@qed.qld.gov.au.

Kind regards,
John

John Norfolk
Regional Director

Hope Island Regional Office | South East Region
Department of Education

P: 07 5656 6603
E: john.norfolk@qed.qld.gov.au
Building C, Level 1 | 340 Hope Island Road | Hope Island Qld 4212
PO Box 492 | Oxenford Qld 4210

Working together to lift learning and skilling outcomes for Queensland.
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Pages 80 through 107 redacted for the following reasons:

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Pages 110 through 155 redacted for the following reasons:

contrary to public interest

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From: MCWATERS, Joshua
Cc: CCM_Media
Subject: URGENT - GOOD NEWS - Bullying National Day of Action 2018 - Potential media for schools - Due COB Friday 23/02/18
Date: Tuesday, 20 February 2018 10:56:56 AM
Attachments: image001.png
image002.png
Importance: High

Hello Principals and coordinators,

The annual Bullying National Day of Action is fast approaching and we are looking for state schools with exciting, interesting, engaging and unique events or programs to showcase through the media.

We need your help to identify and promote the great activities and initiatives your school is involved with throughout the year and on the NDA.

There is always a wide range of media from local papers to national television news outlets looking for stories to feature, so anything you think might be newsworthy let us know ASAP.

Please send me a short (max 200 word) outline of your story ideas and possible features by or before **COB this Friday 23 February** so we can collate and coordinate as early as possible.

If you have any questions please don't hesitate to give me a call.

Thanks in advance.

Josh McWaters
Media and Issues Management
Community Engagement and Partnerships
Department of Education

P: 07 332 86623 | **E:** joshua.mcwaters@det.qld.gov.au | media@det.qld.gov.au |
Level 5 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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From: MCWATERS, Joshua
Subject: URGENT - GOOD NEWS - Bullying National Day of Action 2018 - Potential media for schools- South East Region - Due COB Friday 9/3/18
Date: Tuesday, 6 March 2018 10:49:21 AM
Attachments: [image001.png](#)
[image002.png](#)
Importance: High

Hello South East Region Principals and coordinators,

The annual Bullying National Day of Action is fast approaching and we are looking for state schools in the South East Region with exciting, interesting, engaging and unique events or programs to showcase through the media.

We need your help to identify and promote the great activities and initiatives your school is involved with throughout the year and on the NDA to the public.

There is always a wide range of media from local papers to national television news outlets looking for stories to feature, so anything you are doing that you think might be newsworthy let us know ASAP.

Please send me a short (max 200 word) outline of your story ideas and possible features by or before **COB this Friday 9 March** so we can collate and coordinate as early as possible.

If you have any questions please don't hesitate to give me a call.

Thanks in advance.

Josh McWaters
Media and Issues Management
Community Engagement and Partnerships
Department of Education

P: 07 332 86623 | **E:** joshua.mcwaters@det.qld.gov.au | media@det.qld.gov.au |
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From: MCWATERS, Joshua
Subject: URGENT - GOOD NEWS - Courier Mail Bullying National Day of Action - Tuesday 13 March - DUE ASAP
Date: Tuesday, 27 February 2018 10:43:18 AM
Attachments: [image001.png](#)
[image002.png](#)
Importance: High

Dear longstanding Principals and Coordinators,

The Courier Mail have approached us for content to contribute to their Bullying No Way! National Day of Action spread on Tuesday 13 March.

As long standing participants in the Bullying No Way! National Day of Action we desperately need your assistance to get interesting content to the folks at the Courier Mail by **this Thursday 1 March.**

We are looking for;

- Any visually stimulating images of your school celebrating the day in past years (highest possible resolution jpeg)
- Inspirational quote from principals, teachers and students that will help spread the message
- Anything that you think shows your school/students supporting each other and the National Day of Action

Please send me whatever you can ASAP so we can assess and progress to the team.

If you have any question or concerns please don't hesitate to give me a call.

Cheers.

Josh McWaters
Media and Issues Management
Community Engagement and Partnerships
Department of Education

P: 07 332 86623 | **E:** joshua.mcwaters@det.qld.gov.au | media@det.qld.gov.au
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ICU FILE NOTE

ENQUIRIES.SER@QED.QLD.GOV.AU

Date	28th August 18
Name	Contrary to public interest
Relationship to student	
Student's name	
School	Capalaba SHS
Year Level	Contrary to public interest
Age	
Phone number	
Other	
Caller conduct	Calm/abusive/escalated

How can I help you today

Contact:
Who with:
Time:
Date:

Contrary to public interest

contrary to public interest has meeting with Principal to discuss possible suspension. NO FURTHER ACTION

Contact:
Who with:

Time: Date:
Contact: Who with: Time: Date:
Contact: Who with: Time: Date:
<p>If you feel that you have not reached a satisfactory resolution you may lodge a complaint to the South East Regional office via email at. Your complaint should be specific in detail, outline the steps you have taken to resolve the issue and include the resolution you desire. Regional staff will then work with the school to seek a resolution and will respond to you in writing.</p>

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ICU FILE NOTE

ENQUIRIES.SER@QED.QLD.GOV.AU

Date	3rd September
Name	Contrary to public interest
Relationship to student	
Student's name	
School	Capalaba
Year Level	Contrary to public interest
Age	
Phone number	
Other	
Caller conduct	Calm/abusive/escalated

How can I help you today

Contact:
Who with:
Time:
Date

Contrary to public interest

Contact: Contrary to public interest
Who with:
Time: 1044
Date: Contrary to public interest

Contrary to public interest

Contact: [redacted] Principal called 6th September. She had tried to contact [redacted] without success [redacted]
[redacted] contrary to public interest

Who with:

Time:

Date:

Contact: [redacted] Contrary to public interest

Who with:

Time:

Date: [redacted] Contrary to public interest

[redacted] Contrary to public interest

If you feel that you have not reached a satisfactory resolution you may lodge a complaint to the South East Regional office via email at. Your complaint should be specific in detail, outline the steps you have taken to resolve the issue and include the resolution you desire. Regional staff will then work with the school to seek a resolution and will respond to you in writing.

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ICU FILE NOTE

ENQUIRIES.SER@QED.QLD.GOV.AU

Date	10th September 18
Name	contrary to public interest
Relationship to student	
Student's name	
School	Capalaba College (junior campus)
Year Level	contrary to public interest
Age	
Phone number	
Other	
Caller conduct	Calm/abusive/escalated

How can I help you today

Contact:
Who with:
Time:
Date

contrary to public interest

released under the RTI Act

Contact: contrary to public interest Who with: Time: Date: 10 th September
Contact: Who with: Time: Date:
Contact: Who with: Time: Date:
<p>If you feel that you have not reached a satisfactory resolution you may lodge a complaint to the South East Regional office via email at. Your complaint should be specific in detail, outline the steps you have taken to resolve the issue and include the resolution you desire. Regional staff will then work with the school to seek a resolution and will respond to you in writing.</p>

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