

CTK Bullying Procedures & Guidelines

Students' Actions

Students are generally much more aware of incidents of bullying than are teachers and can also learn strategies to promote the message that bullying is unacceptable at CTK.

- Students are to report any incidents of bullying to the class teacher, teacher on duty, Assistant Principal, or to the Principal
- Interested students may train to become peer mediators in the playground
- Students may act as buddies for others who are new or feel isolated by their peers

Teachers' Actions

When an incident of bullying is reported to a teacher the following steps will be taken:

- Intervene immediately (*stop the bullying behaviour as soon as a teacher sees it or becomes aware of it*)
- Speak to the victimised students (*to provide support*)
- Speak to the student/s who have engaged in bullying (*to encourage acceptance of responsibility for their actions and elicit concrete proposals that will help the situation*)
- Reinforce the message that bullying is unacceptable at CTK in a variety of ways (see below)
- Reassure the victim that all possible steps will be taken to prevent a recurrence
- If necessary, bring both students together (*to achieve resolution*)
- Report the incident to the Principal
- Contact parents if deemed necessary by the teacher
- Monitor the behaviour of the bully and the safety of the victim

How teachers can reinforce the message that bullying is unacceptable by:

- Encouraging cooperative learning in the classroom and by setting a good example via their inclusive, respectful behaviour
- Expressing disapproval of bullying whenever it occurs
- Discipline students who demonstrate bullying behaviours
- Mobilising student support for action to reduce bullying
- Listening sympathetically to students who need support when they are victimised and taking action according to procedures approved by the school
- Supporting victimised students to become more resilient and to develop assertiveness skills in order to reduce the likelihood of being bullied by others

Principal's Actions

When an incident of bullying is reported to the Principal the following steps will be taken:

- Investigate the actions that were taken by the teacher who reported the incident and/or speak with the student who was displaying the bullying behaviour
- Complete a school *Behaviour Incident Report* with the student
- Contact parents if deemed necessary by the Principal
- If bullying continues to occur following the above mentioned process, further discussion with the bully and his or her parents will be necessary. An individual behaviour plan may be imposed and in the most serious cases in-school and out-of-school suspensions may be justified. This decision for suspension lies ultimately with the School Principal.

Parent Actions

If a child reports an incident of bullying to a parent, the school *recommends* that they follow these guidelines. Note that these are guidelines which simply provide some suggestions which would be helpful in forming positive relationships in schools to resolve bullying issues.

As a first step, it is usually best to:

- Encourage the child to talk through it as far as he or she wants to, so you get the basic facts straight
- Try to keep an open mind, remembering you are hearing one part of the story only
- Help the child work out what might be done

It is important to find out:

- What happened, who was involved, where and when the incident occurred

There are some important next steps to consider:

- Never try to sort out the bullies yourself. This rarely works and often makes matters worse
- Once you have a clear picture of the situation, and some idea about how you and the child would prefer to handle it, contact the school
- Make an appointment to see the class teacher or the principal
- Present the information you have
- Ask about the school's policy on bullying

Conclusion

It is important to remember that the school will need time to investigate the matter, talk to teachers, other students and even parents if necessary. All bullying incidents are taken seriously at CTK and will be dealt with accordingly.