

# CHRISTCHURCH RUDOLF STEINER SCHOOL

## PROCEDURES

### School Management

#### Procedure (re Health & Safety policy/behaviour management) **Countering Bullying**

NB: this document is not a discreet procedure; it concerns all members of the school community and is additional to the procedure on **Violence & bullying by pupils**- under policy NAG 5 Health and Safety

#### **DESCRIPTION**

Bullying in the school environment may include:

"Any action, one off or repeated that can hurt, threaten, upset or frighten anyone" (1).

**RATIONAL:** The Christchurch Rudolf Steiner School views bullying seriously. The principle aim is to foster an atmosphere where bullying is discouraged and is seen to be inappropriate and wrong. This may include off site incidents, which are school related. *It is recognised* that some relatively minor bullying might assume a greater significance when viewed in context, perhaps through their frequency or reason.

#### **Code of conduct TO ASSIST COUNTERING OF BULLYING:**

All staff, parents and pupils have the right:

- To be able to tell fellow students, parents, teachers, Deans, the College Principal Group or in a last resort BOT, about any bullying, and expect that that person(s) will consult with them about any decision made about the bullying without recrimination.
- To be protected against bullying behaviour (physical, verbal, emotional or by means of phone or text)
- To feel happy and secure and not be frightened (or made anxious) of anything or any person and expect politeness from others.
- To be at school without being physically, verbally or emotionally bullied, including texting.
- To be treated respectfully at all times, no matter what their behaviour characteristics, learning or physical disabilities, skin colour, sexual orientation, nationality or religion.
- To not be singled out or ignored by teachers, staff or students.

#### **\*STAFF - RESPONSIBILITY TO REPORT ALL INCIDENTS OF BULLYING CONCERNING STAFF AND OR STUDENTS**

#### **INTERVENTIONS-WHOLE SCHOOL**

Where bullying is perceived to occur, staff, students and parents are required to report it to the College Principal Group or Dean. All reports will be followed up and the school undertakes \* to operate an information, reporting and recording procedure

- Deal with all reports speedily, fairly and positively
- Take account of the evidence and all views

1: Surrey Children's Service, Anti bullying Guidelines, L.E.A.

- Provide anonymity for the target whenever possible
- Offer advice and support to the target
- Offer advice and support to the person responsible for the bullying
- Ensure that all involved are kept informed
- Operate a system of sanctions or consequences which will reflect the seriousness of the offence.

## **INTERVENTIONS- UPPER SCHOOL**

- After the first known incident, both the bully and the target will be counselled by the Teacher or Dean and/or the Sponsor Teacher.
- Use of existing disciplinary sanctions. (These will be applied with a view to improving the behaviour of those responsible and to show the school's commitment to its policy against bullying.)
- The use of appropriate counselling strategies including the 'no-blame' approach where suitable (students).
- If the incidents still continue, further counselling takes place with both bully and target. Consequences and sanctions may be implemented.
- Feedback to targets, persons behaving as bullies and other concerned parties (e.g. Class Teachers/ Sponsors) about progress made in dealing with the incident.
- Often an individual Countering-Bullying Action Plan will be drawn up.
- Targets should record the events in writing.
- The persons behaving as bully will be asked to record reported events in writing.
- Discussions with both parties will be fully documented, as soon as possible after the events. The parents/carers of the targets and or, bullying individuals may be asked to respond to the reports, in writing.
- All the above will be filed in the persons' files.
- High School – each class has a list of what to do if you have been bullied.

Eg. Email link to Dean ( [bullying@ch.steiner.co.nz](mailto:bullying@ch.steiner.co.nz)) box in office for notes; school counsellor as conduit, school counsellor

## **INTERVENTIONS- LOWER SCHOOL**

Class Teachers are the first point of contact for the management of any incident. Class Teachers should assess the appropriate entry level on the following action plan based on the severity of the incident.

- \* Every LS classroom to have an "age appropriate" flow chart describing how a target may seek help. LS teachers will endeavour to ensure that all children know how to use the flow chart'
- \* Class Teachers should interview bully and target, separately if appropriate;
- \* A Peer Mediation Team may be called if appropriate;
- \* Class Teachers may apply consequences as appropriate using the LS Behaviour Management Plan;
- \* Class teachers will contact parents of bully and target if appropriate;
- \* Class Teachers may request support form the Lower School Deans;
- \* The Lower School Deans will support and work with Class Teachers, parents, bully, and target as necessary. The incident will be managed using the LS Behaviour Management Plan;
- \* The Lower School Deans may request the support of the CPG;

A LS Behaviour Management Plan Interview Sheet should be completed by the Class Teacher. Bully and target should provide a written account of the incident if possible and/or appropriate.

Any discussions with bully, target and parents should be documented.

Feedback to bully, target, and parents regarding procedure and outcomes should be given where appropriate. Records of interventions and outcomes should be filed by Class Teachers or Dean of Lower School where appropriate.

### **INTERVENTIONS- KINDERGARTEN**

Teachers are the first point of contact for children and parents for any incident. Teachers will act in line with the 'Kindergarten Positive Behaviour Management Policy' and it's 'Procedures'.

### **INTERVENTIONS-ADULTS (Parents and/or staff)**

- \* Ongoing staff development in College. Community education via parent meetings etc.
- \* Refer Staff Code of Conduct (in the school Procedures and Teachers Handbook, Code of Ethics ...
- \* If possible address the person directly- if this is not possible may approach another member of staff, mentor/sponsor, Deans, school councillor, College Principal group. If unsuccessful may approach the employer- the BOT. Outside agencies may also be an avenue if the others fail.
- \* Professional Mediation/counselling should be a possibility within or outside the school setting.

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Responsibility for administering this procedure: Management

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