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# Bullying and Harassment Policy

*By this love you have for one another everyone will know you are my disciples'*

John 13:35

# Bullying and Harassment Policy

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## ACKNOWLEDGEMENTS

### Catholic Education SA

This document is based on the South Australian Commission for Catholic Schools Procedure for 'Responding to Bullying & Harassment in the Workplace' (March 2014) and has been redeveloped in a manner to include the unique Anglican and Catholic nature of St Columba College.

### Acknowledgement of Country

St Columba College Munno Para Inc. acknowledges the first custodians of Australia - First Nations Peoples - and we pay our respects to elders, past, present and future.

### Work, Health and Safety Acknowledgement

St Columba College is committed to protecting the health and wellbeing of all who are involved in the College Community. There is a distinct alignment between Work Health and Safety (WHS) principles and the Anglican and Catholic values we espouse. An "ethic of care" for self and for each other's safety and wellbeing underpins the goals of WHS. St Columba College is committed to the development and maintenance of a best practice WHS culture and endeavours to assist all personnel to implement its legal and policy responsibilities as crucial features of safe and vibrant school communities.

## DOCUMENT CONTROL

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<b>Approval Authority</b>	St Columba College Council
<b>Approval Date</b>	November 2015
<b>Review Date</b>	November 2018

# Bullying and Harassment Policy

## 1. PURPOSE

St Columba College, as expressed in our Vision statement, strives to be a community based firmly on Christian values. We seek to live as a community founded on Christian love where all members are treated with deep respect, dignity and equity.

**Vision:** St Columba College seeks to nurture in its students and the community a close relationship with God, a passion for living, and a lifelong love of learning.

It is in this context that the College is committed to providing all Staff and Others (as defined in Section 2) with a safe work environment that is free from inappropriate behaviour and where the bullying or harassment of any person is not tolerated. St Columba College will therefore take all reasonable steps to minimise any form of workplace bullying or harassment and provide procedures for the safe reporting of and response to any allegations of bullying or harassing behaviour. This Policy ensures that the rights of all individuals are respected

## 2. SCOPE

This Bullying and Harassment Policy applies to all Staff employed at St Columba College and Others (as defined below) during working hours and outside of working hours in so far as the conduct outside of working hours has the potential to, or does impact on the safety, well-being or dignity of any other person supported by the Policy.

*College:* St Columba College Munno Para Inc.

*Staff:* means staff employed by St Columba College Munno Para Inc.

*Others:* includes students enrolled at the College, their parents or caregivers, contractors, registered volunteers and people outside of the College community who interact within the school context.

## 3. DEFINITIONS AND RESPONSIBILITIES

### 3.1 Bullying

The College has specific obligations under the Fair Work Act 2009 to prevent bullying amongst staff. The College has adopted a definition of bullying which is consistent with the Fair Work Australia bullying and harassment policy, but which has equal application to Others, including students, parents and volunteers.

An individual is bullied if:

- A person or group of people repeatedly act unreasonably towards them or a group of workers; and
- The behaviour creates a risk to health and safety.

Unreasonable behavior includes victimising, humiliating, intimidating, or threatening. Whether a behavior is unreasonable can depend on whether a reasonable person might see the behavior as unreasonable in the circumstances.

- Examples of bullying may include:
  - Behaving aggressively
  - Teasing or practical jokes
  - Pressuring someone to behave inappropriately
  - Excluding someone from work related events

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- Unreasonable work demands.

In order for the label bullying to be applied to a particular activity, interaction or process it has to occur repeatedly and regularly (e.g. weekly) and over a period of time (e.g. about six months). Bullying is an escalated process in the course of which the person confronted ends up in an inferior position and becomes the target of systematic negative social acts.

## 3.2 Harassment

Harassment is inappropriate or disrespectful behaviour towards another person in such a way or in such circumstances that the other person feels humiliated, offended, intimidated, victimised, fearful or excluded. Harassment may be based on, but is not limited to, an individual's sex, race, disability or religion.

Harassment can involve verbal, physical, social (relational) or psychological behaviour that creates a risk to health and safety and involves the misuse of power by an individual or group towards one or more persons.

Unlike bullying, harassment does not need to be repeated, regular or escalated, and may result from any incident or behavior which leaves a person feeling humiliated, intimidated or otherwise harmed.

## 3.3 Cyberbullying

Cyberbullying refers to bullying through information and communication technologies and involves the use of an internet service or mobile technologies, such as email, chat room discussion groups, instant messaging, webpages or SMS (text messaging), with the outcome of harming or distressing another person.

## 3.4 What is not bullying

A manager can make decisions about poor performance, take disciplinary action, and direct and control the way work is carried out. Reasonable management action that's carried out in a reasonable way is not bullying.

The following behaviours do not constitute bullying:

- A reasonable direction to carry out reasonable instructions or duties;
- Reasonable action by the College to monitor electronic communication;
- A reasonable direction to comply with a College Code of Conduct, policy or procedure.
- Reasonable management practices, including performance management and disciplinary procedures; and
- Single incidents, teasing or fighting between individuals are not necessarily bullying.

## 3.5 Responsibilities

Schools exist in a society where incidents of bullying and harassing behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all College staff, students, parents, caregivers and members of the wider school community.

All members of the College community contribute to the prevention of bullying and harassment by modelling and promoting appropriate behaviour and respectful relationships.

## 4. SUPPORTING DOCUMENTS

This Policy should be read in conjunction with a number of policies and documents of St Columba College as listed below:

- Procedures for Responding to Bullying and Harassment in the Workplace
- Code of Conduct
- Procedures for dealing with Allegations of Staff Misconduct
- CESA Child Protection Policy
- Student Behaviour Management Policy (under review)
- SACCS Policy for the Care, Well-being and Protection of Children and Young
- Staff Appointment Policy
- Charter for Parents and Friends.

## 5. ROLE OF COLLEGE COUNCIL

- 5.1 Ensure that Policy and Procedures are in place to address and respond to issues of bullying and harassment at the College.
- 5.2 Allocate resources via the annual College budget to support the implementation of the Policy and associated Procedures for responding to bullying and harassment at the College.
- 5.3 Ensure clear procedures for reporting and responding incidents of bullying involving the College Principal to the College Council.
- 5.4 Respond to incidents of bullying involving the College Principal that have been reported to the College Council in an effective and timely manner.
- 5.5 Ensure support is made available to Staff or Others who have been affected by or witnessed bullying behaviour by the College Principal.
- 5.6 Ensure that the College community is informed annually of the Policy and Procedures relating to allegations of bullying and harassment made against the College Principal.
- 5.7 Monitor and review the Policy in accordance with legal requirements and the teachings of the Anglican and Catholic Churches.

## 6. ROLE OF THE PRINCIPAL

- 6.1 Model and promote to staff, students, parents and caregivers positive relationships and the demonstration of respect for the dignity and rights of all individuals.
- 6.2 Be familiar with, understand and be committed to implement the Policy and Procedures for dealing with bullying and harassment at the College.
- 6.3 Ensure that the Policy and Procedures are implemented within the College.

- 6.4 Respond to incidents of bullying that have been reported to the school quickly and effectively.
- 6.5 Provide support to Staff or Others who have been affected by or witnessed bullying behaviour within the College.
- 6.6 Ensure that the Policy, Procedures and information relating to bullying and harassment are widely publicised to the College community and that this information is updated annually.
- 6.7 Ensure that all staff receive formal induction training into the Policy and Procedures for dealing with bullying and harassment at the College and that this process is repeated annually.
- 6.8 Ensure that staff are appropriately allocated to resource the Procedures for responding to bullying and harassment at the College and that these staff have been provided with sufficient training to undertake their role.
- 6.9 Allocate resources via the annual College budget to support the development of educational programs in dealing with bullying and harassment and that staff have received appropriate professional learning to implement these programs.

## 7. ROLE OF THE HEADS OF SCHOOLS

- 7.1 Model and promote to staff, students, parents and caregivers positive relationships and the demonstration of respect for the dignity and rights of all individuals.
- 7.2 Facilitate the development and implementation of educational programs for students in recognising and responding to bullying and harassment.
- 7.3 Provide and promote information and support resources on bullying and harassment to staff, students, parents and caregivers.
- 7.4 Develop strategies for eliminating bullying and harassment in The School.
- 7.5 Be familiar with, understand and be committed to implement the Policy and Procedures for dealing with bullying and harassment at the College
- 7.6 Provide regular professional development for staff on bullying and harassment issues, including annual training in responding to bullying and harassment in The School.
- 7.7 Inform the Principal of all serious issues of bullying and harassment involving staff, students or other members of the College community.
- 7.8 Act expediently, thoroughly and in accordance with all relevant College Policies and Procedures when informed of issues of bullying and harassment involving staff or students in The School.
- 7.9 Provide well-being and counselling support for students dealing with issues of bullying and harassment and for others with knowledge of or are affected by the bullying and harassment.

## 8. ROLE OF STAFF

- 8.1 Model and promote to staff, students, parents and caregivers positive relationships and the demonstration of respect for the dignity and rights of all individuals.
- 8.2 Implement educational programs that support students to develop;
  - knowledge and understanding of bullying and harassment and its impact on individuals and the broader community.
  - skills and strategies in recognising and responding to bullying and harassment, including explicit teaching of the College reporting procedures.
- 8.3 Have a working knowledge of the Policies and Procedures that support respectful and responsible behaviour within the College.
- 8.4 Respond in a timely manner to incidents of bullying and harassment involving staff or students as stated in the College Procedures.
- 8.5 Inform the Head of School of all serious issues of bullying and harassment involving staff, students or other members of the College community.
- 8.6 Work proactively with the Head of School, students, parents and caregivers to support strategies to eliminate bullying and harassment behaviours between students.
- 8.7 Provide well-being support for colleagues and students in relation to bullying and harassment issues.

## 9. ROLE OF STUDENTS

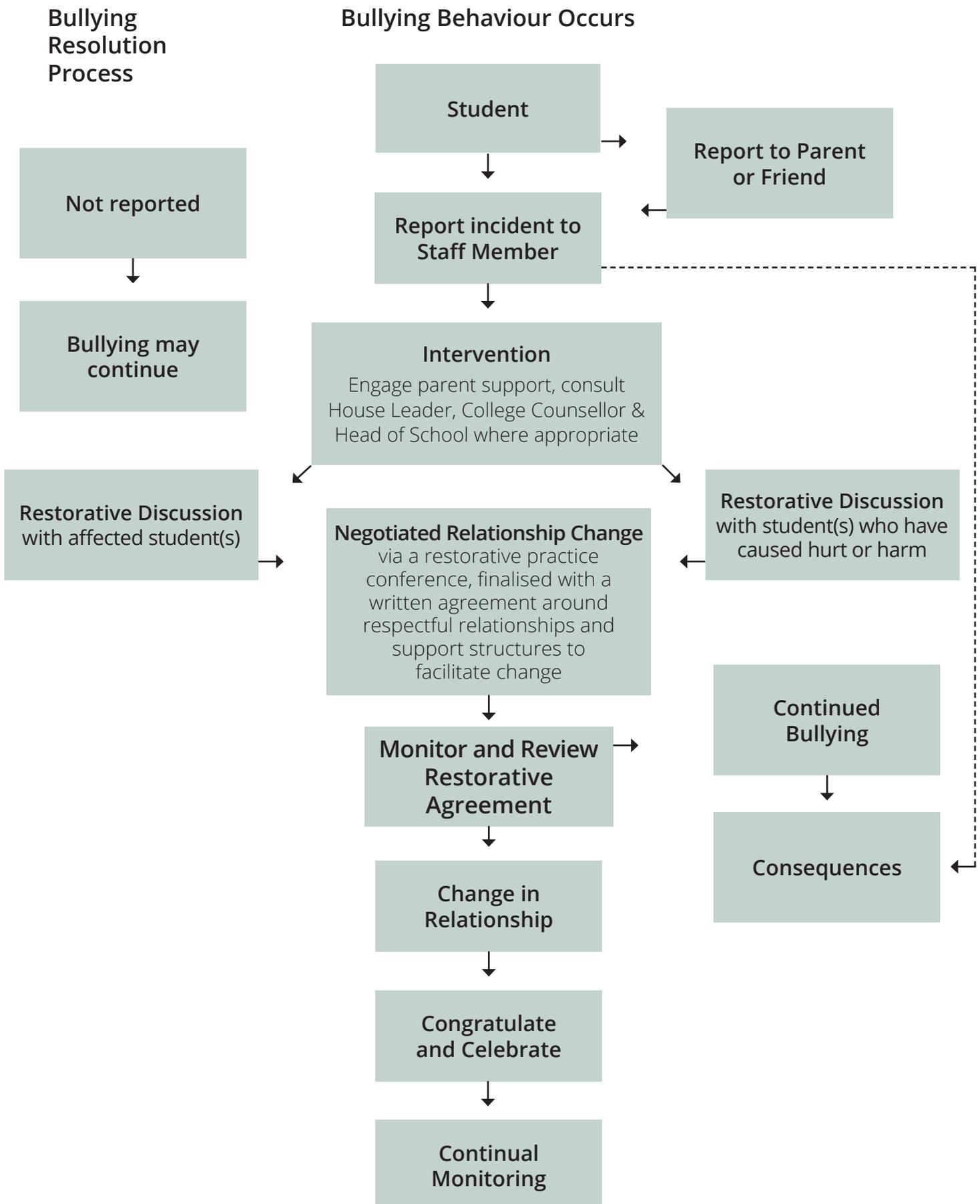
- 9.1 Engage in positive 'life giving' relationships with staff and fellow students that respect individual differences and diversity.
- 9.2 To be aware of themselves as 'bystanders' and to behave as responsible digital citizens.
- 9.3 Participate in College educational programs that inform them of how to recognise and respond appropriately to bullying and harassment.
- 9.4 Be familiar and act in accordance with Policies and Procedures that support respectful and responsible behaviour within the College.
- 9.5 Report issues of bullying and harassment towards them-self or others to a member of staff and parents or caregivers.
- 9.6 Provide support to students who may be experiencing issues of bullying and harassment or have knowledge of bullying or harassment of others.
- 9.7 Actively discourage peers not to act in a manner of bullying and harassment towards others.

- 9.8 Seek support from a responsible adult in relation to dealing with issues of bullying and harassment.

## 10. ROLE OF PARENTS & CAREGIVERS

- 10.1 Engage in positive relationships with College students and staff and demonstrate respect for the dignity and rights of all individuals.
- 10.2 Support and encourage their children to treat others with respect and tolerance, and to demonstrate responsible on-line behaviour.
- 10.3 Support the College Bullying and Harassment Policy and to act in accordance with school procedures if they observe or know of bullying or harassment behaviours.
- 10.4 Support their children to develop positive responses to incidents of bullying and harassment consistent with College educational programs and this Policy.
- 10.2 Encourage their children to report incidents of bullying and harassment promptly to the College.
- 10.3 Work collaboratively with the College to resolve incidents of bullying or harassment when they occur.

# Student Reporting Process



# Procedures for Addressing Bullying and Harassment at St Columba College

