



BULLYING – STUDENTS

Purpose

Southland Girls' High School Board of Trustees is committed to providing a learning environment for our School and living environment in the School's Student Residence that is safe and equitable. It regards bullying as a serious offence which will not be tolerated within the School community. (*Appendix 1*)

Guidelines

- The Board, by delegation to the Principal, shall ensure that staff and students are informed of the nature and implications of bullying, and will act to reduce the risk of its occurrence.
- Students are encouraged to report any bullying incidences immediately to any staff member.
- All complaints of bullying shall be taken seriously and investigated quickly, privately and fairly, as per the Complaints policy
- If anyone wishes to make a complaint about harassment/bullying, they should report the matter to any of the following staff: Guidance Counsellor or Deputy Principal, Assistant Principals in Charge of Student Welfare, Year Level Co-ordinator or Tutor Teacher, Director of Boarding.
- The use of physical violence by students will normally result in a stand down.
- Bullying / intimidation of students by a staff member is not acceptable as per the Practising Teacher Code of Ethics (Appendix 2).

Procedures:

1. Any bullying/intimidation by staff of a student is reported to the Principal/Deputy Principal.
2. All instances of bullying of students by other students should be reported to the Deputy Principal and/or Academic Tutor / Year Level Co-ordinator. In some cases it may be reported directly to a member of the Senior Leadership Team or Guidance Counsellors. The Principal will be kept informed of any serious instances of bullying.
3. Year Level Co-ordinators will collect data re the complaint, take the appropriate action where appropriate and refer to Senior Leadership Team if necessary.
4. Guidance Counsellors support students who have been bullied and with the permission of the students, refer the situation to Year Level Co-ordinators or the Senior Leadership Team as necessary.
5. Action taken may involve informing parents, interviewing all those concerned, and mediating between groups/individuals.
6. The PPTA "interview record" form may be completed when students are being interviewed regarding instances of bullying.
7. Stand downs will be actioned by the Principal / Acting Principal. Stand downs in the Hostel will be actioned by the director of boarding or her Deputy in consultation with the Principal.
8. Appropriate support will be offered to the instigators, victims and families. This may include Guidance and/or Youth Justice.
9. Appropriate staff especially Academic Tutor and subject teachers will be informed of any issues as and when appropriate.
10. The Restorative Practices programme may be part of the process where appropriate in dealing with bullying.

SOUTHLAND GIRLS' HIGH SCHOOL



Last Reviewed April 2019

Board Chair

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Review Date: April 2021

Principal

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Appendix 1

Key Definitions – Repeated and ongoing

- Bullying is offensive, unasked-for behaviour and generally occurs when a person is subjected to unwelcome verbal or physical conduct.
- It can include:
 - Sex-orientated jokes, cartoons, posters, pin-ups.
 - Offensive questions, comments, abuse, leering.
 - Unwanted, unnecessary, deliberate physical contact, touching and gestures.
 - Requests for sexual favours implying promises of favourable treatment and threats of unfavourable treatment.
 - Physical threats and abuse.
 - Racist bullying e.g. comments.
 - Bullying of students with special needs.
 - Exclusion or isolation of students by others.
 - Non verbal bullying including text and on-line cyber bullying.
- Bullying can occur between:
 - Individuals
 - Individuals and group
 - Groups
 - Students
 - Students and adults
 - Adults