



# ***Prevention and Management of Student Bullying Policy***

*March 2025*

**CATHOLIC SCHOOLS BROKEN BAY**

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## Rationale

Catholic Schools Broken Bay is a system of schools operated by the Catholic Schools Broken Bay Trust (ABN 82 991 936 092) (**CSBB**). CSBB is committed to building a culture of safeguarding by providing safe, supportive and respectful learning environments. Bullying can undermine the dignity and wellbeing of students, and CSBB considers all forms of bullying unacceptable.

The purpose of this policy is to support CSBB school communities to promote and build respectful relationships, prevent and respond to incidents of student bullying.

## Definitions

The following is a nationally agreed definition of bullying which all Australian schools now use:

*Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.*

*Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).*

*Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.<sup>1</sup>*

## Guiding Principles and Objectives

### Guiding Principles

- Each person is created in the image and likeness of God.
- The dignity of every member of the school community is respected.
- All partners in Catholic education share a joint responsibility to promote a safe and supportive learning environment to build a culture of safeguarding.
- Bullying, in any form, in both online and offline environments, is unacceptable behaviour in CSBB schools.
- CSBB is committed to evidence-based approaches and strategies that promote a positive climate where bullying is less likely to occur.

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<sup>1</sup> "Understanding Bullying," Bullying. No Way!  
<https://bullyingnoway.gov.au/understanding-bullying>

- CSBB school staff take active steps to prevent and respond to student bullying behaviour.

## Objectives

- Schools promote and build positive, supportive and respectful relationships.
- Evidence informed procedures and practices are implemented in schools so that bullying is less likely to occur.
- There is a culture of safety, where students are encouraged to be positive bystanders, and know how to report any concerns about bullying.
- School staff effectively respond to and address student bullying.
- Schools identify patterns of bullying behaviour and initiate appropriate school action to prevent respond to student bullying.

## Policy Statement

CSBB is committed to building a culture of school safety and to having robust systems for the prevention and management of student bullying. Each CSBB school implements a *School Prevention of Student Bullying Plan* which includes active steps to prevent student bullying by promoting safe, supportive and respectful learning environments.

Each CSBB school has safe and accessible processes for students, parents/ carers to report student bullying. Any reports concerning bullying will be responded to in a timely manner, so that any relevant student is supported. The process will also respect the dignity and privacy of those involved, observing due process and procedural fairness.

Appropriate support is provided for all students involved in bullying, and confidential records are kept about the school's response to allegations of bullying. For students who exhibit behaviours that can be classified as bullying, support and formative correction will be provided as appropriate to the situation. The goals are to address the immediate needs of all students, and to form each individual into protective, loving and safe individuals.

Where the school becomes aware of out-of-school hours or off-school premises bullying or cyber-bullying then it is reported to the relevant parents/carers, as well as other authorities, and where appropriate the police. Such information will be taken into account when the school considers school-based behaviour or events.

## Key Responsibilities

**Director of Schools** is responsible for overseeing the development and effectiveness of operational systems that promote student safety including the prevention and management of student bullying.

**Principals** are responsible for:

- ensuring their school develops, implements and regularly reviews the *School Prevention of Student Bullying Plan* designed to promote safe, supportive and respectful relationships
- ensuring that staff know how to report and respond to incidents of bullying.
- ensuring that students are provided age-appropriate opportunities to learn about positive behaviours, recognising bullying behaviours, and respectful relationships
- ensuring that there are safe and accessible ways for students to report bullying and that these are known by students
- ensuring that allegations of bullying are responded to in a timely and procedurally fair manner, respecting the dignity and privacy of those students involved
- maintaining confidential records about a school's response to concerns about bullying
- identifying patterns of bullying behaviour and initiating school action to respond
- collaborating with students, parents/carers, staff, the School Counsellor, CSBB Student Wellbeing Team, and external agencies such as NSW Police where appropriate, in identifying and addressing bullying behaviour.

**School staff** are responsible for:

- modelling and promoting appropriate relationships and behaviours
- taking reasonable care for the safety and wellbeing of students
- delivering age-appropriate education about positive behaviours, anti-bullying behaviours, respectful relationships and the processes for reporting and responding to bullying
- responding to reports of bullying and escalating matters to the school leadership team when necessary
- maintaining confidential records of alleged incidents of bullying.

**The CSBB Wellbeing Team** are responsible for:

- providing resources to support schools in the prevention and management of student bullying
- providing consultation, support and professional learning related to bullying matters, at the request of schools.

**Parents and carers** are expected to:

- work in partnership with CSBB staff to prevent and resolve allegations of bullying in their child's school.

## Audience

This policy is relevant for all CSBB staff, parents and carers, and the wider school community.

## Related Documents

- Processes for Preventing and Responding to Bullying
- Pastoral Care and Student Wellbeing Policy
- Behaviour Support Policy

## Policy Owner

The CSBB Student Achievement Workstream is responsible for the development and review of the Prevention and Management of Student Bullying Policy.

## Review

The Prevention and Management of Student Bullying Policy and related Procedures/Processes will generally be reviewed every three (3) years unless there is a legislative or regulatory requirement to do so earlier.

## Approval Date/Revision Schedule

Approved by: Danny Casey – Director of Schools  
Date Approved: March 2025  
Date of next review: March 2028