Risdon Park South Kindergarten
Bullying Procedures

The purpose of these procedures is to provide a systematic process to prevent violence and bullying at our site. This includes identification, assessment and control of bullying.

Bullying is an imbalance of power.

Bullying can be physical, psychological, verbal or social.

**Director's responsibilities:**
- Model appropriate behaviour
- Plan to prevent bullying in consultation with staff and notify parents involved.
- Retain records of bullying behaviour, actions taken and consultation.
- When managing emergency violent situations, adapt and implement the DECD emergency guidelines.
- Monitor and review Bullying Policy on a regular basis.
- Record all incidents of workplace violence and bullying and report serious or recurring incidents to Regional Director.
- Provide debriefing and access to support services following a violent situation.

**Parent responsibilities:**
- Model appropriate behaviour
- Discuss problem with child
- Notify a Kindy staff member of the problem as soon as it appears
- DO NOT encourage violence as a suitable means of solving the issue
- Discuss different solutions of sorting out the problem

**All Staff will:**
- Report incidents of violence or bullying to the Director.
- Model appropriate behaviour and discuss different solutions of sorting out problems.
- Implement/comply with planned preventative actions.
- Address any bullying behaviours immediately and follow up with parents.
- Use grievance procedures stated in the grievance policy, like by getting children to talk to someone they feel safe with and work through the problem with the relevant people involved.
- Attend relevant training and development when available.

**Records to be kept:**
- Reoccurring incidents and relevant Violence/bullying prevention plans
- Incident reports & injuries

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Signed: [Signature]
Chairperson – Governing Council

[Signature]
Director – Risdon Park South Kindergarten

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