



Bullying Prevention and Response Policy (Including harassment, cyberbullying and harmful behaviour)

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Purpose

Novoschool is committed to providing a safe, inclusive and respectful learning environment for all students and staff.

This policy supports the implementation of the NSW Anti-Bullying Framework, which requires schools to take a whole-school approach to preventing, identifying and responding to bullying and harmful behaviour.

The School seeks to:

prevent bullying, harassment and abuse through education and positive culture

empower students to speak up about concerns

respond promptly and fairly to incidents

support students affected by bullying behaviour

work in partnership with families to promote student wellbeing.

Bullying, harassment and abuse are not tolerated at Novoschool.

Scope

This policy applies to:

- All students, staff, contractors, volunteers, and visitors to the school.
- All school-related activities, including on-site, online, and off-site events.

Definitions

Harassment: Unwelcome behaviour that offends, humiliates, or intimidates someone based on personal attributes such as race, gender, religion, or disability.

Bullying is repeated behaviour that intentionally causes harm to another person and involves a real or perceived power imbalance.

Bullying may include:

verbal bullying (teasing, threats, name-calling)

physical bullying (hitting, pushing, damaging property)

social bullying (exclusion, spreading rumours)

cyberbullying (using digital technologies to harm others).

A single serious incident may also be treated as bullying where it has a significant impact on a student's safety or wellbeing.

Cyberbullying: Bullying through digital means, including social media, email, messaging, and other platforms.



Abuse: Includes physical, sexual, emotional, or psychological harm caused intentionally to another individual.

Online and Off-Campus Behaviour

Bullying behaviour may occur outside the school environment, including through digital technologies or social media.

The School may respond to incidents that occur off school grounds or outside school hours where the behaviour:

- impacts the safety or wellbeing of a student
- affects relationships between students at school
- disrupts the learning environment
- involves the use of school technology or online platforms.

Where appropriate, the School may work with students, families and external agencies to address cyberbullying and harmful online behaviour.

While the School cannot control all behaviour outside the school environment, it may take reasonable steps to respond where such behaviour affects the school community.

1. Prevention Strategies

Education and Awareness:

- Regular workshops and age-appropriate lessons for students on respectful relationships, digital safety, and understanding harassment and bullying.
- Staff training on identifying and responding to harassment, bullying, and abuse.

Positive School Culture:

- Promote inclusive practices and celebrate diversity through school events, curriculum, and student activities.
- Encourage open communication between students, staff, families and the wider community.

Policies and Monitoring:

- Ensure clear expectations about behaviour are communicated to the school community.
- Monitor school grounds and online activities to identify potential issues early.

2. Student Participation and Voice

Consistent with the NSW Anti-Bullying Framework, students are encouraged to actively contribute to maintaining a respectful and inclusive school culture.

Students are supported to:

- understand their rights to feel safe at school
- recognise bullying and harmful behaviour
- seek help from trusted adults



- support peers who may be experiencing bullying.

The School provides age-appropriate education about respectful relationships, online behaviour and conflict resolution.

3. Reporting Procedures

Who Can Report:

- Students, parents, staff or any member of the school community.

How to Report:

- In person to a teacher, counsellor or school leader.
- In writing, via email or post, directed to the relevant staff member, usually the principal or another staff member.
- Anonymously if required.

What to Report:

- Details of the incident, including who was involved, what happened, and when and where it occurred.

The School encourages early reporting of bullying concerns so that issues can be addressed before they escalate.

All reports will be taken seriously and assessed promptly. Students who report concerns will be supported and protected from victimisation or retaliation.

4. Response Procedures

The School will respond to reports of bullying as soon as practicable.

Where a report involves student safety or wellbeing concerns, the School will seek to assess and initiate an appropriate response within two school days, consistent with the expectations of the NSW Anti-Bullying Framework.

Immediate steps may include risk assessment, separating students where necessary and providing support to those affected.

Duty to Respond and Early Intervention

Novoschool takes all reports of bullying, harassment or harmful behaviour seriously.

Where the School becomes aware of behaviour that may constitute bullying, the School will take reasonable steps to assess the situation and respond in a timely and proportionate manner.

This may include:

- assessing risks to the safety and wellbeing of students
- intervening to stop harmful behaviour
- gathering information from relevant parties
- implementing appropriate support or behaviour management strategies.



- The School's response will focus on:
 - protecting the safety and wellbeing of students
 - addressing harmful behaviour
 - supporting students involved in the incident.

Not all incidents will require formal disciplinary action. In some circumstances the School may implement restorative, educational or wellbeing-based interventions to address behaviour and prevent recurrence.

Immediate Action:

- Ensure the safety and well-being of the victim(s)
- Separate the parties involved if necessary
- Provide support through the school counselor or external agencies.

Investigation:

- A designated staff member will investigate promptly, ensuring confidentiality and impartiality
- Gather statements from all involved parties and witnesses.

Resolution:

- Appropriate disciplinary action for perpetrators, which may include warnings, suspension, cessation of enrolment, limited access to school events, termination of employment at Novoschool, based on severity
- Support and counseling for victims and perpetrators, as needed
- Inform parents/guardians as appropriate.

Reporting Obligations:

- Notify relevant authorities (eg police, child protection services) if the incident involves criminal behaviour, physical harm or abuse.

Where appropriate, the School will work in partnership with parents or carers to address bullying behaviour and support student wellbeing.

This may include:

- informing parents of significant incidents
- discussing strategies to support students
- working collaboratively to address ongoing concerns.

5. Consequences of Misconduct

Novoschool does not tolerate bullying, harassment or abuse. Consequences for confirmed violations may include:

- Verbal or written warnings
- Restorative practices, including mediation
- Suspension or expulsion
- Limited access to school events
- Termination of employment
- Referral to external authorities for legal action, where required.

6. Support Services



The school will provide access to support for those affected, including:

- Onsite counseling services
- Referral to external organizations specializing in child safety and mental health.

7. Record Keeping and Review

The School will maintain confidential records of reported incidents of bullying, harassment or abuse and the actions taken in response.

Records may include:

- the nature of the concern
- individuals involved
- actions taken by the School
- outcomes and follow-up actions.

These records assist the School to monitor patterns of behaviour, evaluate the effectiveness of prevention strategies and improve student wellbeing practices.

This policy will be reviewed regularly to ensure it remains consistent with legislative requirements and the NSW Anti-Bullying Framework.

8. Related Policies and Documents

- Staff Code of Conduct
- Student Code of Conduct
- Parent Code of Conduct
- Child Protection Policy
- Complaints and Grievances Policy