



## WHAT TO DO IF YOUR CHILD REPORTS AN INCIDENT OR BULLYING AT SCHOOL



### **1. Discuss the incident with your child**

When discussing incidents, it is helpful as a parent to:

- Be aware of your own responses and react in a calm, helpful and supportive manner.
- Encourage your children to explain what happened and how they feel about it.
- Consider there may be factors you are not aware of, such as the involvement of others or previous events.
- Tell them they have the right to feel safe and happy.
- Ask them if they have talked to anyone else about this, such as a friend or teacher.
- Ask them what they have already done to try to stop the bullying and what happened.
- Help them identify trusted people they can talk to including, school staff, friends and other family members.
- Take the child's concerns seriously without being over protective.



### **2. Contact your child's teacher to let them know about the incident so they can investigate and follow up.**

How to approach your child's School

- Phone the school and ask to meet with your child's classroom teacher.
- Make a time to talk. Try to avoid turning up without an appointment.
- Explain what you know. It may help to have some notes or information about the incident to show as examples and a record of the time of these incidents.
- Describe strategies your child has tried and how successful they have been to date.
- Parents are advised not to approach other students involved or their parents. Leave it for the school to investigate and deal with the incident.

- Parents are encouraged to raise your issue with the school staff in a calm and respectful manner.



### **3. Contact a Deputy Principal or Principal if you still have concerns.**

#### Woodvale Primary School Positive Behaviour and Anti-Bullying Policy

Woodvale Primary School is committed to providing a safe and supportive school community for our students to grow in harmony. We are all responsible for creating an environment which is safe and inclusive.

#### **Some key points for parents:**

- We take ALL incidents seriously and investigate accordingly
- We teach students about behaving appropriately at school through the Friendly Schools Plus and BUZ programs. This is supported by twelve Year 6 Peer Mediators and the School Chaplain.
- For more minor incidents, teachers generally deal with the student/s involved.
- For more serious incidents, teachers refer the student/s to the Deputy Principals or Principal.
- Incidents are investigated and the students interviewed. If a student breaks a school rule, a consequence is applied. Consequences may include: a warning or reprimand, detention for recess or lunch or both, half day withdrawal and finally suspension. Students complete a Think Sheet and we discuss the child's behaviour and how to improve that behaviour. We also endeavour to restore relationships between students. Parents are contacted by letter or phone and informed of the incident. We also let other students involved know what consequences have been applied and how we are trying to help the student improve their behaviour.
- For some students, we develop an Individual Behaviour Plan to target specific behaviours. The plan is shared with the child's parents and regular feedback is provided by the class teacher.
- The WA Department of Education's definition of bullying is:

"Bullying is an ongoing misuse of power in relationships through **repeated** verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious or hidden."

If your child has not informed any of the staff about an incident, we would appreciate it if you could contact us so we can investigate.

Our Positive Behaviour and Anti-Bullying Policies are on the school website for parents to view.