

Section of Manual:	5. SAFE AND SUPPORTIVE ENVIRONMENT – 5.3 STUDENT WELFARE – DUTY OF CARE		
Document	5.3.5: HARASSMENT, DISCRIMINATION AND ANTI BULLYING		
Endorsement:		Review Date:	
Review Panel	The Chief Executive Officer, Principal and Compliance Manager must be a part of the review of this Policy.		
Purpose:	To ensure all students feel that this school is a safe place where they can learn. This means that all students and staff must respect and accept that people have different beliefs, values and backgrounds.		
Legislation	Education Act, 1990 Anti-Discrimination Act 1977		
Scope:	Relates to: students; staff – all teachers, admin and Student Wellbeing Officer		
RANGS Manual:	3.6 Safe and Supportive Environment; 3.6.2		
Policy	<p>All students of The School are made aware of their rights and responsibilities with regards to the issue of harassment, bullying and violence and they are asked to sign to say they understand that under the 1977 Anti Discrimination Act it is against the law to harass any other person in relation to their age, race, sexuality, culture, religion, marital status or gender, appearance or disabilities (see Harassment statement).</p> <p>Insults and harassment related to these things are a form of bullying and violence and will be handled in the same way as physical violence. This applies to both the classroom, the school grounds and, where applicable, off school grounds.</p> <p>Students are made aware that all staff at The School take any form of harassment and bullying behaviour very seriously and that they, the student, have every right to feel safe and supported in our school environment. Therefore, coming forward with any concerns they may have around these issues, either for themselves or for another student, is considered by the staff as being a positive decision and one that will be listened to and actioned.</p> <p>External support mechanisms: Issues of harassment and bullying will be addressed at the school level regardless of the level of intensity of said issue. As indicated on the Bullying and Harassment Matrix, the school will also involve the Youth Police Liaison Officer if a threshold of severity and frequency is met. The Police will also be contacted if any alleged incident amounts to a criminal offence. Students will always be offered the option of contacting the local Youth Police Liaison Officer for additional external support.</p> <p><u>Contact details of The Youth Police Liaison Officers:</u> Kyriana Van Den Belt and email is 33479@police.nsw.gov.au</p> <p><u>For concerns regarding cyber bullying –</u> Officer of the Children’s eSafety Commissioner: https://esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/i-want-to-report-cyberbullying</p>		
Procedures	<p>Observations, notifications and actions:</p> <p>Staff WILL take any observations they make or disclosures they hear of bullying and harassment seriously and must document (diarise) any information they receive regarding harassment occurring within the cohort and bring this to the weekly wellbeing meeting for discussion and actioning.</p> <p>Immediate response: In the case of one-off, ‘heat of the moment’ instances of a student insulting and harassing another student about these issues, they will be given the choice to apologise immediately or leave the area until they have cooled down. They cannot return to the classroom until they have discussed the matter with the Principal or Student Wellbeing Officer (whichever is</p>		

deemed most appropriate at the time).

On-going issue: Should this behaviour continue the student will be placed on a mutual respect contract and may find themselves at risk of having their placement at The School suspended or withdrawn.

High level cases - In the case where the processes previously outlined have not worked and a student is being severely harassed, be this on or off school property, and, after investigation, there is serious concern for safety and wellbeing of the student being harassed/bullied, the placement of those students involving themselves in such bullying and harassing activities may be withdrawn

Initial response to disclosures of bullying and/or harassment - Remaining mindful of the fact that there are always 2 sides to any issue:

Ensure the alleged 'victim' feels heard and supported.

Make the YSW aware of the issue and connect the alleged 'victim' with YSW.

Make available to the alleged victim the contact details of the YLO and Headspace or alternatively the YSW will contact them on the student's behalf.

Approach the alleged perpetrator and discuss the issue to gain greater clarification and insight.

Using the evidence and observations gathered determine the level and severity of the issue by using 5.3.11 Bullying and Harassment assessment Matrix as a guide.

Depending on the where the issue sits on the Bullying and Harassment assessment Matrix will determine the next action.

Types and means of mild-moderate harassment/bullying that will be actioned:

Any harassment strategies that include the use of telephone communication or text messages and/or any use of social media for the purposes of intimidating, ridiculing, insulting and/or treating others inside or outside of school hours.

Any intimidation tactics, this may include: staring or giving 'filthy' looks, being obstructive, wilfully invading personal space, laughing at or whispering about others to gain a reaction, or any other behaviour which may display surreptitious intimidation behaviour.

Any harassment strategies such as students speaking about one another to any other student or teacher in any derogatory manner. This includes discussing private lives, social lives, medical status, any name calling, assumptions, rumours or anything else which maybe classed as 'bitching'.

Any harassment strategies which may include students encouraging, permitting or instructing any of their family, friends or classmates to engage in any negative behaviour, language or attitude towards another party. If they do so they will also be held responsible.

For more information please refer to the Bullying and Harassment assessment Matrix

Types of in-school interventions available:

Face to face apologies are always encouraged where appropriate (minor, 'heat of the moment' insults and frustrations).

Mediation sessions if both/all parties are in agreement (larger misunderstandings that require more discussion and negotiation but may not require a full contract).

Mutual respect contracts which assists all parties to understand their boundaries with regards to interacting in a small environment and working side by side in a professional manner without needing to 'like' each other (full contract that requires both/all parties to behave as though the others do not exist unless they must interact as part of a class and then only in a respectful and polite manner, but most importantly the contract outlines that each party may not encourage or instruct anyone else, friends of family, to participate in any ongoing negative behaviour, that they will be held responsible should this eventuate).

For more information please refer to the Bullying and Harassment assessment Matrix

Supporting Documentation	5.3.11 Bullying and Harassment assessment Matrix
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