

## SCHOOL BULLYING PROCEDURES

RATIONALE: While we accept that, sadly, bullying is likely to occur in schools, students and teachers are more likely to feel safe if there is a whole school approach that is consistent, clear and effective. It is critical that everyone feels safe about reporting bullying because while any abuse is kept secret, chances are it will increase.

Step 1: At Motueka High School we have this definition of bullying:

***Bullying is any behaviour that causes hurt to someone else and it is usually behaviour that is repeated and intentional. It includes (but is not restricted to) abusive words and messages, texts, pushing, shoving, hitting, excluding and damage to property.***

The entire school community (parents, staff and students) will be made aware of this definition through annual awareness raising activities. At the beginning of the year, the Guidance Counsellor will prepare a message for Insight so that parents are all made aware of bullying and the systems we have for reporting and dealing with it. Health and form teachers will teach students to examine the difference between various forms of bullying and other behaviours sometimes confused with bullying. This will take place, wherever possible, in term 1.

Step 2: Parents and students will be encouraged to report bullying. This can be done in confidence by using the box at The House or the slot in the wall at the Student Office, on a brief note or a completed Bullying/Harassment form which will be passed to the Guidance Counsellor. These forms can be completed on-line in Moodle or downloaded. Wherever possible, students will be encouraged to tell the Guidance Counsellor or any adult they feel comfortable talking to. It is important for teachers not to guarantee confidentiality but also equally important to get the complainant's permission before intervening. It is important to empower the victim by giving them the say about what would help the situation.

Step 3: Some useful strategies for teachers to try are:

- The safest interventions are when teachers notice abusive behaviour and intervene. This saves the student from having to make a complaint.
- When teachers notice bullying, **take action**. A consequence should be applied: for example, talking to the bully after class. If bullying persists, please refer on. It is important to let the Guidance Counsellor know but referrals to the Dean
- Altering seating plans
- Getting to class on time so that students aren't bullying each other in corridors and class rooms. Wherever possible, ask your classes to line up **outside**.
- Do your duty religiously. Bullying is minimised when adults are actively engaged with students at interval and lunchtime.

See also the page entitled "What Teachers Can do about Bullying".

Consult the **Flow Chart** on the next page for the referral process.