



## NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

<b>Title</b>	<b>BULLYING</b>
<b>Reference Number</b>	C301
<b>Section</b>	Staff
<b>Written By</b>	NPBHS Policy Committee
<b>Checked By</b>	NPBHS Policy Committee
<b>Approved By</b>	NPBHS Board of Trustees
<b>Issue Date</b>	June 29, 2000
<b>Review Date</b>	December 2016
<b>Associated Policies</b>	Health and Safety; Complaints – Staff Conduct and Discipline
<b>Associated Procedures</b>	

### **RATIONALE :**

To provide a safe and harmonious environment in which staff and students are able to work without being bullied.

### **DEFINITION :**

Bullying involves a desire to harm on the part of the aggressor and a sense of being oppressed on the part of the victim and may feature:

- harmful action
- a power imbalance
- repetition
- unjust abuse of power
- enjoyment on the part of the aggressor.

### **PURPOSE :**

1. To define, publish and raise awareness of bullying.
2. To deal sympathetically and correctly with the victim when bullying occurs.
3. To ensure bullies become aware of their behaviour and take steps to correct it.



## **GUIDELINES:**

1. **Students with a complaint of bullying**
  - a. Students should report any complaint to a Teacher/ Deputy Principal/ Assistant Principal/ Dean/ Counsellor/ Health Visitor/ Hostel Matrons/ Senior Hostel Master/ House Master. If after investigation the complaint is deemed to be just, the Deputy Principal/ Assistant Principal/ Dean will report them to the Headmaster who will ensure that appropriate action is taken.
  - b. At the stage at which a serious complaint is initially verified the student's parents must be informed and offered the opportunity to attend any hearing, and the parents of the transgressor(s) must also be informed.
  - c. Where it is deemed appropriate by the Headmaster and/or parents, the Guidance Counsellor should be informed.
  - d. Visitors should make a complaint directly to the Headmaster.
  
2. **Parents with a complaint of bullying on a student's behalf**
  - a. If parents complain on a student's behalf, the complaint should be directed to the Deputy Principal/ Assistant Principal/ Headmaster or Dean.
  - b. Telephone complaints are to be directed to the Deputy Principal/Assistant Principal/ Dean or Headmaster immediately. Should no senior staff member be available, the telephonist will ensure the complainant that the problem will be attended to and the name and telephone number should be requested and recorded. The parent should be reassured the problem will be looked into fully, details taken and the person notified and interviewed. The student should also be interviewed and results relayed back to the parents.
  - c. If a letter containing a complaint of bullying is received by the school and not already addressed to the Headmaster, it must be referred to him.
  - d. Letters to the Board of Trustees containing a complaint of bullying should, through the Chairperson, be directed to the Headmaster.
  - e. The Headmaster shall ensure that appropriate action is taken.
  
3. **Staff with a complaint against a student**
  - a. If a staff member wishes to make a complaint against a student, then this matter should be taken directly to the Deputy Principal/ Assistant Principal. If after investigation the complaint is deemed to be just, the Deputy Principal/ Assistant Principal will then report to the Headmaster who will ensure that appropriate action is taken.
  - b. At the stage at which a serious complaint is initially verified the student's parents must be informed and offered the opportunity to attend any hearing, and the parents of the transgressor(s) must also be informed.
  - c. Where it is deemed appropriate by the Headmaster and/or parents, the Guidance Counsellor should be informed.
  
4. The following principles shall apply In all proceedings
  - a. Confidentiality must be maintained by all people involved in a complaint, mediation or investigation.
  - b. No person is to exert pressure on any person making a complaint to withdraw it.
  - c. The action of having made a complaint cannot be held against that person in future.
  - d. Records from the stage of mediation must be kept, by the Headmaster only, of all discussions, interviews, meetings etc and be read and signed by the people involved.
  
5. The definition of and procedures to deal with bullying shall be widely published to all staff, students and parents.
  
6. In-service time will be put aside to raise staff awareness of bullying and time in the school's transition programme will be set aside for student education on bullying.
  
7. The school will offer both bullies and victims the opportunity for counselling and education.



8. The school will regularly obtain confidential feedback from the school community to monitor the level of bullying in the school.

