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 DECS 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 District 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.
- Implement/comply with planned preventative actions.
- Use grievance procedures

**Records to be kept:**

- Reoccurring incidents and relevant Violence/bullying prevention plans
- Incident reports & injuries

**Issue Number: 2  Issue Date: March 2012  Review Date: March 2013**

Signed: [Signature]
Chairperson – Governing Council

[Signature]
Director – Risdon Park South Kindergarten

**Review Dates:**

- May 2014  Governing Council Chairperson: [Signature]  Date: 5/2014  Director: [Signature]
- May 2015  Governing Council Chairperson: [Signature]  Date: 5/2015  Director: [Signature]
- May 2016  Governing Council Chairperson: [Signature]  Date: 5/2016  Director: [Signature]