

 <div>MACQUARIE University</div>	BULLYING PREVENTION AND MANAGEMENT	Work Area:	All Children's Programs
		Contact Officer:	Business Operations Manager Early Learning
		Revision Number:	2
		Last Modified:	January 2022
	Policy		
PURPOSE	To ensure Campus Life provides a safe environment for all children where bullying behaviour is not tolerated.		
OVERVIEW	<p>Bullying is an interpersonal behaviour that can create or contribute to a negative social environment. It can have serious effects on the bullied child's social, emotional and physical wellbeing and in most cases, children need adult assistance to deal with bullying.</p> <p>Bullying is repeated verbal, physical, social, or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.</p> <p>Overt bullying (or face-to-face or direct bullying) involves repeated physical actions such as punching or kicking or overt verbal actions such as name-calling and insulting.</p> <p>Covert bullying (or indirect bullying) is a subtle type of non-physical bullying which isn't easily seen by others and is conducted out of sight, and therefore often unacknowledged by adults. It can include repeatedly whispering, excluding, blackmailing, spreading rumours, threatening, stealing friends, criticizing clothes and personalities, gossiping and breaking secrets.</p> <p>Cyberbullying is an alternative label for online bullying, and describes bullying carried out through the internet and mobile devices.</p> <p>Harassment is behaviour that targets an individual or group due to their identity; race; culture or ethnic origin; religion; physical characteristics; gender; sexual orientation.</p> <p>Violence is the intentional use of physical force or power, threatened or actual, against another person(s) that results in psychological harm, injury or in some cases death.</p> <p>Reference: www.bullyingnoway.gov.au</p>		
RESPONSIBILITY/SCOPE	All Campus Life children's services/programs		
THE POLICY			

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Campus Life does not tolerate any form of bullying, harassment or violence at any time.

General considerations

It is acknowledged that bullying is not restricted to specific age groups and this policy applies to all children enrolled in any Campus Life children's program or centre.

Principles of procedural fairness (or 'natural justice' as it is otherwise known) will be strictly followed. The process will be transparent, accountable, and treated as highly confidential in order to protect all children involved.

Indications a child may be being bullied can be like those exhibited by a child who is at risk of harm in a child protection context. Staff should consider this and reference the Campus Life Keeping Children Safe Policy and Work Instruction for further guidance.

Signs of Bullying

Each child who has been bullied or is bullying others will respond and act differently. School aged children may experience changes of behaviours and moods for a variety of reasons and all children may exhibit negative behaviours that are otherwise considered developmentally appropriate. However, the following are some signs that may indicate a child is experiencing bullying:

Staff may notice that a child

- Has changes in behaviour e.g aggressive and unreasonable, more withdrawn
- Starts getting into fights
- Refuses to talk about what is wrong
- Is often alone or excluded from friendship groups
- Is a frequent target for teasing, mimicking or ridicule
- Appears insecure or frightened

A parent may notice that their child

- Doesn't want to go to school/early learning/holiday program
- Has changes in sleep patterns
- Has changes in eating patterns
- Has frequent tears, anger, mood swings
- Has unexplained bruises, cuts, scratches
- Has missing or damaged belongings or clothes
- Is arriving home hungry

Reporting

Staff may become aware that a child is being bullied by:

- Disclosure by the child being bullied
- Observing that a child is being bullied
- Being informed by a third party eg parent/child's friends

A report of bullying is accepted in any form, including verbally or in writing.

The relevant Manager/Supervisor will be informed of any incidents or allegations of bullying and will inform and update the Business Unit leader and/or CEO, Campus Life as required.

Where appropriate, reports will be made to the police and any other relevant legislative body as required.

Prevention Strategies

Staff will decrease the likelihood of bullying and violence in the program/centre by:

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- developing and fostering positive relationships with children and families
- establishing, maintaining, making explicit and modelling the program/centre's expectations relating to bullying
- supporting children to be effective bystanders
- communicating and interacting effectively with children and engaging in cooperative problem-solving relationships to address issues of bullying
- critically reflecting on practices and developing the knowledge and skills needed to manage incidents of bullying successfully

Parents will support the program/centre to maintain a safe and supportive environment by:

- keeping the program/centre staff informed of concerns about behaviour, their children's health issues or other matters of relevance
- communicating in a respectful manner with the staff about issues of concern
- communicating in a respectful manner with the other children and families affected by bullying, including ensuring that all communications are conducted in private spaces and preferably in the presence of staff
- following up on these concerns and, if necessary, contacting Campus Life Management if the concerns are not resolved in an appropriate timeframe or manner

Children will support the program/centre to maintain a safe and supportive environment by:

- being respectful towards other children, staff, and members of the program/centre community
- communicating with an appropriate adult if bullied or harassed or if they are aware that someone else is being bullied or harassed
- learning to be an effective bystander, so that bullying and harassment are discouraged through peer influence

Management will decrease the likelihood of bullying and violence in the program/centre by:

- the development, implementation, review and updating of the Bullying Prevention and Management Policy
- ensuring the staff induction process includes information on this policy and how it is enforced
- ensuring that new families and children are aware of this policy, expectations for behaviour, and how they can influence future reviews of this policy
- ensuring that educators follow this policy

Management Strategies

Any allegation or report of bullying will be acted upon immediately by educators as per the Bullying Prevention & Management Work Instruction.

All parents and children involved will be informed of the allegation/report and follow up meetings will be arranged with the program/centre Manager/Supervisor. Senior Management will attend where appropriate.

If parents and children are not satisfied with the action taken, the matter may be escalated to the relevant Business Unit leader or the CEO, Campus Life.

Excluding a child

Campus Life has a duty of care to ensure the safety of all children, staff, parents, and visitors at each centre or program.

A child's enrolment may be reviewed where the child continues to exhibit bullying behaviour despite intervention by educators and parents and if

- Adequate support has been offered to the child
- The parents are aware of the situation and have been referred to relevant support agencies

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A decision to exclude a child is a last resort and made by the CEO, Campus Life in consultation with the Business Unit leader.

A decision to exclude is effective immediately and is non-negotiable.

Policy Information

Contact Officer (Role Title)	Business Operations Manager, Early Learning
Date Approved	January 2022
Approval Authority (Role Title)	CEO, U@MQ Ltd
Date of Commencement	2015
Amendment History	March 2015
Date for Next Review	July 2025
Related Documents	Guiding Children's Behaviour Policy Guiding Children's Behaviour Work Instruction Bullying Prevention & Management Work Instruction Keeping Children Safe Policy Keeping Children Safe Work Instruction
Policies superseded by this	
Keywords	Bullying, exclusion, cyberbullying, harassment