

CHRISTCHURCH RUDOLF STEINER SCHOOL

COLLEGE PRINCIPAL GROUP

Management

Policy on **HEALTH AND SAFETY**

Procedures re **VIOLENCE AND BULLYING BY PUPILS (or staff)**

(1) Reporting

Initial complaint or report to be referred to the class teacher/class sponsor (in case specialist teachers are involved). This verbal complaint could be made by a parent/caregiver, pupil, teacher etc.

Isolated incidents involving bullying or violence can be discussed by the teacher with his/her co-sponsor. Both decide on what further action to take.

For further incidents of a more serious nature, and particularly for recurring problems, the teacher and sponsor can jointly decide to raise the matter at the lower or upper school meeting (as appropriate) so that:

- Teaching staff, including specialist teachers, are made aware of any problems.
- Children showing violent behaviour or a tendency to bully can be identified.
- Children at risk of being victimised can be identified. (Signs of victimisation can include low achievement, withdrawal, anxiety, bruises, torn clothing, damaged books and fearfulness.)

Written complaints about bullying or violence (eg from parents/caregivers) given to a teacher must be passed on to the CPG without delay. They should be discussed with sponsor and co-sponsor about seriousness and reported.

A new system is currently being created for incidents of reported bullying where they are recorded in a central system (MUSAC) where they can be viewed by any teachers/management that need to. This is at a point of being introduced to teachers and used by the dean.

Using this system an incident report needs to be written about the event and both sent to the appropriate people (e.g. Dean, counselor, principal) and also recorded in the centralized system.

(2) Response

To violence or willful damage against property: restitution

To "soft" violence (pushing, threatening, intimidation and name calling: by teacher in consultation with co-sponsor.

To fighting: aggressors removed from situation, no students returned to class in injured/disheveled state

To assault: if there is a serious threat to safety or where weapons are involved, police can be involved if CPG members decide to lay a charge.

Perpetrator may be sent home after the incident he/she must be collected by parents/caregivers. If the target needs to leave school after the incident they may do so provided he/she feel safe to do so.

(3) Resolution

Mediated meetings can be arranged between:

- Mediator(s), perpetrator and target
- Staff, target and parents/caregivers
- Staff, perpetrator and parents/caregivers

Provide assertiveness training for targets, anger management training for the aggressor/perpetrators and mediation skills for teachers.

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Responsibility for administering this procedure: Management

Responsibility for review: Management

Reviewed: June 2011

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