

## Waikato Waldorf School



### BULLYING PREVENTION AND RESPONSE POLICY

#### Rationale

The Waikato Waldorf School Board seeks to develop high standards of behaviour in order to fulfil the charter expectation and the requirements of NAG 5 of developing a safe, physical, emotional, caring and inclusive environment so that effective teaching and learning can take place.

As part of the National Administration Guidelines requirements it is recommended that schools have a bullying prevention policy in place. It is about having a whole school approach in place that includes staff, students, school management, BOT, parents and whānau.

#### Policy

All bullying behaviour, Verbal: name-calling, public ridicule; Indirect: such as excluding a person from a group, or spreading mean stories about him/her; Physical: pushing, hitting, kicking...; Cyberbullying: using computers and cell phones is completely unacceptable in our School. All instances of bullying (alleged or observed) will be taken seriously and followed up in line with this policy. The School is committed to ensuring that all staff and students are able to work and learn in an environment free from harassment so that they are able to meet their potential.

#### Definition

Bullying covers a range of behaviour which is unwelcome, unsolicited and non-reciprocal.

- Non-sexual harassment may take many forms including: intimidation or bullying of individuals or groups verbally and/or
- Physically, including threats of harassment or discrimination against others on the basis of their race, colour, culture or religious/spiritual beliefs, discrimination against others on the basis of gender or sexual orientation, indirect harassment such as spreading rumours, harmful gossip, exclusion or deliberate rudeness that is intended to harm, ridicule, diminish or marginalise others.
- Inappropriate use of emails, mobile phones or social media.
- The creation of pages or websites that encourage or facilitate any form of harassment.
- Sharing images of others (manipulated or not manipulated) without explicit consent.

#### Education, Publicity and Prevention [Rf: MOE Guidelines; *Wellbeing@School*]

A whole-school approach is required to ensure a safe school environment. The approach is to be long-term and sustainable. All members of the school have a responsibility to recognise bullying and to take action when they are aware it is happening. The School's philosophy about harassment and the range of remedies available will be made explicit to students, staff and parents in the following ways.

##### Students, through:

- the KiVa education programme
- the KiVa Team
- special guidance programmes such as Anti-Bullying through Assemblies

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- clear and explicit standards set by teachers in their individual classrooms
- homeroom Activities
- awareness of digital citizenship and acceptable use of ICT Policy that they are required to sign prior to use
- peer support, prefects and other student lead groups
- through these programs students will be encouraged to report harassment / bullying that occurs inside or outside the school (when it impacts on safety and learning in the school)
- they will be given clear options as to who they can approach including staff, senior students and parents
- observers of harassment will be encouraged to report incidents.

### **Staff, through:**

- using good data systems to collect relevant information
- staff training [Rf: PB4L]
- dealing with students with Special Needs
- professional development
- a staff meeting will be held annually to discuss the issue and to review strategies and remedial approaches
- monitoring the adherence to the 'Use of ICT Policy'.

### **Parents / Caregivers, through:**

- school communication eg, Newsletter, Website, Facebook page
- parent meetings
- parent courses.

### **Board of Trustees, through**

- meetings and associated reading, staff contact
- professional development / training
- results of student and parent / caregivers surveys
- ERO Audit check on Health and Safety.

Responsibility for education and training will be borne by:

- the Senior Leadership Team

### **Response**

All staff should treat any report of bullying, including cyberbullying, seriously and take appropriate action as outlined in this policy. All personal assault / harassment / bullying complaints, including those involving digital technology, will be dealt with speedily, fairly and in confidence, as much as is appropriate. It is imperative that every effort is made to ensure that confidentiality be maintained for all parties during and after the investigation. It is important to "label" what the student has done, rather than labelling the student.

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If the matter when first reported is “low level” harassment the target and initiator are to be interviewed by the Dean separately. Written notes are to be taken. The target is to be encouraged to report any further incidents and the initiator is to be warned that if it does not stop, it *will* be reported and more serious action will be taken. Restorative Practice may be an option at this time.

### **Note (1)**

#### **If the Complaint is of a serious nature that threatens the Health and Safety of Others:**

On receiving the complaint the teacher, or Senior Leadership team will determine the seriousness of the harassment. The staff will then determine the level using our Tiers of Behaviour Framework and follow the subsequent procedures. If it is of a violent nature or an immediate safety issue (including emotional/psychological harm) this will be moved to a Tier 3 incident and the Principal is to be informed immediately and all key personnel who have been involved with the target and / or the student doing the harassing are to be called together. Where possible written evidence is to be produced.

At this meeting decisions are to be made in relation to:

- contact with the student doing the bullying action
- negotiating a pathway forward through restorative processes, parent meeting
- and/or discipline procedures
- contact with Parents of Initiator and Target
- contact with Outside Agencies
- contact with Police (School Community Officer)
- stand down / Suspension or other disciplinary procedure
- contacting the Board of Trustees.

Students breaching this policy while under the jurisdiction of the School will be dealt with in accordance with the school’s discipline procedures and may be liable to stand-down, suspension, exclusion and/or expulsion in accordance with the Education Act and the Education (Stand-Down, Suspension, Exclusion and Expulsion) Rules 1999.

### **Outside School**

Students breaching this policy while not under the jurisdiction of the school but whose action impacts on safety and learning within the school may also be dealt with according to this policy. This, in particular but not exclusively, relates to cyberbullying which is located in the digital environment, rather than in a physical location.

### **Specific Responses:**

#### **Note (2): If the complaint is of a serious nature where health and safety is a potential issue refer to Note (1).**

- When a staff member is approached by a student with a complaint of harassment by another student, she / he must first listen to the student or students, and make such enquiries as may be necessary to clarify exactly what has been happening. The student(s) should be assured that they have acted correctly in reporting the incident. The incident is then discussed with the class teacher and logged.

It is deemed to be a bullying incident if it is:

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Harmful behavior/degrading treatment which is

- deliberate
- repeated
- targeted at a relatively defenseless or a less powerful person

It is not bully if it is:

- A conflict
- An argument
- A fight unless it also falls in the above definition of bullying eg deliberate, repeated, targeted ....

If the incident is deemed to be a bullying incident then the teacher will refer on to the KiVa Team. Referrals can also be made by students, parents and staff.

### **The KiVa Team shall:**

The KiVa Team will meet to agree if this is an acute case for them to pick up or refer back to class teacher to tackle.

If yes, team will meet with bullied student - victim gives an account of events and is supported by team.

Kiva team will then have individual discussions with students involved in bullying – pupil clearly told what they have done is wrong and bullying must end immediately and discuss ways in which the pupil plans to change his/her behaviour which are agreed and noted.

The KiVa team will then have group discussion with bullies. Things that everyone have agreed to do are reviewed together.

(Class teacher has a private discussion with several classmates as to how they can support the victim.)

A week later the team will again meet with the victim to discuss. Has the bullying stopped? Has the situation changed for the better? How can the victim, on his/her part, help the situation and stay positive?

KiVa team will have a follow up with the students who have taken part in the bullying. Has everyone stuck to their agreement? How to make sure that bullying will not start again?

### **Other courses of action**

If “in School” remedies fail to address the reported concerns, the following courses of action are available to the complainant:

- seek to make a complaint through the Human Rights Commission
- a complaint to the Police
- a referral to NetSafe (bearing in mind that the School can contact NetSafe for advice about cyberbullying at any time - not only following an incident).

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**Date ratified:** 7<sup>th</sup> March, 2018.

A handwritten signature in black ink, which appears to read 'A McFadden'. The signature is written in a cursive style and is positioned above the printed name.

**Signed:** Andrew McFadden  
(Waikato Waldorf School Board of Trustees, Board Chair)