




<b>POLICY</b>	 <b>SPW</b> EARLY LEARNING AND PRIMARY EDUCATION
Title: <b>Bullying &amp; Harassment</b>	
Authorised by: <b>Principal</b>	<b>Page Number: 1 of 6</b>
No.: <b>PRIN-03</b>	
Issue Date: <b>September 2014</b>	
Last Reviewed: <b>April 2018</b> ( <i>incorporating Sexual Harassment Policy ratified Sept 2011</i> )	
Next Review Date: <b>May 2021</b>	

# Bullying & Harassment Policy

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## 1 INTRODUCTION - BELIEFS

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All children have the right to be in a safe, caring, success-orientated learning environment in which the rights of all students to learn and all teachers to teach are valued and supported. We seek to foster a cooperative relationship between staff, parents and students.

Sexual harassment is illegal and unacceptable. St Peter's Woodlands Grammar School is committed to creating an environment free from sexual harassment. This policy deals with what to do if a student is sexually harassed by another student at school.

## 2 DEFINITIONS

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### 2.1 WHAT IS HARASSMENT?

Harassment is any act that causes embarrassment, pain or discomfort to another. It is behaviour that is unwelcome and repetitive—it is bullying

- It can be physical, verbal, sexual, racial or emotional.
- It can be planned and organised, or it may be unintentional.
- It can involve individuals or groups.

### 2.2 SOME KINDS OF HARASSMENT ARE

- Teasing, calling names or making rude signs
- Hitting, punching, pushing, pinching, touching
- Threatening
- Hiding or destroying someone's property
- Writing rude comments or drawing rude pictures
- Making suggestive comments or spreading rumours
- Putting someone down or commenting on a person's size or shape
- Deliberately excluding someone from a group
- Forcing others to act against their will

### 2.3 SEXUAL HARASSMENT


Sexual harassment is a form of bullying. It is unwelcome conduct of a sexual nature against another person, where the other person reasonably feels offended, humiliated or intimidated. It can include:

- Sexual remarks
- Written comments, text messages or emails with sexual content
- Showing or sending the person pictures of a sexual nature
- Touching another person inappropriately
- Any other conduct of a sexual nature

## 3 SCOPE

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This policy applies to all full-time, part-time, and casual employees, volunteers, contractors, visitors and students at SPW.

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## 4 RESPONSIBILITIES

Principal	is accountable for ensuring that appropriate and relevant policies and procedures are developed, implemented and reviewed on a regular basis
Executive Leadership team	are responsible for approving the policy and supporting and monitoring school practices including the child protection curriculum
Line Manager	should be the first point of contact for staff who have questions regarding this policy. Support the staff member through the relevant processes (adults and students)
Staff members	are responsible for adhering to this policy and referring any questions they have to their line manager
Parents	are responsible for watching for signs of distress in their children, encouraging positive interactions with others, and monitoring their use of communication technologies. Parents are responsible for advising children to report any incidents to a staff member, encouraging their children not to retaliate, and being willing to attend interviews if their children are involved in any incident of bullying or harassment,

## 5 INFORMATION FOR STUDENTS

The information below is reproduced on the student page of the learning management system (Frog) for students to reference:

How you may feel:

- Embarrassed, angry, hurt
- Uncomfortable, stressed, put down
- Frightened, sad or upset
- Ashamed, angry, small

If you are being harassed at school or going to or from school, you may:

- Not want to come to school
- Not want to play outside or in some areas of the school at recess and lunchtime
- Not want to walk or ride your bike the same way
- Not feel good about yourself
- Not do your work as well as you did before
- Cry or often feel upset over little things

What will the Principal/Deputy Principal/Head of School/Teacher do?


If you tell the Principal or Deputy Principal about alleged harassment issues that are concerning you, they will listen to you, follow up on the allegations if required by supporting the staff member, and make sure that the School Behaviour Management Policy is followed.

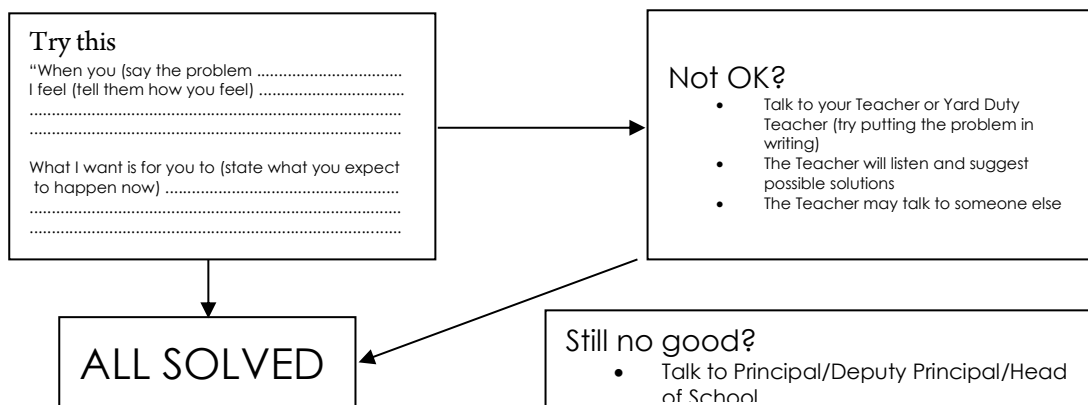
What can you do if you are being harassed?

Use the GASP – Grievance and Solving Problems Procedure

With the help of a friend:

1. Identify exactly what the issue is.
2. Now talk to the person causing you the problem (by yourself or with a friend)

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## 6 IF SOMEONE IS SEXUALLY HARASSED AT SCHOOL

If you are sexually harassed at school, you should promptly report the behaviour to your class teacher, or an Head of School or the Principal.

The school will investigate the matter which may include:

- Asking you for detailed information about what happened. We will speak to you in private and you are welcome to have a support person with you.
- Examining any offensive material that has been shown, sent or given to you, which may also be confiscated.
- Gathering information from others at the school. We may need to speak to anyone else who saw what happened or heard what was said.
- In the case of suspected criminal behaviour, such as an assault, a report to the police

If it appears that the sexual harassment may have occurred, the school will make every attempt to resolve the matter, that is, to see that the behaviour has stopped. This may include:

- If appropriate, conducting a meeting of everyone involved. This can provide an opportunity for the harasser to realise that the behaviour is serious and needs to stop.
- Taking disciplinary action against the harasser.
- Linking you with the contact person you should speak to if there are further problems.
- Involving counsellors or other professionals.
- Informing parents and teachers.
- Any other appropriate action to reduce the risk of recurrence.

If, however, the matter has not been resolved with the school's assistance and the harasser is aged 16 or over, you can contact the Equal Opportunity Commission to lodge a complaint.


If the harassment keeps on happening, keep on telling until it stops.

Everyone has the right to be safe, happy, and free from bullying and harassment at this school

## 7 CYBER-BULLYING

Cyber-bullying explicitly refers to bullying that occurs through information and communication technologies such as the internet and mobile phones. Forms of cyber-bullying may include (but is not restricted to):

- Sending offensive text messages, instant messages, pictures, or prank phone calls

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- Forwarding private emails, messages, pictures, or videos to other, unintended recipients
- Using a person's screen name or password to pretend to be them
- Posting negative comments or compromising pictures
- Intentionally excluding others from an online group

## 8 FURTHER INFORMATION

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Further information regarding this policy is available from any member of the Executive Leadership Team.

### Relevant Legislation

Children's Protection Act 1993

### Related Policies

PRIN-02                      Behaviour  
PRIN-04                      Child Protection  
WHS-44                        Workplace Health & Safety

### Related Procedures & Standard Operating Procedures

WHS-44-03                  Grievance Procedure for Students

### Related Forms & Checklists

None

### Related Safe Work Practices & Guidance Notes

None

### Related Other Documentation

SPW Student Diary  
"Child Safe Environments – Principles of good practice", DECD July 2012 updated 2016

	27.10.17
<b>PRINCIPAL</b> <i>(Signature)</i>	<b>DATE</b>