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<th>Policy Name</th>
<th>Anti-Bullying and Anti-Harassment Policy</th>
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<td>Head of Policy</td>
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<td>Policy Manager</td>
<td>Deputy Headmaster</td>
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<td>Attention</td>
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<td>Date of Introduction</td>
<td>1 January 2005</td>
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<td>Date Policy Updated</td>
<td>November 2018</td>
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**Please Note**

“The College's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and of the NSW Education Standards Authority for registration of the school.”

This Policy is a direction to you by the College as an employee or contractor of the College. You must comply with this Policy. If you do not comply with this Policy, the College may take disciplinary action, up to and including termination of your employment or engagement.
ANTI-BULLYING AND ANTI-HARASSMENT POLICY

Purpose
To assist in the development of a community where every member feels safe, nurtured and valued.

POLICY

The aim of St Joseph’s College is to provide a Catholic education based upon Gospel values. Central to this faith is a consideration and respect for both the individual and the community.

The College strongly believes that every student has the right to a safe, supportive and caring environment free from intimidation of any kind, the right not to be hurt, scared, made fun of or saddened in any particular way. We take the view that any form of bullying or harassment is unacceptable and every member of the College community has a right to feel protected, nurtured and valued.

As a Catholic school in the tradition of Marcellin Champagnat we seek to reinforce the values of care and consideration for others, to be respectful of each individual and to be witness to these Christian values not only in the College community but also in the broader community.

The College will not tolerate any student behaviour that denies this right.

DEFINITION AND IDENTIFICATION OF HARASSMENT / BULLYING

1. **What is Harassment?**

   Harassment is any behaviour which hurts, threatens or frightens a person. It may embarrass you or make you feel uncomfortable. It can be expressed physically, verbally, online or through social behaviour. Some harassment is unlawful. All harassment is undesirable.

2. **What is Bullying?**

   Bullying is selective, repeated, uninvited behaviour. It can be psychological or physical in its intent, perpetrated by someone who is stronger physically or psychologically. Bullying is always deliberate in its intent.

3. **Examples of Harassment / Bullying**
   - **Physical:** Fighting, punching, pushing, shoving, and intimidating gestures, invasion of personal space.
   - **Group:** Ganging up against, isolating or rejecting someone from the group.
   - **Cyber:** Electronic communications, photos, videos and all forms of social media which upset another person.
   - **Verbal:** Mocking, name calling, putting someone down, offensive language, inappropriate use of electronic media.
   - **Victimisation:** Offensive notes or graffiti, removing or hiding possessions, “trashing” areas, damaging others possessions.
• **Sexual:** Sexual inferences, touching or brushing against in a sexual manner, writing or drawing, or commenting about someone’s body sexually, sexually oriented jokes or sexual name calling, comments or questions about someone’s private life.

• **Discrimination:** Of any kind on the basis of race, gender, sexuality or religion.

4. **Harassment and Bullying are serious issues**
Students of St Joseph’s College have the right and the responsibility to report any form of harassment and bullying at all times. Harassment and Bullying are not acceptable. This kind of behaviour is not to be tolerated and must be reported. Silence is a barrier, which has no place in the culture of St Joseph’s. Failure to report or being a silent bystander when bullying or harassment is taking place is implicitly condoning it.

5. **Openness**
Unfortunately, victims can be reluctant to report harassment and bullying. Authorities (parents and teachers) and witnesses can be reluctant to notice it, or simply accept it as normal.

The first principle is to break the barrier of reluctance to report those that harass or bully. To achieve this, the school will endeavour to:

- Create a culture that does not accept or encourage harassment or bullying
- Create an atmosphere of care
- Ensure that all students know what constitutes harassment or bullying behaviour
- Ensure processes are in place to encourage reporting and to eliminate any repercussions from reporting.

We will only achieve this with cooperation from the whole school community.

**STRATEGIES FOR DEALING WITH HARASSMENT AND BULLYING**

**General Advice for Parents**

- Encourage children to discuss bullying as much as possible. A thorough reading of this policy with your children is highly recommended.

- Be alert to any signs of distress or anxiety, unwillingness to attend school, missing equipment, damaged clothes or bruising. Contact the school if you have any concerns.

- If you have any concerns, please communicate closely, frankly and regularly with your son’s boarding co-ordinator to establish positive two-way lines of communication.

- Continue to take an interest in your child’s school activities, encourage him to talk to you about school and talk to trusted teachers.

- Reinforce that retaliating in any form is an inappropriate response.

**General Advice for Staff**
• Be alert to any signs of distress or suspected incidents of harassment or bullying. Take positive steps to discourage it and alert the relevant authorities such as the Boarding Coordinator or the Assistant Boarding Coordinator.

• Be aware that bullying involves an imbalance of power, there is always a perpetrator and a victim. If you have identified one, try and find the other.

• Model appropriate behaviour so that students learn how to behave towards each other with empathy and kindness.

• Be vigilant at all times when supervising students.

Note: An important feature of the school discipline practice is that it models non-aggressive correction. Our role modelling is an important statement to all students. If we use public shaming, intentional embarrassment, ridicule, put downs, undue persistent criticism, unrelated consequences and aggressive rather than assertive management styles, such practices will override any policy statement about fundamental rights.

All discipline practices need to emphasise the purpose of discipline to protect rights and enhance responsibility, accountability, self-discipline and respect for others’ rights.

General Advice for Students

• Harassment and Bullying behaviour will be treated as serious. Students who engage in such behaviour can expect consequences.

• If you see harassment or bullying happening be prepared to take action to stop it or at least report it. You cannot be neutral on these issues – a passive bystander only condones the action.

• If you are harassed or bullied try to tell the perpetrator to stop, or try to walk away (ignoring the taunts). Do not respond aggressively.

• No matter how you respond, do not assume it is your fault or that no one cares or wants to know about it.
  o Talk to a trusted teacher or friend
  o Talk to your parents
  o Tell someone about it

Student Expectations and Responsibilities

• All students have the responsibility to ensure that all members of the College community are safe and treated with respect. Should you witness any form of bullying you have a responsibility to report it to your Boarding Coordinator.
STAFF - DEALING WITH INCIDENTS

WHEN DEALING WITH A VICTIM OF BULLYING

- Demonstrate total support and care, ie. Immediate action.
- Assess if the victim is at risk in any way.
- Assure victim that there will be no repercussions and take steps to ensure this.
- Inform the student’s Boarding Coordinator.
- Obtain full reports of the incident(s) in writing from all concerned.
- If necessary further strategies to build up self-esteem and improve social skills will be started. Counselling will be arranged if necessary.
- Progress will be monitored in the immediate future

WHEN DEALING WITH THE BULLY

- Obtain full reports of the incident(s) in writing from all concerned (victim, bully and any witnesses).

- Depending on the situation and the severity, it may be necessary to isolate the bully immediately while enquiries are being made.

- Demonstrate (clearly and rationally, not emotionally) abhorrence for the incident and the fact that the school will not tolerate it.

- Inform the bully that there must not be any further actions by the bully towards the victim.

- Inform the Boarding Co-ordinator. They will then contact everyone concerned.

- If necessary, devise further strategies to improve social skills by teaching alternatives to current behaviour. Counselling will be arranged if necessary.

- Progress will be monitored by the Boarding Co-ordinator.

- Remember that the bully may himself be a victim and thus firmness needs to be tempered with compassion and understanding.

CONSEQUENCES

There must be clear consequences for harassment and bullying and, if a student is found to behave in this way, then he could expect some of the following responses or sanctions:

- Written records being kept in the student’s file in the Deputy Headmaster’s Office.

- Stern warnings accompanied by a formal letter to the student and parents.

- Consultation with parents.

- Reparations for any damage caused.
• Detentions.

• Counselling and behaviour modification programmes.

• Exclusion from privileges.

• Referral to the Deputy Headmaster and / or the Headmaster.

• Suspension from school, resuming only on the condition that a formal contract is signed undertaking to cease all bullying behaviour.

• Expulsion.