BEHAVIOUR GUIDANCE-BULLYING RESPONSE PROCEDURE

There are many types of bullying, but all can have the same negative effects on children. Bullying often occurs when there is a lack of supervision, or at times throughout the day when the educator's focus is on something else, such as busy transition times. Note that 'one-off' occurrences of aggression or negative behaviours alone do not constitute bullying. Bullying is when the actions are repeated and/or ongoing.

Our service does not tolerate bullying of any kind. Bullying is never OK!

Working in conjunction with the *Behaviour Guidance: Bullying Policy*, this procedure provides detailed steps for educators to respond promptly to bullying and actively support children to develop positive relationships between children and their peers.

Education and Care Services National Law or Regulations (R.155, 156) NQS QA 5 Element 5.1.2, 5.2.1 Relationships with Children, NQS QA 6 Element 6.1 Partnerships with Families and Communities
Related Policy: Behaviour Guidance- Bullying Policy

TYPES OF BULLYING	
VERBAL BULLYING	Teasing, threatening harm, putting someone down, and name-calling
PHYSICAL BULLYING	Hitting, poking, pinching, punching, spitting, tripping or pushing, or breaking or taking someone's possessions
SOCIAL BULLYING	Spreading rumours, lying, purposely leaving someone out, embarrassing someone in public, or playing nasty jokes
CYBER BULLYING	Using technology to purposely hurt someone by sending hurtful messages or photos

(Source: Kids Helpline, 2018: https://kidshelpline.com.au/teens/issues/bullying)

STEP 1: PROCEDURE WHEN A CHILD DISCLOSED ALLEGED BULLYING		
1	Listen carefully to any attempts a child may make to tell you about other children's behaviours that may indicate bullying is occurring, either to that child or another child	
2	If you feel it necessary to take notes, ask the child's permission	
3	Try to identify who is involved in the bullying and exactly what has happened/is happening	
4	Try to summarise what the child is telling you	
5	Reassure the child that it is not their fault. "*It's not OK for (name) to treat you like that*."	
6	Reassure the child that their safety and wellbeing is your (and other educators) priority and that the educators are there to help them	
7	Advise the child of what you intend to do about the situation, including that you will need to speak to the child alleged to be using bullying behaviour	
8	Avoid using terminology such as 'bully' or 'victim' when describing behaviour being displayed	
9	Maintain and respect the dignity and rights of children	

STEP 2: FOLLOWING THE DISCLOSURE		
1	Talk to the alleged bully or bullies and any witnesses separately to gain as much detailed information as possible	
2	If possible, ascertain a reason from the alleged bully as to why the behaviour is taking place. Fill out as much of the *Bullying Incident Report* as possible at this stage	
3	Notify all parents involved of the allegation of bullying, ensuring the identity of children involved is not discussed (refer to *Confidentiality Policy* and *Code of Conduct Policy*)	
4	Follow the procedure below: *Following any suspicion of bullying*	

STEP 3: PROCEDURE WHEN STAFF SUSPECT POSSIBLE BULLYING		
1	Closely supervise the children and use the *Behaviour Guidance Observation Record* to document any suspicions of bullying	
2	Speak to the bullied child if they have not been forthcoming with a disclosure and encourage them to tell you what has been happening	

3	Encourage the bullied child to come to you if there are further incidences and/or if they are feeling unsafe	
4	Discuss the observed behaviours with the alleged bully- how has their behaviour affected the other child? (see below)	
5	Fill out as much of the *Behaviour Guidance-Bullying Incident Report* as possible at this stage	
6	Follow the procedure below: Following any suspicion of bullying	

STEP 4: FOLLOWING ANY SUSPICION OF BULLYING		
1	Advise the director/nominated supervisor and any educators in the child's room	
2	Schedule a meeting with involved educators and staff to discuss possible strategies to address the issue	
3	Fill out the *Bullying Incident Report* with as much detail as possible	
4	If necessary, at this stage advise the parents of the incident/s and encourage them to assist in planning strategies to prevent further incidences	
5	Adhere to *Privacy and Confidentiality Policy* and do not divulge names of other children involved in the incident to other parents/guardians	
6	Continue to closely supervise and observe the children involved, using the *Behaviour Guidance-Observation Record*	
7	Address any changes required that may become apparent from the *Behaviour Guidance Observation Record*. For example, is the environment contributing (e.g., not enough age-appropriate and stimulating experiences available)? Do the behaviours occur during times the children are bored or required to wait for a long period of time with nothing to do (e.g., transitions or waiting for lunch)? Is the alleged bully being unintentionally supported through what happens immediately after the incident (e.g., having one-on-one time with an educator, or being taken out of a group time that they don't enjoy)?	
8	DO NOT force the alleged bully and child being bullied to participate in a group meeting, as this may be extremely intimidating for the bullied child	
9	Support the bullied child in developing friendships with other children	
10	Help all children learn strategies to respond to bullying	

11	Encourage and support the child who is being bullied to contribute to discussions on actions to challenge or stop bullying behaviours	
12	Continue to observe and document	
13	Continue to communicate concerns with the director/nominated supervisor so that strategies can be implemented to effectively address bullying behaviours and developing emotional literacy. This may include involving parents/families of children who are consistently bullying other children at the Service.	

RESOURCES

Bullying. No Way! https://bullyingnoway.gov.au/

Kids Helpline https://kidshelpline.com.au/teens/issues/bullying

Raising Children Network https://raisingchildren.net.au/preschoolers/behaviour/bullying/bullying-signs

BEHAVIOUR GUIDANCE- BULLYING RESPONSE RESOURCES	
Behaviour Guidance: Bullying Policy	The *Behaviour Guidance: Bullying Policy* provides information of how the Service promotes a safe and supportive environment, outlining clear guidelines and procedures to prevent and address instances of bullying, fostering a positive and inclusive atmosphere for children
Behaviour Guidance – Bullying Response Procedure	This procedure provides detailed steps for educators to respond promptly to bullying and actively support children to develop positive relationships between children and their peers
Behaviour Guidance Observation Record	This record is available to document and track specific incidents, behaviours and patterns, assisting in the development of targeted interventions and preventative measures.
Behaviour Guidance - Bullying Incident Report	Available to create a systematic record about a bullying episode, which facilitates a structured approach to investigation, intervention and prevention strategies.
Behaviour Guidance Review Form	The *Behaviour Guidance Review Form* is offered to assess and analyse reported incidents aiding in the identification of patterns, trends and the effectiveness of interventions.

Behaviour Guidance Plan	Available to provide a structured and comprehensive approach to addressing incidents of bullying, documenting guidelines, strategies and interventions to prevent, manage and respond to bullying incidents.

REVIEW OF PROCEDURE			
Date procedure created	20/03/2024	To be reviewed	April 2026
Approved by	Krystle Hills	Signature	
Procedure Review Date	Modifications/Changes		
April 2025	Review of Procedure undertaken in line with policy review. Added information to Step 1.		
December 2023	Review of Procedure undertaken in line with policy review. Behaviour Guidance – Bullying Response resources information added to procedure		