A very important aspect of the Woodvale Secondary College priority of Positive Education is to build resilience in students. Students come to see me for a wide variety of reasons, but one of the most common is to report bullying. We have been working very closely with the Telethon Kids Friendly Schools Project who define bullying as persistent and targeted unwelcome behaviour. The College has a zero tolerance policy on bullying.

A great deal of the misdemeanours students report cannot be classed as bullying as they are often low level and play that is perhaps annoying, but not dangerous. It is vital that working together with our parents, we teach our students to remove themselves from irritating behaviour and to build their resilience.

This booklet will assist parents in prevention of low level behaviours. It describes the various forms of bullying, what to do if you are bullied, how to report it and other useful information. The booklet can also be viewed on the College website.

In order to tackle the issue of bullying effectively, all parents need to fully understand what constitutes bullying; how it can be prevented and how it should be reported. When reporting, as much information as possible should be included. (See reporting bullying proforma at the back of this booklet.) It has been my experience that the more information I have about an incident of bullying, the greater the likelihood that it will be resolved quickly and effectively.

The booklet also gives you activities that will build resilience in your child and prepare them for the wider world of work. I will also conduct workshops with parents in Term 1.

I look forward to a long and productive partnership with parents and students.

Wayne Jaggard  
Year 7 and 8 Coordinator
WHAT CAN I DO ABOUT BULLYING?

The following content has been adapted with permission from www.friendlyschools.com.au. Visit their website to learn more about the Friendly Schools initiative to promote social and emotional learning and reduce bullying in schools.

WHAT IS BULLYING?

Bullying means deliberately and repeatedly trying to make a person upset, angry, humiliated or afraid. Bullying is a behaviour used by a person or group to gain power over a less powerful person, who has difficulty stopping the situation.

Bullying is when the following things are done to someone again and again, and the person being bullied is unable to stop it happening.

**Physical bullying:**
- violent actions towards another person, involving hitting, pinching, biting, pushing, pulling and shoving, slapping, punching, strangling, kicking, intentional bumping, tripping, scratching and throwing things
- touching another person when they don’t want you to

**Verbal bullying:**
- calling someone names
- spreading rumours
- teasing someone in a hurtful way
- being sarcastic in a hurtful way
- making racially offensive comments about someone and their family
- rude comments or jokes about someone’s religion
- hurtful comments about the way someone looks or behaves
- mean comments about someone’s body

**Relational bullying:**
- ignoring someone or keeping them out of group conversations (known as exclusion)
- leaving someone out by encouraging others not to have anything to do with them
- spreading lies or stories about someone
- trying to get other students to dislike someone

**Threatening**
- making someone feel afraid that they or their loved ones are going to be hurt
- making things up to get someone into trouble
- pressuring someone to do things that they don’t want to do
- stalking

**Property abuse**
- damaging someone’s belongings
- stealing money or property

**Cyberbullying**
- harassing or abusive emails and phone messages
- making silent or abusive phone calls
- spreading rumours via email or phone
- sending someone offensive texts
- posting insulting messages on social media
SOMEONE IS BULLYING ME – WHAT SHOULD I DO?

What to do while the bullying is happening:
When the bullying is happening and you feel you can’t do anything to stop it, follow these steps:

- Stay calm and try not to act upset or angry. This is probably what the person bullying wants you to do.
- Don’t fight back. If you fight back you could make the situation worse, get hurt, or be blamed for starting the trouble.
- Calmly remove yourself from the situation. Try to ignore the bullying by turning and walking away calmly.
- If they try to stop or block you, be firm and clear – look them in the eye and tell them to stop.
- Get away from the situation as quickly as possible.
- Tell an adult what has happened straight away.

How to deal with hurtful teasing:
Teasing, name-calling and spreading nasty rumours are the most common forms of bullying in schools. A person is teasing when they provoke (stir up) someone, either in a playful or an unkind way. Sometimes people tease in a fun way and they don’t hurt anyone’s feelings. Other times people tease in a mean way that upsets or hurts the feelings of the other person, and we call this bullying.

Here are some tips for taking the sting out of teasing:

- Be cool. Stand up straight, speak clearly and look confident even if you aren’t. Make the person teasing think they are not bothering you and they are wasting their time trying to tease you.
- Stay calm and nice. Be in control and don’t get nasty. If you are nasty to them you will be doing what they are doing and this will only make matters worse. By being nice, you are not responding the way they want you to and this may make them think twice about saying anything back.
- Speak and move on. Keep your words brief. Say your piece then walk away. The person teasing you will want to have the last word. Don’t allow this. Move away and ignore any other comments.
- Know when to walk away. If you find you are getting upset or scared then it is better to say nothing and simply walk away when someone teases you. This way the person will not see any reaction from you and you can get help from someone in your support group.

How to cope with ongoing bullying:
Bullying can be scary and upsetting. It can sometimes make you feel as if it’s your fault. It’s not! The best thing you can do is talk to an adult you trust (like your parent or your teacher) and keep talking to them even if you think the bullying has stopped. At times when a trusted adult is not available, however, there are some things you can do to deal with the situation:

- Tell a friend what is happening. Ask him or her to help you. It will be harder for the students bullying to pick on you if you have a friend with you for support.
- Try to ignore the bullying or say ‘No’ really firmly, then turn and walk away. Don’t worry if people think you are running away. Remember, it is very hard for the bullying to go on when the person being bullied won’t stand still to listen.
- Try not to show that you are upset or angry. Students who bully love to get a reaction, they think it’s ‘fun’. If you can keep calm and hide your emotions, they might get bored and leave you alone. As one teenager said to us, ‘they can’t bully you if you don’t care’.
• Don’t fight back if you can help it. Most students who bully are bigger or stronger than you. If you fight back you could make the situation worse, get hurt or be blamed for starting the trouble.
• It’s not worth getting hurt to keep possessions or money. If you feel threatened, give the students who bully what they want. Property can be replaced, you can’t.
• Try to think up funny or clever replies in advance. Make a joke of it. Replies don’t have to be wonderfully brilliant or clever but it helps to have an answer ready. Using prepared replies works best if the student bullying is not too threatening and just needs to be put off. The person bullying might just decide that you are too clever to pick on.
• Try to avoid being alone in the places where you know the person bullying is likely to pick on you. This might mean changing your route to school, avoiding parts of the playground, or only using common rooms when other people are there. It’s not fair that you have to do this, but it might discourage the student from bullying.
• If you have to walk home and you’re afraid of being ambushed, try taking different routes, try to leave home and school a bit later or a bit earlier, or see if you can walk with other people who live near you even if they’re older or younger.
• Sometimes asking the bully to repeat what they said can put them off. Often students who bully are not brave enough to repeat the remark exactly so they tone it down. If they repeat it, you will have made them do something they hadn’t planned on and this gives you some control of the situation.
• Keep a diary of what is happening. Write down details of the incidents and your feelings. When you do decide to tell someone, a written record of the bullying makes it easier to talk about what has been going on

I THINK I’M BULLYING OTHERS – WHAT SHOULD I DO?

Am I bullying?
Ask yourself:
• Are my actions or words hurting someone else’s feelings?
• Are my actions hurting someone else physically?
• Are my actions or words making someone else feel afraid?
• Am I trying to control someone else?
• Am I unfairly taking out my feelings of anger or frustration on someone else?
• Would I like someone else to do this to me?
• How would I feel if someone did this to me again and again?
If you answered yes to some of these questions, you are probably bullying.

What can I do to stop bullying?
If you think that you are bullying other people, there are some things you can do:
• Ask someone for help. Make sure it is someone you can trust, like a parent or teacher. Take a friend with you for support if it will make you feel better.
• Think about why you are behaving like this. If you have a difficult problem in your own life, ask for help from someone you trust.
• Apologise to those people that you have upset.
• Set yourself a goal every day. For example: ‘Today I will not call anyone names.’
• Join out-of-school clubs where you can meet new friends who don’t know how you used to behave.
Remember: hurting others (either physically or hurting their feelings) will not make you any REAL friends.
How can I avoid falling back into bullying?

- Think about it. Decide if bullying is worth getting in trouble, possibly hurting yourself or others and turning people away from you for a long time.
- Put yourself in their shoes. Try to think about how you would feel if someone kept treating you this way.
- Appreciate people's differences. Instead of picking on people for being different, use it as an opportunity to learn new things. Ask children who are different from you about their background, beliefs, favourite foods and music – they might introduce you to something new to enjoy.
- Be a real leader. You’re already a leader, because other people often watch you pick on others. Instead of being mean and nasty, set an example by being kind and respectful of other kids. This is how to earn real respect and friends, without having to bully them into it.

How can I earn respect without bullying?

Young people say that what they most want is respect. Everyone wants the right to be respected and none of us wants to be abused or picked on. We just want others to be fair to us.

If you have low self-esteem, you may think that bullying others is the only way to earn their respect. However, people who try to earn respect by frightening others or by being cruel to them end up being disliked. Fear is the opposite of respect. To earn respect we must show it to others.

You can help others to respect you by:
- being fair and honest
- treating all people with respect
- supporting your peers
- not accepting or being involved in bullying behaviour.
- standing up for yourself and others when you know it is right

I HAVE SEEN OTHERS BEING BULLIED – WHAT SHOULD I DO?

What are bystanders?

Bullying involves more than the students who are bullied and those who bully. Other students have been observed to be present during most bullying incidents in the school grounds. These students are bystanders: the people who see, support or know the bullying is going on.

Bystanders can be:
- the friends in the peer group of the person bullying
- the friends in the group of the person being bullied
- people who see the bullying going on
- people who are aware of the bullying

Bystanders may act in many different ways. A bystander might:
- watch what is going on and not get involved
- pretend not to see and ignore the situation
- choose to get involved in the bullying
- choose to get involved and stop the bullying
- choose to get help

As bystanders, students can either support bullying in the way they behave or help to stop bullying.
What should I do if I see bullying occurring?
Bystanders have the power to help stop bullying!

People who bully thrive on the peer group and bystanders who either support or do nothing to stop the bullying. When the audience of bystanders and peers gives the person bullying all the power and attention they crave this to make them feel powerful.

Everyone needs to be responsible for their own actions when they are a bystander to a bullying incident. You also need to know that you will face negative consequences if you decide to join in with or support a person bullying. This could be by laughing at the bullying incident, cheering on or encouraging the person bullying, teasing the person being bullied or taking part in the bullying situation in any other way.

As bystanders to bullying, students have to make a decision as to whether they will be part of the problem or part of the solution. Research shows that when bystanders do step in the bullying can be stopped within ten seconds. Don’t stand and watch bullying. If you see someone being bullied:

- Let the person doing the bullying know what they are doing is bullying and that it is wrong.
- Refuse to join in with their bullying and walk away.
- Ask a duty teacher or support person for help.
- There are also things you can do in the aftermath of bullying to support the student who is being bullied:
  - Persuade the person being bullied to talk to an adult who will listen – this may be a teacher or a parent.
  - Encourage the person being bullied to talk to you about what is happening.
  - Do not tell the person being bullied to deal with the problem on their own.
  - Offer to speak to an adult on the bullied person’s behalf.
  - Let the students bullying know that you know what is going on.

BULLYING ONLINE

What is considered cyberbullying?
Although cyberbullying is in many ways the same as regular bullying, the use of technology adds a level of complexity that can impact both the engagement in and experience of these behaviours. Cyberbullying includes:
- sending abusive emails
- making silent or abusive phone calls
- spreading rumours via email or telephone
- sending offensive text messages
- making or posting hurtful videos
- excluding others online
- posting insulting messages on the internet or social media

Information for Parents on Internet safety
- Don’t allow computers in bedrooms; instead locate them in a public area of the house
- Negotiate an online contract with your children
- Use an internet filter
- Monitor & supervise
- Help your child to feel comfortable coming to you with anything - Getting angry and taking computer access away from kids may mean they won’t come to you next time
- Know your children's passwords
• Talk with your children regularly about where they are going online and who they are speaking with
• Consider a ‘hand-in time’ for mobile phones at home e.g. at 8pm all mobile phones placed in a particular location so children don’t have unsupervised internet access
(Source: Netalert/Dr Michael Carr-Gregg)

General internet use statistics
• As students age they spend more time online.
• Children aged 8 to 9 years use the internet for an average of 1 hour, 6 mins every two days.
• Young people aged 16 to 17 years average 3 hours, 30 mins on the internet every day.
• Younger children are more interested in individual activities online, such as playing games —83 per cent of 8 to 11 year-olds reported online gaming as the most popular use of the internet
• By comparison, young people aged 12 to 17 use the internet mainly for social interaction—81 per cent of 12 to 17 year olds nominated social networking services as their main reason for going online
(Source: Dr Michael Carr-Gregg)

Protecting yourself online (Safety tips for Students)

Email
• Do not open a message from any name you don’t recognise.
• Tell an adult if you keep getting messages from names you don’t recognise or from people with whom you don’t want to communicate.
• If you recognise the sender as someone who has sent upsetting messages in the past, tell an adult.
• Do not share your email address with anyone other than those you know well and can trust.

Social media
• Always think carefully when you put something on the internet. If you wouldn’t want your future boss to see it, keep it offline!
• Don’t accept friend requests from strangers.
• Read up on social media privacy settings and learn how to control who sees your posts.
• Don’t retaliate or respond to cyberbullying. If someone is abusing you online, tell an adult you trust, like a parent or teacher.

Chat rooms
• Remember you can never really be sure who you are chatting to on the internet.
• If you are not comfortable with any messages that you read while chatting, leave the chat.
• Do not give strangers personal information such as your address, telephone, school or name.
• Do not send your picture to anyone you don’t know really well.

Mobile phones
Mobile phones are perfect for bullies to taunt and threaten their target with little fear of being caught. Since many prepaid mobiles can be bought cheaply, without any proof of identity, it can be impossible to trace who has sent calls or text messages from them.
• Only give your mobile phone number to people you know well and can trust.
• Don’t reply to any nasty messages.
• Try to keep abusive messages in your phone, as they can be used as evidence
When someone sends unwelcome messages over and over, this is called ‘cyberstalking’. This type of harassment is particularly scary, as it follows the person everywhere via their phone or computer.

- The best way to avoid cyberstalking is to be careful to whom you give your personal information.
- You could also change your phone number and email address.
- If it continues, you could ask an adult to contact the police or your internet provider to work out ways of protecting yourself.

**What should I do if I am being bullied through social media?**

- Make a note of exactly when the message was sent and save it. Take a screenshot if necessary.
- Tell a parent or trusted adult straight away.
- Block or ‘de-friend’ the person from your social media account/s
- Be careful about who you give your mobile phone number, email address or social networking contact details to

**FURTHER INFORMATION**

Bullying information for parents and families:

Bullying information for Students:

Cyberbullying:

Hotline for Internet safety = 1800880176 (NetAlert)
BULLYING CHECKLIST

You do not have to try all of these strategies, but learning how to stand up for yourself and be **assertive** can be great protection against future bullying.

<table>
<thead>
<tr>
<th>Please tick which of the following strategies you’ve tried</th>
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<tbody>
<tr>
<td>Staying calm and trying not to act upset or angry (this is probably what the person bullying wants you to do)</td>
</tr>
<tr>
<td>Not fighting or arguing back</td>
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<tr>
<td>Ignoring the person</td>
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<tr>
<td>Calmly walking away from the situation</td>
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<tr>
<td>Looking them in the eye and telling them to stop</td>
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<tr>
<td>Getting away from the situation as quickly as possible</td>
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<td>Trying not to show that you are upset or angry</td>
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<tr>
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</tr>
<tr>
<td>Keeping a diary of what is happening</td>
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</tbody>
</table>

**Remember:** Stand up straight, speak clearly and look confident even if you aren’t. Make the person think they are not bothering you and they are wasting their time trying to tease or bully you.
REPORTING BULLYING PROFORMA

Complete the form below, copy to a word document and attach it to an email addressed to the relevant Program Coordinator. Include your child's name in the emails title.

Years 7/8/9          tina.nottle@education.wa.edu.au
Years 10/11/12       jared.davies@education.wa.edu.au

**IS THE ACTION BULLYING?**
Bullying means deliberately and repeatedly trying to make a person upset, angry, humiliated or afraid. Bullying is a behavior used by a person or group to gain power over a less powerful person, who has difficulty stopping the situation.

**PROVIDE A DESCRIPTION OF THE BULLYING**

WHAT FORM

HOW OFTEN

WHERE

WHEN

WHO

EVIDENCE Eg: screen shots, messages, photos etc.

**WHAT STRATEGIES HAVE BEEN USED SO FAR TO STOP THE BULLYING**

STUDENT

PARENT