

**Manurewa Central School**

# **ANTI-BULLYING POLICY**

## **PURPOSE**

Manurewa Central School Board seeks to provide an environment that is safe from all forms of intimidation. The anti-bullying policy aims to provide a comprehensive, universally understood definition of bullying behaviour and to outline strategies for all members of the school community to combat social, emotional, physical and all other forms of intimidation. The policy is to provide clear expectations and guidelines for acceptable behaviour recognising that bullying can occur and is totally unacceptable. It also provides opportunities for the celebration of personal differences realising that each student is unique. Our approach to bullying is in keeping with the primary Board objectives outlined in the Education and Training Act 2020 (s.127).

## **DEFINITIONS**

Manurewa Central School has developed this anti-bullying policy in consultation with its staff and parents, and through extensive external research. The following is our definition of **Bullying**.

**Bullying** usually has four common features:

- It is deliberate.
- It is repeated over a period of time.
- It is difficult for those being bullied to defend themselves.
- It is difficult for those who bully to learn new social behaviours.

There are four main types of bullying:

### **Physical bullying**

This involves hurting someone, or damaging or stealing their belongings. It includes:

- hitting, kicking, pinching, spitting, biting
- tripping, shoving or intimidating another person
- mean or rude hand gestures
- touching another person when they don't want you to
- being made afraid of being hurt
- stealing or damaging possessions.

### **Verbal bullying**

This involves saying or writing mean things. It includes:

- name calling
- teasing someone in a hurtful way
- making fun of someone
- being sarcastic in a hurtful way
- offensive comments, insults or jokes about someone and their family because of their race, culture, religion, disability or sexuality
- mean comments about someone's body or physical characteristics such as their weight or height
- hurtful comments about the way someone looks or behaves
- inappropriate sexual comments

- taunting
- threatening to cause harm.

### **Social bullying**

This involves hurting someone's relationships or reputation. It includes:

- ignoring or leaving someone out on purpose
- telling others not to be friends with someone
- spreading rumours about someone
- destroying relationships and friendships
- embarrassing someone in public
- sharing information or images that will have a harmful effect on the other person
- telling lies or stories about someone to make others not like them.

### **Cyber bullying**

This involves using technology to send messages or post material online that deliberately causes serious emotional distress. Cyber bullying cannot be dealt with in isolation from other forms of bullying. It shares similar characteristics with verbal and social bullying.

*If any of these types of bullying behaviours occur only once, or are part of a conflict between equals (no matter how inappropriate) they are not bullying. The behaviours alone don't define bullying. Bullying is when these things happen (or have the potential to happen) again and again.*

**Conflict** will include aggressive behaviour which does not meet the criteria for bullying above but which inevitably will be inappropriate in the school environment and must attract an appropriate response from the staff.

Parents are informed of the existence of Manurewa Central School's anti-bullying policy through the website as parental support is essential for this policy to work effectively.

## **PROCEDURES**

### **Bullying Prevention**

To help prevent bullying at Manurewa Central School we work to:

- create a safe and inclusive school environment
- recognise diversity and avoid cultural bias
- eliminate racism, discrimination and stigma
- promote safe and responsible digital technology use
- All members of the school community have the responsibility to recognise bullying and to take action when they see it happening.
- Staff are trained to recognise bullying within and outside of the classroom and intervene appropriately.
- Students are informed of what to do if they are being bullied or witness bullying.
- Manurewa Central School treats all complaints of bullying seriously and takes action.
- Staff will always first listen to the victim(s) and make enquiries as may be necessary to clarify exactly what has happened.
- The victim/student will be assured that they have acted correctly in reporting the bullying.

- The emphasis is to be on changing the behaviour of the bullying student(s), while providing support for the student who has been bullied.
- The consequences are to be clear and visible. The victim needs to be reassured that some action has been taken.
- The offender is to receive a clear message that bullying behaviour will not be tolerated
- For this policy to be effective, pupils and parents must be prepared to report incidents as soon as possible after they occur.

In some instances, the following principles may also be appropriate;

- A clear account/report of the incident should be made as soon as possible and passed on to the class teacher, Learning Leader, Deputy Principal or Principal as appropriate.
- The victim will be treated with empathy while the extent of the bullying is being investigated and, where appropriate, will be given suitable protection from retaliation.
- Where appropriate and possible confidentiality for the victim will be observed.
- Parents of both the victim and the bully should be involved in the process and informed of any actions taken.
- The use of a “no-blame approach” will occur where appropriate.
- Follow-up is to be discussed with the student/s and associated staff. It is important that a staff member follows up at a later date with the victim and also with the alleged bully.

### **Associated policies & procedures**

- Complaints and Concerns Policy
- Complaints and Concerns Procedures
- Health and Safety Policy
- Child Protection Policy
- Behaviour Management Policy & Procedures
- Digital Technologies and Cyber Safety Policy
- Inclusion Policy
- Staff Wellbeing Policy
- Mental Health Education Policy
- Privacy Policy

### **LEGISLATION**

- **Education and Training Act 2020**
- **Harmful Digital Communications Act 2015**
- **Privacy Act 2020**
- **Human Rights Act 1993**

### **Related Resources**

[Bullying Prevention and Response: A Guide for Schools](https://netsafe.org.nz/bullying/cyberbullying)  
<https://netsafe.org.nz/bullying/cyberbullying>

<https://bullyingfree.nz/>

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Presiding Member:



Principal:



## **MANUREWA CENTRAL SCHOOL ANTI-BULLYING PROCEDURES**

### **INTERVENTIONS**

Interventions when bullying has occurred may include:

- Involvement of the parents of the pupils.
- Isolation and/or withdrawal of the bully- 'in-school suspension'.
- Reflection Sheet.
- Opportunity for face-to-face apology and commitment to the future.
- Managing the status of both the bully and victim within his/her peer group.
- Considering other social consequences e.g. withdrawal of privileges from the bully.
- In incidents of severe bullying, stand down, suspension or exclusion may occur.

### **GUIDELINES**

All members of the school have a responsibility to recognise bullying and to take action when they are aware of it happening.

- A victim of bullying may report the incident to any member of staff, a friend, or a whānau member
- All cases of alleged bullying within the school will be investigated promptly.
- All staff should treat any report of bullying seriously and take action.
- Staff should first listen to the student or students, and make such enquiries as may be necessary to clarify exactly what has been happening.
- The student(s) should be assured that they have acted correctly in reporting the bullying.
- The staff member should make a summary of the information and pass it on to appropriate SLT member as appropriate.

- In serious cases parents will be informed and asked to attend a meeting to discuss the problem.
- If necessary, at the discretion of SLT, external agencies may be involved as appropriate.
- The emphasis must be on changing the behaviour of the bullying student(s), while providing support for the victim(s).
- The staff member should attempt to give advice on how to deal with any repeat incidents that may happen before the intimidation can be dealt with.
- Follow up should be discussed with the student. It is important that the SLT member checks later with both the student and the person to whom the information was sent.
- In cases of serious violence or extreme emotional harm the school has authority, and may exercise this authority, to stand-down, suspend or exclude in accordance with its behaviour management policy and ministry regulations.
- A staff meeting will be held annually to discuss the issue and review strategies and remedial approaches.
- Behaviour modification programmes and support via in school documentation and programmes or via external agency support e.g. RTLB, MOE Behaviour Team.