

	<h2>Bullying and Harassment Policy</h2>	<p style="text-align: right;">Endorsed by School Council:</p> <p style="text-align: right;">March 2018</p> <p style="text-align: right;">Developed: August 2003</p>
<p>Information: 02 6076 1566</p> <p>Manager: Principal</p>	<p>DET Schools Reference Guide:</p> <p>Associated Policies: DET's Student Engagement Guidance, DET's Bully Stoppers: Make a Stand, Lend a Hand, DET's Vulnerable Students, The school's Acceptable ICT Use Agreement (re: cyber-bullying), The school's Student Code of Conduct</p>	<p style="text-align: right;">Next review: Term 4 2018</p> <p style="text-align: right;">Issue No: 1.4</p>

Rationale/Aims:

Corryong College is committed to providing a safe and respectful teaching and learning environment where bullying and harassment is not tolerated. Corryong College believes that all students have the right to learn in a school environment in which they feel safe and secure.

This Bullying and Harassment Policy should be read in conjunction with the Corryong College Student Engagement and Inclusion Policy/Student Code of Conduct.

This policy aims to:

- Explain what bullying and harassment are, and the fact that they are unacceptable and will not be tolerated.
- To ask that everyone in the school community be alert to signs and evidence of bullying/harassment and have a responsibility to report it to staff whether as observer or victim.
- To ensure that all reported incidents of bullying/harassment are followed up appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer-group support and co-operation at all times.

Implementation:

The Bullying and Harassment Policy will be clearly communicated to students, parents and staff on the school's website and through newsletters from time to time. Hard copies of this policy can be provided upon request.

Definitions:

Bullying is when a person, or a group of people, repeatedly upset or hurt another person or damage their property, reputation or social acceptance. Bullying may be direct physical, direct verbal, indirect or cyberbullying. Bullying is not a one-off disagreement between two or more people or a situation of mutual dislike.

Bullying can be:

1. **Direct physical bullying** – eg. hitting, tripping, and pushing, crowding or damaging property.
2. **Direct verbal bullying** – eg. Name calling, insults, homophobic or racist remarks, verbal abuse, chanting, offensive language, put downs, teasing.
3. **Indirect bullying** – eg. spreading rumours or threats, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude a person, using body language/facial expressions to intimidate, threaten or silence, damaging a person's social reputation or social acceptance, or cyberbullying.
4. **Extortion** – a group or individual taking away from students: food, valuable possessions, money, homework or being coerced to do someone's homework.
5. **Sexual harassment** – includes touching, brushing against someone in a sexual or provocative manner, dirty or sexist jokes, drawing or writing about someone's body or unwanted sexual advances.

Cyber-bullying is direct or indirect bullying behaviours using digital technology. For example via a mobile phone, chat rooms, social media, etc. It could involve setting up a defamatory personal website or deliberately excluding someone from social networking spaces. It can be verbal or written.

Harassment is any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcome and which is reasonably likely to humiliate, offend, intimidate or distress a person. For example, teasing a student because of their speech impediment.

Policy and Procedures:

Corryong College will not tolerate bullying (including cyberbullying) or harassment.

All complaints of bullying or harassment will be taken seriously and treated sensitively.

A school-wide approach will be taken to deal with bullying and harassment in a consistent and systematic way, with a focus on student safety and wellbeing.

Disciplinary measures will apply to students in breach of the behaviour expectations established by the school and communicated through this Bullying and Harassment Policy (also refer to the Student Code of Conduct/Student Engagement and Inclusion Policy).

Disciplinary measures that may be applied include:

- Restorative approach (e.g. repairing damage caused).
- Withdrawal of privileges.
- Isolation from regular classroom activities or withdrawal from class activities for a specified period.
- Detention.
- Suspension (in-school and out of school) or Expulsion.

Discipline will be applied in a way that is proportionate to the behaviour and upholds procedural fairness.

Our school's curriculum program and ethos promotes building resilience, life and social skills, assertiveness, tolerance, conflict resolution and problem solving in our students.

Programs will be provided to raise student awareness about bullying and harassment, to provide a forum for discussion and to aid development of attitudes. Some matters will be dealt with formally in the curriculum and in peer support programs, leadership programs, extra-curricular programs, classroom discussions and occasional activities run by outside experts. The curriculum will include anti-bullying messages and strategies in line with DET materials e.g. Bully Stoppers: Make a Stand, Lend a Hand and 'No Blame Approach to Bullying'.

Staff professional development programs will occur periodically to keep staff informed of current issues/strategies for dealing with bullying and/or harassment issues.

If students believe they are being bullied they should tell someone at school. This could be a classroom teacher that they feel comfortable to discuss the matter with, an Education Support Staff member or any of the staff members with roles of responsibility, such as the Student Safety and Wellbeing Coordinator, Well Being Student Counsellor, Year Level Coordinators, or the Principal Class.

If students do not feel comfortable telling someone at school, they are encouraged to tell family/friends who can then contact the school on their behalf.

The following acts of bullying/harassment are criminal offences and will be referred to the appropriate authorities:

- indecent exposure;
- sexual assault, attempted or actual rape;
- sending obscene letters;
- making obscene phone calls;
- being forced to touch another person's body parts;

- being forced to pose nude for a photo;
- being forced to view pornographic material.

STUDENT SUPPORT

If any staff member feels a student is at risk from bullying and harassing behaviours they should discuss their concerns with the appropriate Year Level Coordinator/Assistant Principal/Principal in order to ensure appropriate support for the student is provided.

It is important that staff document fully any actions taken in response to student bullying and/or harassment (see Appendix B).

Some strategies that might be used by the school to assist the student may include: education in coping strategies; assertiveness training; problem solving, mentoring and social skills; counselling, peer support and behaviour modification.

Review Process:

This policy will be reviewed annually, and as needed, to ensure it reflects current practices and refers to up-to-date policy.

References:

<https://edugate.eduweb.vic.gov.au/sc/sites/SchoolReorganisation/minimumregistrationrequirements/Exemplar%20School%20Policies/Bullying%20and%20Harassment%20sample%20policy%20and%20procedures.docx>

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/bullying.aspx>

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/teachrespond.aspx>

Related Policies and Documents:

Connected with this policy are:

- DET's [Student Engagement Guidance](#)
- DET's Bully Stoppers: Make a Stand, Lend a Hand
- DET's [Vulnerable Students](#)
- The school's Acceptable ICT Use Agreement (re: cyber-bullying)
- The school's Student Code of Conduct

Supporting links:

- [Bully Free World: Special Needs Anti-bullying Toolkit](#)
- Australian Human Rights Commission - [Human rights in the school classroom](#)
- [Safe Schools Coalition Victoria](#)
- [Racism. No way!](#) anti-racism education for Australian schools

Appendices which are connected with this policy are:

- **Appendix A:** Anti-Bullying (including cyberbullying) and Anti-Harassment Procedures
- **Appendix B:** Reporting on Incident of Bullying / Harassment – Template
- **Appendix C:** Step by Step Guide: Online Incidents of Inappropriate Behaviour Affecting Students.

Appendix A

Anti-Bullying (including Cyber Bullying) & Anti-Harassment Procedures

How will a student's bullying/harassment complaint be dealt with?

Bullying and harassment complaints will be taken seriously and treated sensitively. School procedures for responding to a student who bullies or harasses others are set out below.

Note: If at any time bullying or harassment persists or is sufficiently serious, the principal or their nominee may contact parents/carers/guardians and commence formal disciplinary action in accordance with the School's Student Engagement Inclusion Policy/**Student Code of Conduct** and DET's Student Engagement and Inclusion Guidance.

All students involved will be protected. Retaliation will not be tolerated.

Victimising people who complain about bullying/harassment is against the law. Police will be contacted if required.

Level 1

If the bullying or harassment incident is minor or a first time occurrence, teachers may elect to use one or more of the following:

- Stopping the bullying/re-statement of rules and consequences/reminder of Bullying and Harassment Policy.
- Restorative questioning.
- Private conference.
- Shared concern discussion (suggested by Andrew Fuller) may be used if appropriate.
<http://www.education.vic.gov.au/Documents/about/programs/bullystoppers/krsharedconcern.pdf>

If the student does not take control over his/her behaviour, the Student Safety and Wellbeing Coordinator/Year Level Coordinator/Assistant Principal/Principal should be notified.

Level 2

If the bullying or harassment continues, a referral should be made to the Assistant Principal/Year Level Coordinator/Student Safety and Wellbeing Coordinator who may:

- Interview both the victim and the perpetrator.
- Provide counselling support to the victim.
- Meet with the perpetrator to develop a plan of behaviour modification.
- Meet with parents of both students to discuss strategies.
- Provide discussion/mentoring of different social and emotional learning competencies including structured learning activities.
- Conduct a restorative conference separately with the perpetrator and victim.
- Sanctions such as removal of students from shared areas, removal of privileges, detentions or in school suspensions may be used.

Level 3

In instances of severe bullying or harassment, or persistent bullying or harassing behaviours:

- Any or all of the steps set out in Level 2 may occur.
- Suspension will be considered.

Appendix B

Reporting on Incident of Bullying / Harassment

Staff member recording incident: _____

Date: ____/____/____

Name of student(s) who appears to have instigated bullying

Year/Class: _____

Name(s) of target(s)

Name(s) of witnesses

Did you observe the incident?

YES

NO

If 'No' who reported the incident to you? _____

Brief description of incident (what was allegedly said or done to the student who appears to have been bullied?)

What form(s) of bullying took place? Verbal Physical Indirect Cyber

Other Please detail: _____

Describe how you responded (Did you use a school anti-bullying practice?)

Describe how student responded to your intervention

Where / when / time incident took place:

Location: _____

When: before school recess lunch in class _____ after school

Time: ____ ____ : am/pm

Date incident took place: _ / _ / _____

Additional comments:

Step 1

Identify Concerns

Is the student distressed?

A student may feel distressed by events including cyberbullying, sexting, exposure to pornographic images or a breach of the school's Bullying Prevention Policy or Student Engagement Policy.

Has a student been exposed to inappropriate behaviour?

A student may have been exposed to and affected by inappropriate behaviour online. This may put them at risk of suffering significant physical, psychological or emotional harm. They may be in need of immediate protection.

Has a student engaged in inappropriate behaviour affecting ANOTHER student?

A student may have engaged in inappropriate behaviour online that may cause psychological or emotion harm to ANOTHER student(s). All students may be in need of immediate protection.

Has a student engaged in inappropriate behaviour affecting THEMSELVES?

A student may have engaged in inappropriate behaviour online that could be psychologically and/or emotionally damaging to THEMSELVES (e.g. sexting). They may be in need of immediate protection.

Has the student engaged in CRIMINAL behaviour?

A student may have engaged in inappropriate behaviour online that could be deemed as CRIMINAL activity.

*Please note: an incident of concern may include one or more of the above.

Step 2

Take Action

Ensure the student is safe

If you suspect or have identified an incident of concern, it is important to first make sure the student/s are in a safe environment.

Further inquire into the incident

Inquire into the inappropriate incident. This may include discussions with all staff and students who have been directly or indirectly involved in the incident and/or its effects.



Step 3

Contact the Appropriate Supports

Leadership team

If your inquiry leads you to believe that a concern is real, but it is NOT CRIMINAL then immediately advise and/or consult a member of the school's leadership team to report the incident and plan the appropriate response and support.

The Victoria Police

If your inquiry leads you to believe that a CRIMINAL offence may have occurred, contact the Police. In such cases seek advice about contacting the parents of all students involved in the incident. If a school is unsure whether an incident should be reported, the Police will advise the school as to whether they will investigate or whether the school should handle the situation.

Security Services Unit

All reportable incidents should be reported to Security Services Unit. If a school is unsure whether an incident is criminal or not they can also contact the Security Services Unit. This will alert regional staff. Phone: (03) 8688 8288

Step 4

Respond and Provide Support

Support all involved people

Provide reasonable and ongoing wellbeing support to all students and staff who were involved in or witness to the incident.

Refer to the School's Policy

In responding to online incidents of inappropriate behaviour, Principals and teachers should refer to their Bullying Prevention and/or Student Engagement Policy and follow the appropriate processes and procedures.

Each Victorian government school has developed a Bullying Prevention and/or Student Engagement Policy that sets out the rights, responsibilities and shared expectations of everyone in the school community, including students, parents, teachers and school staff. The policy clearly defines the consequences for students who behave inappropriately (online and offline).

Work with Leadership Team

Work closely with your school's Leadership and/or Student Wellbeing Team to discuss strategies that can be used to respond to and support ALL students at risk from the inappropriate behaviour. This may include counselling and support or the development of a Behaviour Support Plan to implement targeted strategies.

Keep a record of the Behaviour Support Plan, make notes on any relevant observations, and review it as necessary.

For more information, visit Behaviour Support Plans:

www.education.vic.gov.au/about/programs/bullystoppers/Pages/teachplans.aspx

Contact Parents

Where appropriate, contact the parents of all students involved. If a school is unsure whether parents should be contacted, the Department's Legal Division or Security Services Unit can assist to make a decision.

Consult Regional Staff

Contact your student wellbeing or Community Liaison Officers in your Regional Office for support.

North Eastern Victoria Region

Banalla: (03) 8382 9600
Glen Waverly: (03) 8382 8300

North Western Victoria Region

Bendigo: (03) 6440 3111
Coburg: (03) 8488 8488

South Eastern Victoria Region

Dandenong: (03) 8786 6800
Moe: (03) 6127 0400

South Western Victoria Region

Ballarat: (03) 6337 8444
West Footscray: (03) 8387 0300
Geelong: (03) 6226 1000

Further Information

Remember to Record

At all times remember to:

- Record the incident (e.g. screen shots of the incident, notes from the interviews)
- Record the process taken to resolve the incident (e.g. steps taken to remove content, mediation attempts).

Bully Stoppers

For more information visit DET's Bully Stoppers website:

www.education.vic.gov.au/bullystoppers

Security Services Unit

A 24 hour/7 day a week single reference point to report emergency matters and critical incidents including criminal and unwanted activities.

Phone: (03) 8688 8288

