

Learn • Trust • Respect • Sense of Humour

ANTI –BULLYING AND HARASSMENT POLICY

RATIONALE:

Harassment in any form is unacceptable. As educators, we have a responsibility to provide teaching and learning environments that are free from harassment, and that encourage students to develop attitudes and skills that discourage, challenge and report harassment in all forms.

GENERAL STATEMENT:

- Harassment is the exertion of power by one person over another – often presenting as bullying behaviour which makes another person feel embarrassed, offended, upset, devalued, degraded, afraid, frustrated or angry. It is unwelcome, unreciprocated, uninvited and usually repeated. It is behaviour that breaches proper and professional conduct.
- To provide a fair and supportive environment free from all forms of harassment, that promotes personal respect, as well as providing physical and emotional safety for all.
- Harassment may be spoken, written [including cyber-bullying] or physical behaviour, which is unwelcomed and offensive to the recipient, whether or not the offender intends or understands it to be

IMPLEMENTATION GUIDELINES:

- Procedures to combat bullying and harassment of students to be applied to incidents to both in the school yard and in class as per the attachment detailing Step Procedures.
- All staff will be made aware of the legislative requirements relating to harassment.
- All staff will complete DET online Workplace Discrimination & Sexual Harassment training.
- Professional development relating to harassment will be provided for all staff, who in turn will model and practise appropriate behaviour.
- Staff, students and members of the school community will be familiar with the school's approach to harassment and will be provided with information relating to their rights and responsibilities.
- School-level protocols for resolving issues or complaints will be developed and well publicised.
- Staff members will not allow themselves or their colleagues to be subjected to harassment from parents or students – all such issues must be immediately reported to the principal.
- All incidents of harassment and/or bullying will be recorded on the Sentral Database
- Unresolved school-level issues may be referred by the principal, or the parties involved, to the appropriate authorities.
- Our school is a “No Put Down Zone” and we reward students who display exemplary behaviour.
- Harassment by students will attract consequences consistent with our Student Code of Conduct.
- All claims of harassment will be treated confidentially, documented, and promptly and constructively addressed.

- The rights and sensitivities of all individuals will be protected.
- Curriculum content will analyse the effects of harassment and assist students to develop attitudes and skills that discourage, challenge, counter-act and report harassing practices.

This policy is consistent with the:

- Department of Education Mission Statement that schools provide a safe and appropriate teaching and learning environment for both staff and students.
- Guidelines that apply to the area of Equal Opportunity (Victorian Equal Opportunities Act 1995)
- Guidelines that apply to the Commonwealth Sex Discrimination Act (1984)
- Guidelines that apply to the school's legal obligations under the Victorian OHS Act (1985) (Occupational Health and Safety Policy)
- DEECD Occupational Violence Policy
<http://www.eduweb.vic.gov.au/hrweb/ohs/other/DETpub.htm>

The School defines the different types of harassment that constitute unacceptable behaviour at Cranbourne West Primary School as:

- Harassment can occur from teacher to teacher, student to teacher or teacher to student and within the school community as a whole.
- Harassment may affect either males or females and may be based on sex, disability, religion, race or other personal characteristics.
- Harassment can be of a sexual nature, in situations where a reasonable person having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated. Sexual harassment can be physical, verbal or written. It can include words, statements or graphics which are transmitted by telephone, fax, video or e-mail (Victorian Equal Opportunity Act 1995).
- Harassment can be of a gender based or sex based nature which is the imposition of behaviour/s based on sex stereotyping and aims to reinforce power or dominance of one sex over another.
- Harassment can be age based which is the imposition of behaviour/s based on age stereotyping.
- Harassment can be economic based which leads to people being discriminated against because of their economic circumstances.
- Harassment can be based on religious/cultural beliefs/ethnic background.
- Bullying is another form of harassment. Bullying is a deliberate intention to inflict physical or psychological hurt, without justification and with evident enjoyment, by repeatedly taking advantage of a person whom is not able to defend herself/himself either physically or psychologically.
- Ensure that any complaints are treated seriously and any action taken is reported back to the complainant.
- Complaints are to be handled in a confidential manner.
- Consequences for harassment to be in line with the Cranbourne West Primary School Student Welfare Code of Conduct.

Procedures to combat Bullying and Harassment of students.

(To be applied to incidents that occur both in the schoolyard and inside)

Step 1

Take direct personal and positive action.

The first thing to do is to try to make it clear to the person who is harassing you that you don't want him/her to continue doing it. Speak up! Say how you feel!
Sometimes it is not possible to speak to the person who is harassing you because it only makes the situation worse or because it makes you feel worse.

In this case you would go straight to step 2.

Step 2

Talk to some one you can trust.

Your Parents, your Class Teacher, the Student Welfare Co-Ordinator, the Principal or Assistant Principal.

Step 3

On-Going bullying and harassment and repeat offenders.

After a third offence has been recorded the Student Welfare Co-ordinator will arrange a meeting with the person against whom the complaint has been made to determine whether the conflict can be resolved.

Step 4

Parents to be contacted and a time arranged to attend an interview.

Discipline measures will be applied as per the School Student Welfare Code of Conduct and the Student Engagement Policy.

EVALUATION:

- This policy was originally formed, and will be reviewed in consultation with all members of the Welfare and Discipline Committee, the Staff Health and Well Being Coordinator, the Student Welfare Coordinator, Equal Opportunity Representative and other interested members of the School Community.
- Welfare and Discipline committee to monitor bullying and harassment through the incident register.
- Investigate the levels of bullying and harassment at the school through ongoing evaluation of documentation and through student surveys.
- Send home annual survey to a sample group of parents.

School use only:

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