



Irfan College

Anti-bullying Plan

Prepared by: Executive Staff

Date prepared: June 2018

Revised: May 2024

Review by: Executive Staff

Date for review: January 2027

Status: Active

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Irfan College Anti-Bullying Plan

This plan outlines the processes for preventing and responding to student bullying in our College and reflects the Anti-bullying policy.

Our school community will have opportunities to discuss, provide feedback and comment on their understandings of bullying through parent and citizens committee meetings and general discussions. This in turn will feed into the content of our Anti-Bullying Plan. Students and staff will also be provided with opportunities to discuss bullying, their perceptions of it in our school and strategies to prevent it happening.

1.0 Statement of purpose

At Irfan College we promote positive relationships that respect and accept individual differences and diversity within the whole school community. We actively work together with the community to foster a safe, supportive learning/working environment where bullying is not tolerated. Positive relationships are also promoted and maintained through effective classroom and playground behaviour management programs and initiatives. As part of our school's Well-being and Behaviour Management Policy, our Anti-Bullying policy aims to deal effectively with and prevent incidences of bullying through the provision of positive prevention strategies, support for reporting and managing all forms of interactions that are not acceptable in the school environment.

2.0 Protection

Definition of Bullying:

Bullying is repeatedly hurting another person who is less powerful-either physically or psychologically. Bullying can take many forms. We consider the following behaviour to be bullying:

1. Physical: including hitting, punching, shoving, pinching, tripping, spitting, scratching, damaging, hiding or stealing belongings or throwing objects at someone.
2. Verbal: name-calling, making offensive remarks, taunting, teasing, put-downs
3. Indirect Social/Psychological spreading: rumours, gossiping about or embarrassing someone, making fun of someone, using threatening looks or gestures, excluding or threatening to exclude from groups, ignoring, ostracising or alienating.
4. Cyber (Online Bullying): verbal and indirect social/psychological bullying through use of technology such as emails, blogs, websites, mobile phones etc. including:
 - a. the sending of abusive texts or emails
 - b. taking and sharing unflattering or private images of others
 - c. posting unkind messages or inappropriate images on social networking sites
 - d. excluding individuals from online chats or other communication
 - e. assuming the identity of the victim online and representing them in a negative manner or manner that may damage their relationship with others
 - f. repeatedly, and for no strategic reason, attacking players in online gaming.

Bullying behaviour typically contains seven elements:

1. An initial desire to hurt.
2. Bullying desire is acted out and some form of bullying is perpetrated.
3. This action is hurtful.
4. There is an imbalance of power: the bullying behaviour is stronger and more powerful than the victim's behaviour, either physically or psychologically.
5. There is no justification for the action: e.g. the victim has done nothing to deserve such treatment.
6. It is persistent and repeated.
7. The person bullying derives enjoyment from hurting the victim.

All staff are responsible for:

- modelling appropriate behaviours at all times
- teaching students' skills and strategies to deal with bullying as per the strategies outlined in this plan
- Provide curriculum that supports students to develop an understanding of bullying and its impact
- dealing with all reported and observed incidences of bullying as set out in this plan and the school's Well-being and Behaviour Management Policy.
- ensuring that students are supervised at all times
- reporting incidences of bullying to the Well-being Coordinator in accordance with College's well-being reporting procedures
- creating a culture where it is acceptable and encouraged to report incidents.
- All staff has the absolute "Duty of Care" responsibility to all students at all times.

All students are responsible for:

- being assertive: Tell the "bully" that they don't like the behaviour, how it makes them feel and that how they must tell a teacher about it if the person continues
- telling a teacher, Well-being Coordinator or Principal if the perpetrator/s continues
- reporting if they are being bullied or if they see someone else being bullied: both at school or on the way to and from school
- reporting any cyber-bullying to their teacher, Well-being Coordinator or Principal
- asking to see the Well-being Coordinator or Principal directly to report incidences of bullying if the teacher is busy with other playground issues, or if they would prefer to do so
- help someone who is being bullied
- not bully others

All parents/caregivers are responsible for:

- watching for signs their child may be being bullied
- speaking with one of the staff at Irfan College if they suspect their child is being bullied
- instructing their children to “tell” if they are bullied
- support their children to become responsible citizens and to develop responsible on-line behaviour. As a parent model appropriate on-line behaviour.

3.0 Prevention

It is important that the school community address the underlying causes of bullying relating to school organisational issues, learning and teaching issues and relationship issues.

Preventative Strategies:

- Education and promotion of the school’s Anti- Bullying Policy.
- Use of Restorative Practices
- Student Well-being programs (You Can Do It!) including Personal Development, Health and Physical Education studies
- Productive and respectful relationships established between all members of the school
- Classroom rules, routines and processes negotiated and applied consistently.
- Adequate supervision of students during breaks on playground and classrooms
- Active intervention when bullying occurs.

Strategies to Deal with bullying:

- Reported cases can be dealt with in several ways. Each case is different and may require an individual, case by case approach. In all cases it is important to ensure:
 - That victims are believed and made safe
 - That the principles of natural justice and due process are followed in regard to students reported for bullying
- Restorative Practices
- School Counsellor intervention.
- Monitored by the College Chaplain
- Incidences kept on Sentral
- Parents and school staff work together

Strategies for Students on How to Deal with Bullying Behaviours

- Stay in sight of peers and adults
- Try to stay calm. Walk away without looking back
- Try to show you are not upset. Practise this;
 - Look at the person. Try to speak in a strong voice. Say something like:
 - You might think that, but I don't' or 'why are you doing this?'
 - Throw arms in the air and say, "Go away"! in a loud voice
 - Use an 'I' message. Express your feelings in an assertive way e.g. 'I want you to stop' or 'I don't like it'
- Go to a safe place e.g. with other children, near a teacher
- Talk to someone who can help you (a teacher or your parent). Tell them what has happened, how you feel and what they can do to help. This is not dobbing!
- Use humour if appropriate
- Never keep bullying a secret
- In the playground seek the help of class captains or SRC representatives

Procedures for Dealing with Bullying Behaviour

- All students have the right to be heard and listened to.
- Class teacher deals with smaller issues in the classroom in line with school Well-being and Behaviour Management Policy and class rules. Incident to be reported onto Sentral.
- Teacher on playground duty deals with smaller issues in the playground – if more serious in nature the duty teacher informs the Well-being Coordinator who then deals with the bullying. Incident to be reported onto Sentral.
- Have discussions with the students involved – take appropriate action
- Parents and class teacher work with student to look at underlying problems and seek solutions
- Principal, and Executive staff work with parents and individuals to identify bullying behaviours where necessary
- College Counsellor and College Chaplain involved in individual programs if required
- Serious bullying incidents are recorded, and consequences are in line with the College's Discipline Procedures
- Issues are resolved in a calm manner with as much time as necessary given to hearing what each student feels and assisting all students to feel more able to cope
- Students with identified bullying behaviour will take responsibility for their actions.
- Teachers should organise meetings with parents if they're concerned about bullying amongst students

- Principal and Well-being Coordinator deal with major bullying incidents and may need to apply a consequence including a suspension or expulsion as per the Well-being and Behaviour Management Policy
- Principal, and Executive staff will enhance playground safety and well-being through the development of Playground Supervision Guidelines and “Hands Off” policy, including an anti-bullying clause into class rules.

Procedures for Dealing with Cyber bullying

The school reserves the right to determine whether incidents of cyber bullying relate to the responsibility of the College. If determined the school has a role to play, we will:

- Ensure each student is safe and arrange support, including the involvement of the Well-being Coordinator.
- Support from staff should be provided on an ongoing basis with the agreement of the student and parent to assist the student to work through the effects of the cyber bullying and to help them develop and implement effective coping strategies.
- Student’s parents contacted to alert them to the issue, and ongoing concerns regarding the well-being of the student, and discuss the issue and how best to deal with it.
- Reassure the student that the school is taking the incident seriously and that the reported bullying will be acted on.
- Gather basic facts about the suspected cyber bullying and, if possible, identify the students involved.
- Implement appropriate responses to address the bullying using evidence-based responses such as restorative justice approaches to conflict resolution.
- Provide the following strategies to the student and parent to assist with managing the issue in the future:
 - Don’t respond to any further messages/postings from the bully and, if possible, block further correspondence from them (block their mobile number or email address).
 - Report any further correspondence from the bully to the parent and an agreed school contact
 - Keep evidence of any bullying to assist with tracking down the bully and potentially reporting the matter to police (screen captures, bully’s screen name, text and images).
 - Report any concerns to the administrator of the service used, including the mobile phone provider (if SMS is involved), website administrator (if social networking or chat services are involved), or internet service provider, as most have measures to assist with tracking and blocking the bully. Some block the bully’s access to their services entirely as bullying is often a breach of website terms of use.
- If the student is distressed by the bullying, ensure they are provided with options for psychological support including school counselling and/or external services (e.g. headspace)
- The College will follow its established approach to incidents of bullying as outlined in the school Anti- Bullying Policy

4.0 Early Intervention

Some students are identified as being at risk of bullying or developing long-term difficulties with social relationships. Some students are also identified as using bullying behaviour. These are some ways we will deal with this:

- Referral to Well-being Coordinator
- Using social skills programs
- Using Social stories and role play situations
- Develop a plan of action on how to cope with situations
- Find things the students are good at and celebrate the successes
- Promote leadership within the school amongst the students
- Using Peer Mediation to assist with small problems

5.0 Response

Procedures for Reporting Bullying

- Students are to report all incidents of bullying to a teacher immediately
- Parents with concerns about bullying should contact the school immediately
- The first point of contact is the report the incident onto Sentral
- All bullying incidents are to be reported, taken seriously and dealt with by teachers, Executive and Principal (depending on the severity). These issues will be dealt with immediately or as soon as practically possible.
- Teachers and Executive staff will contact the parents of the student being bullied and the student doing the bullying immediately once it is discovered. All staff to be informed so they can monitor students in the playground.
- In the case of Cyber-bullying, the police may need to be contacted to make a report.
- Students will be supported by the College Counsellor and/or College Chaplain if upset by being bullied or experiencing ongoing bullying of a peer.
- The Anti-bullying Policy will be available on the College website and regular information will be posted in the Irfan College newsletter.
- In regard to assaults, threats, intimidation and or harassment, these will be reported to the police by the Principal or Well-being Coordinator. The College's Serious & Critical (Emergency) Incident Policy will be implemented in such incidences.
- If there is a need to contact support agencies, then the Well-being Coordinator will contact the AISNSW Student Wellbeing Unit. The school counsellor will also research for further support.

Signs that your child may be being bullied:

- Dislike and avoidance of school
- Decline in academic performance and social interaction
- Gets into trouble more often at school
- Wants to be taken to school instead of catching the bus
- Possessions are damaged or missing
- Becoming withdrawn, appearing depressed or anxious, having mood swings, crying for no apparent reason
- Unable to explain bruises or scratches
- Complaints of feeling unwell though parents report no specific illness
- Asks for, or steals, extra money
- Increased social exclusion and peer rejection
- Having less to do with friends
- Has bad dreams
- Sleeping issues
- Wets the bed
- Gets angry with brothers or sisters
- Uses put-down language when speaking about others
- Increased negative self-perception

Signs that your child may be bullying others:

- Aggressive behaviour – both inside and outside the home (teasing, threatening, hurting others)
- Difficult to manage
- Oversensitive – feels that everyone is out to get him/her
- Unhappiness
- Loses temper often
- Quietness or depression
- Decline in academic performance
- Disturbing stories about the child – from other students, their friends or other adults contact with your child, are avoiding you, or hinting at things you don't know

The Anti-Bullying Plan and policy will be available through the Irfan College website and communicated through the College newsletter. The College will evaluate the Anti-Bullying Plan and policy annually. Reports will be made at P&C meetings. College Community will be surveyed on the

effectiveness of our College's Anti-Bullying Policy. The Well-being Coordinator will report all student well-being issues with relevant staff.

The process to be followed when a bullying incident occurs is outlined in the flowchart attached to this plan (Appendix A).

If the principal becomes aware of a child protection concern they must identify whether the risk of harm to the child or young person is suspected to be 'significant' or not. To guide this decision and in deciding what subsequent action needs to be taken, a Mandatory Reporter Guide has been developed. We will use this Mandatory Reporter Guide to assist us to determine whether a report to the Child Protection Helpline (Community Services) is required. Where assistance is required in making this decision, or using the Mandatory Reporter Guide, the Child Wellbeing Unit will be contacted by telephone on (02) 9269 9400.

Students and parents may appeal if they consider that correct procedures have not been followed, and/or that an unfair decision has been reached. Refer to Complaint and Grievance Procedures Policy.

7.0 Additional Information

Principal	Mr Mustafa Ayvaz
Deputy Principal	Ms Jena Yalcinkaya
Head of Policy & Compliance	Ms Sameema Ali
Secondary Coordinator	Ms Fadia Elzahr
Primary Coordinator	Ms Shadia Ghazi
Secondary Boys Wellbeing Advisor	Mr Halil Ordukaya
Secondary Girls Wellbeing advisor	Ms Dilek Boduk
Primary Wellbeing Advisor	Ms Cansu Sezer
College Counsellor	Ms Samah Taki
College Chaplain	Ms Nour Tayba
College Phone:	(02) 9826 2885
College Email:	office@irfancollege.nsw.edu.au
College website:	www.irfancollege.nsw.edu.au
Police Youth Liaison Officer (Primary)	
Police Youth Liaison Officer (Secondary)	<p>Senior Constable Ha (Happy) Son</p> <p>School Liaison Officer Fairfield/Cabramatta/Green Valley LAC Youth Command </p> <p>Ph: (02) 9728 8399</p>

8.0 Principal's comment

This Anti-Bullying Plan has been developed by the Executive staff of Irfan College. Bullying of any kind has no place in our school and all measures will be taken to ensure student's well-being and safety is cared for. We expect our school to be a safe place for students to learn and teachers to teach.

Mr Ali Arabaci – Principal

Mr Mustafa Ayvaz – Deputy Principal

Ms Jena Yalcinkaya – Secondary Curriculum Coordinator

Ms Mehtap Tekin - Primary Curriculum Coordinator

Ms Sameema Ali – Policy and Compliance

Mr Ahmet Taslak - Business Manager

9.0 Appendix A

Anti-Bullying Response Flowchart

1. Policy Access and awareness:

Policy on the College's website; articles and resources on bullying made available through newsletter and other means.

2. Initial disclosure made, first response:

School becomes aware of an incident involving possible bullying. Physical contact stopped (if this involves physical action). Safe environment established for the victim.

3. Life threatening incident or Risk of Significant Harm involved?

Yes - Go to Point 6 below

No - Go to Point 4 below

4. Information gathered on Sentral (Well-being section):

Completed by staff member – Notification made to Well-being Coordinator. Pay attention to repeated offences,

intent to harm, imbalance of power.

5. Is this bullying?

Yes - Go to Point 6 below

No – Refer to Well-being and Behaviour Management Policy (Interactive Management Process)

6. Informing appropriate personnel:

Well-being Coordinator informs relevant staff (Principal, teacher, leadership team etc.).

7. Formal information gathering:

Well-being Coordinator or Principal collects statements from interviews.

8. Case Management:

Well-being Coordinator and/or Principal is the case manager. The Anti-bullying plan is adopted. Principal and senior staff agree on an action plan to stop the bullying. Includes support for the victim. Parents of victim involved.

9. Situation monitored:

Well-being Coordinator is to report to the Principal and relevant staff regularly to update on progress.

10. Review of plan's effectiveness:

Has the plan and the actions stopped the bullying?

Yes - All records retained, monitoring continues at a lower level.

No - Matter referred to the Principal. Action plan to be modified, additional support may be offered, suspension and or expulsion may be considered, or police may be involved.