central coast montessori
EDUCATION FOR LIFE

POLICY	PROCEDURE
Procedure Name	Anti Bullying Procedure
Related Policy	Child Protection Policy
Policy Category	Safe & Supportive Environments (3.6) Child Protection Policies & Procedures (3.6.1)
Related Legislation	Children and Young Persons (Care and Protection) Act 1998 (NSW) (the **Care and Protection Act**) Child Protection (Working With Children) Act 2012 (NSW) (the **WWC Act**) Children's Guardian Act 2019 (NSW) (the **Children's' Guardian Act**) Crimes Act 1900 (the **Crimes Act**)
Related Procedures & Registers	
Date of Issue / Last Revision	29 March 2017 5 July 2021 20 July 2022 20 May 2025
Date Set for Review	*May 2025*

Anti Bullying Procedure

At The Central Coast Montessori School we have an expectation of respect for others. All students and staff at CCM have the right to learn and to teach in a supportive and caring environment. This right also carries with it the responsibility that nothing done, felt or said interferes with the learning and teaching of others. This procedure applies to all students and staff at CCM.

Procedure

Bullying and harassment in all forms – physical, emotional and verbal – are totally unacceptable and will not be tolerated.

Definition

Bullying is the repeated and deliberate attack, physical, psychological, social or verbal in nature, by a powerful individual or group.
Common forms of bullying include:

- Verbal abuse or offensive gestures
- Deliberate exclusion or ignoring
- Subtle but intimidating body language
- Physical violence or threats of violence
- Damaging another person's belongings
- Name calling, teasing, putting another person down, ridiculing another person
- Spreading rumours
- Cyber harassment via electronic media

- Sexual harassment

Strategies

Maintain systems of appropriate behaviour that enable students to feel safe and valued. Implementation of Code of Conduct Guidelines to address specific instances of bullying. Use Restorative Justice principles to resolve issues and restore sense of wellbeing for all involved.

- Build capacity of students to actively participate in management of bullying through:
    - Student Mediation Services
    - Involvement in ongoing research into nature/extent of bullying
    - Development of promotional materials
    - Opportunities to learn conflict resolution skills
    - Professional development of staff
    - Adopt curriculum and pedagogy to enhance inclusion and celebrate difference

Procedures for Reporting and Managing Bullying

- Students encouraged to approach directly the person who has hurt or offended them
- If mediation is required, students may be referred to their class Director or Principal
- Students involved in serious or repeated bullying will be interviewed by the Principal with their class Director in attendance as advocate. Parents will be notified. Restorative Justice principles apply. However, evidence of serious or repeated bullying may result in suspension from school
- Cyber bullying (e.g. Social Networking) may require intervention of outside agencies.