



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	BULLYING
Reference Number	C301
Section	Staff
Written By	NPBHS Policy Committee
Checked By	NPBHS Policy Committee
Approved By	NPBHS Board of Trustees
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Associated Policies	Health and Safety; Complaints – Staff Conduct and Discipline
Associated Procedures	

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.

BE THE EXAMPLE



GUIDELINES:

1. **Students with a complaint of bullying**
 - a. Students should report any complaint to a Teacher/ Deputy Headmaster/ Assistant Headmaster/ Dean/ Counsellor/ Health Visitor/ Hostel Matrons/ Director of Boarding/ House Master. If after investigation the complaint is deemed to be just, the Deputy Headmaster will ensure that appropriate action is taken.
 - b. At the stage at which a serious complaint is verified, the student's parents must be informed and offered the opportunity to attend a meeting to assist in resolving the issue. The parents of the transgressor(s) must also be informed.
 - c. Where it is deemed appropriate by the Dean, Deputy Headmaster and/or parents, the Guidance Counsellor should be informed.
 - d. Visitors should make a complaint directly to the Deputy 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 or Assistant Headmaster or Dean.
 - b. Telephone complaints are to be directed to the Deputy or Assistant Headmaster or Dean. Should no senior staff member be available, the telephonist will assure the complainant that the problem will be attended to and the name, telephone number and any details should be requested and recorded and forwarded onto the Deputy Headmaster. 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, it should be referred to the Deputy Headmaster.
 - d. Letters to the Board of Trustees containing a complaint of bullying should, through the Headmaster, be directed to the Deputy Headmaster.

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 or Assistant Headmaster who will ensure that the appropriate action is taken.
 - b. At the stage at which a serious complaint is verified, the student's parents must be informed and offered the opportunity to attend a meeting to assist in resolving the issue.
 - c. Where it is deemed appropriate by the Deputy 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. KAMAR should be used to record all details, actions and consequences.

5. The definition of and procedures to deal with bullying shall be widely published to all staff, students and parents.

6. The school will offer both bullies and victims the opportunity for counselling and education.

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

