



BULLYING AND HARASSMENT POLICY AND PROCEDURES (STUDENTS AND STAFF)

This policy to be read in conjunction with:

- The College Student Welfare Policy and Procedures:
 - The College Critical Incident Plan
 - The Child Safe standards
 - The respectful relationships initiative
-

Whole-school prevention

The College strives to:

- continually improve as a learning community, with positive management and engagement strategies that enable improved student learning outcomes.
- build a positive and orderly learning environments with clear student routines and high expectations for behaviour and uniform compliance.
- build positive and professional staff-student relationships and to communicate clear expectations about attendance, participation and positive social behaviours.
- maintain effective partnerships with key agencies and student support services.

Rights and Responsibilities

Guiding principles:

- every member of the school community has a right to fully participate in an educational environment that is safe, supportive and inclusive
- everyone deserves to be treated with dignity and respect
- all students who meet the eligibility criteria have the right to enrol at our school
- equality of men and women and people of all races, regardless of their religious or political convictions, their impairments or their age
- it is unlawful to discriminate against a person based on their age, gender, sexual orientation, occupation, impairments, marital status, parental status, physical features, political beliefs, pregnancy, race, religious beliefs or personal associations
- freedom, respect, equality and dignity
- the right not to be discriminated against; the right to privacy and reputation;
- the right to freedom of thought, conscience, religion and belief; and cultural rights.

Definitions

Harassment is any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcome or offensive to a person. Harassment includes things such as offensive staring, leering or name calling; unwanted and provocative comments, questions or jokes about physical appearance, race, sexual preference, private life or family; displays of sexually graphic material; unwanted physical contact; and grabbing, hitting, kicking, pinching and shoving.

Bullying is repeated oppression, physical or psychological, of a less powerful person by a more powerful person or group. Bullying includes things such as publicly excluding a person from a group; taking or breaking a person's property (and knocking belongings out of their hands or off their desk); teasing; aggressive staring; grabbing, hitting, kicking, pinching and shoving.

Cyberbullying is a form of bullying which is carried out through an internet service such as email, chat room, discussion group, online social networking, instant messaging or web pages. It can also include bullying through mobile phone technologies such as SMS. It may involve text or images. Cyberbullying includes things such as teasing, spreading rumours online, sending unwanted messages and defamation.

The College is committed to providing a safe and friendly environment for students, staff and parents and we encourage courtesy, care and respect for others at school, at home, in the community at large and online.

The College expects students who observe another person being harassed or bullied to report that person or issue to a teacher or another suitable member of staff and

The College provides briefings:

- at induction,
- at the commencement of each year,
- following an incident as determined by the Principal.

The College expects students who see a friend harassing or bullying another person to let them know their behaviour is unacceptable.

The College expects students who are being harassed or bullied to tell the person to stop what they are saying or doing and to report the matter to a student leader, teacher or another suitable member of staff as directed during induction and briefings.

Student concerns about harassment, bullying and cyberbullying will be taken seriously and all reports and complaints will be treated confidentially.

Procedural Response to a report of Bullying and Harassment (Students and Staff)

The College will immediately and confidentially respond to bullying and harassment by:

- reporting immediately to appropriate authorities e.g. police or DET if a critical incident e.g. sexual assault
- investigating and assessing the facts of an incident from complainant, witnesses and alleged perpetrator
- take action to prevent an immediate occurrence
- arrange counselling and support for the victim where required
- apply proportionate consequences according to College discipline procedures or staff discipline processes
- provide preventative counselling to perpetrator and peer group if appropriate
- monitor relationships and behaviours over time
- A central record of all bullying and harassment events is maintained and reviewed in a timely manner

Evaluation

This policy will be reviewed as part of the College's three year review cycle.

Last reviewed November, 2017.