

## Informing the School:

### Grievance Procedures

- Talking with the school staff about your concern is an important step in solving it
- We believe that it is important that grievances are kept confidential

Parents and caregivers can address their grievances at the school by:

1. Making an appointment to see the classroom teacher to discuss the concern
2. If you feel as though your concern has not been resolved, make an appointment to see the Principal or a member of the Leadership team
3. If the issue has not been successfully resolved, contact the Regional Director, Rowena Fox on 86820700

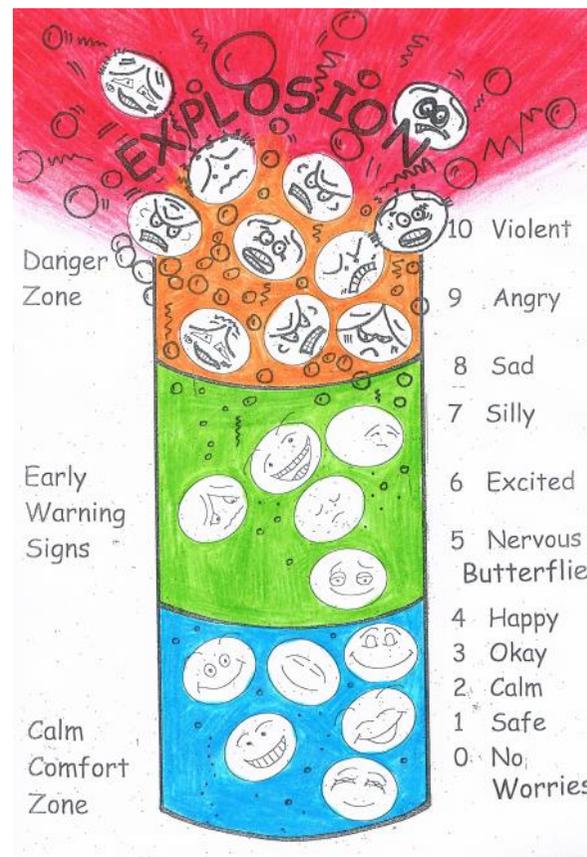
Please refer to the parent grievance procedure on the website: [www.gardens.sa.edu.au](http://www.gardens.sa.edu.au)

Alternatively, you can email a request for this procedure to: [gardens.info@schools.sa.edu.au](mailto:gardens.info@schools.sa.edu.au)

**Parents or caregivers must not discipline other students.**

**You should not approach parents of children who have bullied.**

**Talk to the school staff and let them work through the issue with you and your child.**



### Need more information?

- Bullying No Way: [www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)
- Australian Communication and Media Authority's advice for parents: [www.cybersmart.gov.au](http://www.cybersmart.gov.au)
- Kids Helpline: 1800 551 800
- Parent Helpline: 1300 131 719

## Well Being For Learning Anti-Bullying Policy



At **Lincoln Gardens Primary School** we provide a safe, inclusive, supportive and ordered learning environment free from bullying, harassment and violence.

The school will work with the school community and other services and agencies to support its students in being responsible and productive members of this community.



Government of South Australia  
Department for Education and Child Development

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# What is Bullying?

**Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.**

## Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Verbal: name-calling, sarcasm or put downs
- Cyber: being bullied by SMS on mobile phones or through the internet using email, MSN messenger, Facebook or social network sites



**At Lincoln Gardens Primary School we respond promptly and effectively to issues of bullying by:**

- Communicating with parents or caregivers about the situation
- Counseling students who have bullied or are bullied by others
- Putting consequences in place for students who bully others
- Having teacher and leadership team talk with the bully about their choices and behaviour

## How can I tell if my child is being bullied or harassed?

Children who are being bullied at school may not always tell teachers about it. They may be afraid to tell, thinking that it may make the situation worse.

This is why, as a parent or caregiver, you have an important part to play in helping your child and the school deal with bullying.

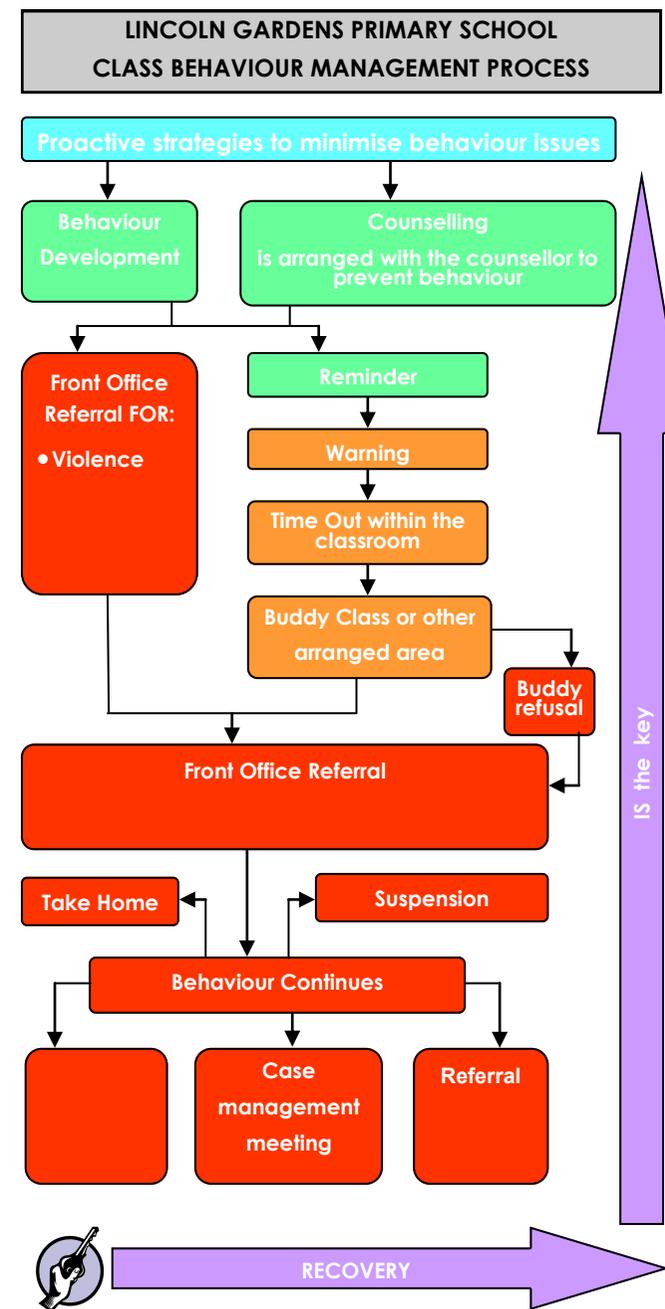
Some signs a child or young person is being bullied or harassed may be:

- Reduced ability to concentrate and learn
- Refusal to attend school, excuses not to go
- Headaches, stomach aches or illnesses without a cause
- Acting out, tearfulness, sadness, lack of interest in usual activities
- Unwillingness to discuss, or secrecy about their online communications (e.g. mobile phone texts, Facebook comments)

## What should I do if I suspect my child is being bullied?

You may feel anxious or upset if your child tells you they have been bullied. However, it is important that you remain calm.

- Listen to your child
- Find out what happened. Who was involved (including bystanders / witnesses), and when and where did the bullying take place
- It is important to let your child know that telling you about the bullying was the right thing to do. Inform the teacher or report to Leadership so the problem can be worked out together



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