

**West End Te Kura Ō Mōrere**  
**NATIONAL ADMINISTRATION GUIDELINE FOUR**  
**POLICY - BULLYING**

**RATIONALE**

West End Te Kura Ō Mōrere is committed to ensuring a physically and emotionally safe learning environment for all students.

**PURPOSE**

To fulfil the legal requirements under NAG 5.

**GUIDELINES**

1. At West End Te Kura Ō Mōrere we define bullying as behavior that is harmful to the people of our school. Bullying usually has four common features – it is deliberate, is often repeated over time, is difficult to defend against and difficult to redress. It occurs when one or more person's exercise power over another to threaten or harm in a physical, verbal, emotional and social way.
2. There are four main types of bullying :
  - Physical – eg : hitting or taking/damaging someone's property
  - Verbal / written – eg : saying, writing or posting nasty things, name calling, threats
  - Indirect / emotional
  - Social/Cyber – eg : spreading rumours, sharing offensive pictures or videos, excluding someone from a group
3. All members of the West End Te Kura Ō Mōrere community need to understand the damaging effects of bullying and have a collective responsibility to take immediate intervention when it occurs. Personnel should know what the school procedures are on bullying and follow them when an incident is reported. Affected students and parents should be assured that issues will be addressed and dealt with in a professional, fair and effective manner.
4. Actions taken when bullying is reported should look at stopping the immediate abuse, changing the behavior of the bully, providing support for the victim informing the wider school staff and having their peer group assist them.
5. Parents of all involved students will be contacted as early as practicable and central to restorative and sustaining solutions.
6. In cases of serious violence or extreme emotional harm the school may exercise its authority to stand down, suspend or exclude in accordance with MOE guidelines and regulations.
7. As a means of raising student awareness, continued 3C's modelling key messages at school assemblies, anti-bullying programmes and related health topics will be regularly taught within our West End Te Kura Ō Mōrere curriculum. Staff will be vigilant and pro-active and encourage all students to speak up and tell an adult.

**CONCLUSION**

Successfully dealing with bullying involves building a genuine community within the school. West End Te Kura Ō Mōrere must be a safe place for all – free from ridicule, harassment and isolation where learning takes place in a caring and supportive environment.