



ANTI-BULLYING POLICY

2025

Written By	Principal
Approved By	Board of Directors
Date	December 2024
Relevant to	All Arkana College staff, students, parents and affiliates
Related College Documents	<ul style="list-style-type: none">• Child Protection Policy• Complaints and Grievance Policy and Procedures• Behaviour Management Policy• Wellbeing Policy• Duty of Care Policy
Legislation	<ul style="list-style-type: none">• Education Act 1990 (NSW) as amended by the Education Amendment Government Schools Registration) Act 2004 (NSW)• the <i>Children and Young Persons (Care and Protection) Act 1998</i>• the <i>Child Protection (Working with Children) Act 2012</i>• the <i>Children's Guardian Act 2019</i> ("Children's Guardian Act")
Next Policy Review	December 2025

Table of Contents

Contents

- ANTI-BULLYING POLICY.....1
- 1. PURPOSE3
- 2. SCOPE3
- 3. DEFINITIONS.....3
- 4. RATIONALE3
- E. POLICY GUIDELINES3
- 6. ROLES AND RESPONSIBILITIES5
- 7. APPENDIX 1.....7
- 8. APPENDIX 27

ANTI-BULLYING POLICY



In the name of Allah, The Most Gracious and The Most Merciful

O you who have believed, let not a people ridicule [another] people; perhaps they may be better than them; nor let women ridicule [other] women; perhaps they may be better than them. And do not insult one another and do not call each other by [offensive] nicknames. Wretched is the name of disobedience after [one's] faith. And whoever does not repent – then it is those who are the wrongdoers.” [Quran 49:11]

1. PURPOSE

- 1.1 The purpose of this Policy is to provide transparent and equitable procedures towards ensuring the College is committed to providing all students with a safe and supportive environment.
- 1.2 The College’s policies which are made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and of the NESAs for registration of the College.

2. SCOPE

This Policy applies to all staff, students and parents and affiliates at Arkana College.

3. DEFINITIONS

Bullying is a pattern of uninvited *on-going* behaviour directed by a more powerful person or group to intentionally or unintentionally hurt, injure, embarrass and/or distress a less powerful person or group. Bullying may be physical, verbal, psychological, or social.

4. RATIONALE

Arkana College’s Anti-Bullying Policy is based on the teachings explicitly sourced from the Holy Quran and Sunnah, with the intention of increasing God consciousness (Taqwa) and pleasing Allah (SWT). Islam commands effective methods and practices to prevent intentional forms of oppression, i.e., bullying.

This policy reflects the Islamic belief that bullying is NOT ACCEPTABLE UNDER ANY CIRCUMSTANCES AND WILL NOT BE TOLERATED. The Holy Quran says, “Indeed, Allah commands justice, grace, as well as generosity to close relatives. He forbids indecency, wickedness, and aggression. He instructs you so perhaps you will be mindful.” (Quran 16:90).

All students at Arkana College are provided with a safe and secure environment whereby they can learn without the fear of being exposed to bullying behaviours.

E. POLICY GUIDELINES

E.1 Bullying can take many forms Examples of bullying include:

- E.1.1 Physical: hitting, pushing, tripping, kicking, spitting on others.
- E.1.2 Extortion: threatening to take someone’s possessions, food or money.
- E.1.3 Verbal: teasing, using offensive names, ridiculing, spreading rumours.

- E.1.4 Non-Verbal: writing offensive notes or graffiti about others, using e-mail or text messaging to hurt others, rude gestures, facial gestures, playing jokes to embarrass or humiliate.
- E.1.E Social: ignoring, excluding, alienating, making inappropriate gestures.
- E.1.6 Psychological.: spreading rumours, nasty looks, hiding or damaging possessions.
- E.1.7 Exclusion: deliberately excluding others from the group, refusing to sit next to someone.
- E.1.8 Property: stealing, hiding, damaging or destroying property.
- E.1.9 Cyber: (emails, SMS, chat rooms) offensive, threatening images, offensive or threatening/hurtful comments, inappropriate use of camera phones/internet and rumour spreading.

E.2 Bullying is not:

- E.2.1 Mutual conflict where there is an argument or disagreement between persons but not an imbalance of power.
- E.2.2 Social rejection or dislike as it is not feasible to think that all individuals will like every person. E.g., Refusing to play with another learner or not inviting them to a party; and/or
- E.2.3 Single 'mean' acts or random acts of aggression or intimidation.
- E.2.4 Single episodes of social rejection or dislike.
- E.2.5 Single episodes of nastiness or spite.
- E.2.6 Random acts of aggression or intimidation.
- E.2.7 Mutual arguments, disagreements, or fights.

E.3 The key features of bullying are that it:

- E.3.1 Causes discomfort to the target and others e.g., family.
- E.3.2 It is repeated; and
- E.3.3 Involves the use of power in an unfair way.

E.4 The College considers bullying to be an unacceptable and inappropriate behaviour.

E.E Allegations of bullying will be investigated to the full extent and if students are found to be guilty, may result in wellbeing intervention and/or disciplinary actions, based on the seriousness of the alleged behaviour.

E.6 Regular Wellbeing learner workshops and lessons within PDHPE classes will be conducted to educate students on understanding and developing antibullying strategies and techniques. These may include:

- E.6.1 Developing empathy and concern for others.
- E.6.2 Recognising and taking responsibility for personal behaviours that may cause discomfort to another person.
- E.6.3 Discourage the negative behaviour of others.

See Appendix for the Procedure for what students, staff and parents can do if students feel they are being bullied.

E.7 This Policy is not intended to extend the responsibilities of the College beyond the law.

E.8 All suspected breaches of this Policy should, in the first instance, be reported to the relevant educator, who will forward the information to the Principal.

6. ROLES AND RESPONSIBILITIES

6.1 Principal, Chaplain and Coordinators have a responsibility to, where possible:

- 6.1.1 Ensure staff within their areas of responsibility are aware of appropriate practices.
- 6.1.2 Act in the best interests of Arkana College.
- 6.1.3 Model in their own conduct the principles of this Policy.
- 6.1.4 Allocate resources to support the requirements of this Policy; and
- 6.1.E Critically review processes and provide considered opinion and approval when appropriate.

Staff, Students and Parents/Affiliates

6.2 Staff and affiliates are required to comply with this Policy and any other documents or procedures to which this Policy refers.

6.3 STAFF

- 6.4 Behave accordingly to Islamic values and morals.
- 6.5 Respect and support students in all aspects of their learning.
- 6.6 Model appropriate behaviour.
- 6.7 Arrive to class on time and move promptly between lessons.
- 6.8 Respond in an appropriate and timely manner to incidents of bullying.
- 6.9 Be both role models and guardians (in loco parentis). That is, we must model respect in our own relationships and protect the rights and responsibilities of others.
- 6.10 Demonstrate positive behaviours in our own relationships.
- 6.11 Be aware of the potential influence of both our intended, and inadvertent behaviour.
- 6.12 Prepare lessons that are climate orientated, as well as task orientated.
- 6.13 Take bullying seriously and find out the facts of any incidents.
- 6.14 Support all students, those who are the bully, the victim and the bystander.
- 6.15 Offer generous praise for pro-social and helpful behaviours by students. As well as praise friendly and supportive behaviours of students toward one another on a frequent basis.
- 6.16 Teach non-violent, non-racist, and non-sexist ideas, values and behaviours, as a core part of the every – day curriculum
- 6.17 Teach social skills, including communication, making friends, accepting feedback from others, conflict resolution and appropriate assertiveness.
- 6.18 Promote positive relationships and enhance the school experience for students by developing a good rapport with them. Students need to view Staff as having a respectful and positive attitude towards them.
- 6.19 Provide vigilant supervision during recess and lunch.
- 6.20 Promote specific class rules against bullying and emphasise the immediate consequences of bullying.

6.21 STUDENTS

- 6.22 Behave according to Islamic values and morals.
- 6.23 Treat one another with mutual respect.
- 6.24 Play safely and report all bullying incidents.
- 6.25 Co-operate with other students and staff.
- 6.26 Refuse to be involved in any bullying situation.
- 6.27 Behave appropriately, respecting individual differences and diversity.
- 6.28 Follow the school's ethos.
- 6.29 Respond to incidents of bullying according to the 'School's Anti-Bullying Policy'.

6.30 PARENTS/AFFILIATES

- 6.31 Affiliates includes contractors and external parties delivering regular services to students at school
- 6.32 Behave according to Islamic and school values and morals.
- 6.33 Watch for signs of distress in their child, e.g., unwillingness to attend school, missing equipment, requests for extra money and damaged clothes or bruising.
- 6.34 Take an active interest in their child's social life and acquaintances.
- 6.35 Be willing to attend interviews at the school if their child is involved in any bullying incident.
- 6.36 Be willing to inform the school of any cases of suspected bullying, even if their child is not directly affected.

7. APPENDIX 1

Our School can intervene effectively to reduce bullying by developing a safe and supportive school climate. All stakeholders, students, staff and parents must work together to help create an environment free from bullying.

What causes someone to bully?

- 7.1 Family Factors:
- 7.2 Personality Factors
- 7.3 School Factors

What can Students, Staff and Parents do?

- 7.4 To empower students to recognise and respond appropriately to bullying, harassment and victimisation and to behave as responsible bystanders, there is a clear guideline within the school of Ignore - *Walk away* - *Report* with the school undertaking to follow up and record all reports of bullying on Compass
- 7.5 Students are encouraged to talk to a responsible adult such as parents and guardians, their staff, Wellbeing Staff, Coordinators, Principal.
- 7.6 Staff will manage bullying by:
 - 7.6.1 Creating an atmosphere within the College where students are encouraged to participate in non-threatening activities.
 - 7.6.2 Developing a learner's self-esteem and resilience will also promote a greater confidence to manage uncomfortable situations.
 - 7.6.3 Offering the victim immediate support.
 - 7.6.4 Teaching strategies for the victim to use if placed in an uncomfortable situation; and
 - 7.6.5 Enable other students to be a positive source in supporting one another.
- 7.7 Staff will also receive clear instructions as to the line of reporting any situation where a learner has been exposed to bullying. I.e.. Staff should notify the Chaplain/ Coordinators, or Principal, depending on the severity of the situation. The College Counsellor may also be included in the process.
- 7.8 All alleged bullying events should be documented and placed in the students' file. The students on both sides of the allegation should both be given the opportunity to respond in writing.
- 7.9 Parents will be informed of the situation once documentation has been received. If the situation is being raised by a parent, then the Coordinators, Chaplain or Principal should determine how it should be addressed within the College.
- 7.10 Parents – The following additional preventative tips are designed to assist:
 - 7.10.1 Watch for signs of distress in their child, e.g., unwillingness to attend school, missing equipment, requests for extra money and damaged clothes or bruising.
 - 7.10.2 Take an active interest in their child's social life and acquaintances.
 - 7.10.3 Be willing to attend interviews at the school if their child is involved in any bullying incident.
 - 7.10.4 Be willing to inform the school of any cases of suspected bullying, even if their child is not directly affected.

8. APPENDIX 2

Contacts and support Services available:

School Liaison Officer, Hurstville Police Station Contact : 9375 8599	Helpline or Support Services Available Kids Helpline 1800 EE 1800 or www.kidshelp.com.au Headspace on 1800 6E0 890 or www.headspace.org.au Lifeline Australia on 13 11 14 or www.lifeline.org.au
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ARKANA COLLEGE VALUES AND STRENGTHS



CONFIDENCE

BRAVERY HUMOUR



GENEROSITY

KINDNESS SOCIAL INTELLIGENCE



INTEGRITY

PERSPECTIVE FAIRNESS SELF REGULATION HUMILITY



RESPONSIBILITY

JUDGEMENT TEAMWORK LEADERSHIP PRUDENCE



EMPOWERMENT

CREATIVITY CURIOSITY LOVE OF LEARNING PERSEVERANCE ZEST HOPE



ADAB

HONESTY LOVE FORGIVENESS APPRECIATION OF BEAUTY AND EXCELLENCE GRATITUDE SPIRITUALITY



Arkana College Vision:

Growing students to become knowledgeable, confident and value driven Australian Muslims within their school, family, local and global communities.