



The MUSEC School Anti-Bullying Procedure

This MUSEC School Anti-Bullying Procedure [*the Anti-Bullying Procedure*] is to be read in conjunction with and supplementary to Macquarie University's Discrimination, Bullying and Harassment Prevention Policy, <https://policies.mq.edu.au/document/view.php?id=55>

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1. Introduction

1.1 Purpose and Scope

This Procedure outlines the Anti-Bullying Procedure. This procedure should be read in conjunction with the Macquarie University Discrimination, Bullying and Harassment Prevention Policy.

1.2 Overview

MUSEC school is a school for children with a diagnosed disability of autism and/or intellectual disability and/or speech/language disorder. This Procedure has been developed in the contexts of each student's special educational needs. Student behaviours towards other children may be a result of anxiety, impulsivity, medical and or communication difficulties. Staff need to ascertain if the intent of the behaviour is to "bully" another child or driven by other factors. At all times children need to feel safe and free from harm.

2. Procedure

2.1 Rationale

At MUSEC School we value respect and show tolerance of others in a safe and supportive environment. We foster positive relationships through strong welfare programs. As part of MUSEC School's Welfare and Discipline Policies, our Anti-Bullying Procedure aims to deal effectively with and prevent incidences of bullying.

2.2 Definition of Bullying

Bullying is the intentional misuse of power exerted over another person or persons. Bullying can be observed as deliberately hurting, threatening, or intimidating another person. What is bullying for one person may not be the same for another.

Bullying takes many forms. The following behaviours are examples of bullying:

Physical



- Pushing/shoving
- Hitting/punching
- Kicking
- Throwing objects
- Taking others' belongings/stealing from others
- Damaging others' belongings
- Spitting at others
- Intimidation – making someone do something they don't want to do.

Verbal

- Threatening
- Name calling/teasing
- Swearing at others
- Ridiculing (making fun of) another person because of their actions, appearance, physical characteristics or cultural background.

Indirect

- Spreading rumours
- Excluding others
- Writing notes
- SMS messages.

2.3 Outcomes

- To raise the school community's awareness of bullying
- To outline the responsibilities of students, parents and staff in reducing bullying
- To empower students with strategies for resolving conflict in a non- threatening way
- To promote a culture of positive behaviour and citizenship.



As a staff and school community we have a responsibility to take positive and consistent actions to deal effectively with bullying.

2.4 Staff's Responsibilities

- To model appropriate behaviour at all times.
- To analyse behavior using direct measures to determine if a behavior or set of behaviors constitute bullying noting that there may be other factors or motivations where a behavior is directed towards another student. Staff need to determine that the behavior is intentional and seeks to be a misuse of power.
- To monitor and track incidences of bullying and take appropriate action.
- To implement school programs which promote positive relationships that incorporate strategies to deal with bullying.
- To communicate with parents regarding bullying incidences when needed.

2.5 Parent's Responsibilities

- To support the school's Anti-Bullying Procedure.
- To take an active role in their child's school life and watch for signs that their child may be being bullied.
- To encourage their child to adopt learnt strategies to deal with bullying.
- To instruct their child to 'tell' if they are bullied.
- To inform the school if any bullying is suspected.

2.6 Students's Responsibilities

- To show consideration, respect and support others.
- To 'tell' if they are being bullied or if they see someone being bullied, both at school and on the way to and from school.
- To attempt to use learnt strategies to deal with bullying incidents.



2.7 Consequences

- When a bullying incident is reported or observed, the school will:
- Have discussions with the students involved
- Take appropriate action e.g. detention, time-out in the classroom
- Report major bullying incidences to parents
- Develop a behavior support plan with the parents
- Suspend the student if necessary.

Repeated bullying will be looked at on an individual basis to determine appropriate action/response.

2.8 Evaluation

Incidents of bullying will be monitored on an ongoing basis.

3. Contact

If you have any queries about this procedure, you should contact **the School Principal on 9850-8316** for advice.

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