

**POLICY ON BULLYING AND HARASSMENT**

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This Policy was approved by the College Council on 27 November 2003. Changes approved 25.07.2007.

**1. OBJECT AND APPLICATION****1.1 Object**

The object of this *Policy on Bullying and Harassment* is to create a Christian school community characterised by an harmonious and positive learning environment based on respect for others irrespective of their appearance, gender, sexual identity or orientation, marital status, race, national or ethnic origin, religious belief, state of health, age or physical ability.

**1.2 Application**

The *Policy on Bullying and Harassment* applies to all staff and students of the College.

**2. BULLYING AND HARASSMENT****2.1 What is Bullying and Harassment?**

Bullying and Harassment is ongoing, uninvited and unwelcomed behaviour that interferes with another person's right to live, work and learn in a non-threatening environment.

**2.2 Bullying and Harassment Shall Not Be Tolerated**

The College Council considers that the bullying and harassment of students and staff is unacceptable behaviour and is committed to its prevention and elimination from the College community.

**3. UNLAWFUL HARASSMENT**

Some acts of harassment are unlawful under State or Commonwealth anti-discrimination laws. They include harassment relating to a person's:

- (a) sex, marital status;
- (b) sexual identity or sexual orientation;
- (c) race, national or ethnic origin, or religious background;
- (d) Aboriginality;
- (e) disability; and
- (f) age.

A person subjected to unlawful harassment may seek a remedy under this Policy but also has the right to take legal action (see 6.3 below).

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**4. BULLYING AND HARASSMENT SUFFERED BY STUDENTS****4.1 Reporting Bullying and Harassment to the College****4.1.1 Reporting by the Student**

Students who are subjected to bullying and harassment by other student/s or by staff should report the matter in the first instance to their Head of House, or to some other staff member whom they trust. Students who need support to do this may ask a prefect or friend to accompany them when they make their report.

**4.1.2 Reporting by Others**

The parents or guardians of a student who is being bullied and harassed, or some other person who becomes aware that a student is being bullied and harassed, should report the matter to the student's Head of House or to the Head of Senior School or the Head of Junior School, as appropriate.

**4.2 Investigating Bullying and Harassment**

The Head of House of the student who may have suffered bullying and harassment shall normally investigate the reported harassment. However if the student has reported the bullying and harassment to some other member of the staff, that person may conduct the investigation if the student would prefer that and if the staff member feels competent to do so.

The person conducting the investigation shall discuss the reported bullying and harassment with the student with a view to resolving the issue. This may involve:

- (a) advising the student on strategies for dealing with the bullying and harassment; and/or
- (b) conciliation between the student and those responsible for the bullying and harassment; and/or
- (c) if person conducting the investigation deems the alleged bullying and harassment to be of a particularly serious nature, referring the matter to the Head of College.

The person conducting the investigation shall keep a record of the action he or she has taken in dealing with the reported bullying and harassment.

**5. BULLYING AND HARASSMENT SUFFERED BY STAFF****5.1 Reporting Bullying and Harassment**

Staff who are subjected to bullying and harassment by students or by other staff should report the matter in the first instance to:

- (a) their immediate supervisor; or

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- (b) if the staff member's immediate supervisor is the alleged harasser, to the person to whom their supervisor reports.

**5.2 Investigating Bullying and Harassment**

The supervisor shall discuss the reported bullying and harassment with the staff member with a view to resolving the issue, which may involve:

- (a) advising the staff member on strategies for dealing with the bullying and harassment; and/or
- (b) conciliation between the staff member and those responsible for the bullying and harassment; and/or
- (c) if the supervisor deems the alleged bullying and harassment to be of a particularly serious nature, referring the matter to the Head of College.

The supervisor shall keep a record of the action he or she has taken in dealing with the reported bullying and harassment.

**6. PENALTIES FOR BULLYING AND HARASSMENT****6.1 Students**

Subject to 6.3 below, the Head of College may suspend, exclude, or impose some lesser penalty on students who are found guilty of bullying and harassment pursuant to clauses 4.2(c) or 5.2(c) above. In imposing a penalty, the Head of College shall take into account the age of the student who committed the bullying and harassment, the nature of the bullying and harassment and whether the student has a previous record of bullying and harassment.

**6.2 Staff**

Subject to 6.3 below, the Head of College may take disciplinary action in accordance with the relevant industrial agreement or award, against staff who are found guilty of bullying and harassment following an investigation conducted pursuant to clauses 4.2(c) or 5.2(c) above.

**6.3 Referring a Matter to an Outside Body**

In cases where the bullying and harassment is of a particularly serious nature and/or is unlawful under State or Commonwealth anti-discrimination laws (see 3 above), the Head of College may refer the matter to the appropriate tribunal or to the Police.

The Head of College shall report such referrals to the next ordinary meeting of the College Council. The Head of College's report shall not normally identify the staff or student who is the subject of the referral.

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**7. RULES RELATING TO BULLYING AND HARASSMENT**

The Head of College may make Rules, consistent with this *Policy on Bullying and Harassment*, including but not limited to:

- a) procedures for reporting and investigating allegations of bullying and harassment; and
- b) protocols for the conduct of staff and students that aim to prevent and eliminate bullying and harassment within the College.