

# BULLYING AND HARASSMENT

**BULLYING** is the deliberate action taken which causes an imbalance of power between two people.

**HARASSMENT** is unwelcome behaviour which negatively affects another person physically or emotionally.

These behaviours include

## PHYSICAL

- hitting, punching, pushing, spitting
- sexual abuse
- threatening students with any of the above
- hiding, damaging or destroying property belonging to someone else

## NON-PHYSICAL

- teasing, calling people names, gestures
- telling smutty jokes or making rude suggestions
- displaying offensive pictures, posters or graffiti
- following someone home from school
- pestering someone
- sending offensive messages in writing or by mobile phone, internet, blogs
- ridiculing, leering, wolf whistling, or making hurtful comments about a person or a group
- spreading rumours
- belittling or ridiculing people based on sex role stereotypes

***IF A PERSON FEELS OFFENDED OR HUMILIATED  
INTIMIDATED, FRIGHTENED, HURT OR  
UNCOMFORTABLE BY  
ANOTHER PERSON'S WORDS OR ACTIONS  
THEN HARASSMENT HAS OCCURRED***

**THAT PERSON HAS THE RIGHT  
TO MAKE A COMPLAINT**

Students, teachers and parents all have the right to operate in an environment free from bullying & harassment. Everyone has the right to be treated as a worthwhile individual.

All forms of bullying and harassment, can

- . cause unhappiness and distress
- . cause low self esteem
- . reduce self confidence
- . affect academic performance and school results
- . cause absenteeism
- . make a student feel reluctant to come to school
- . reduce future career prospects for the victim
- . cause the victim to harm him/herself

**BULLYING & HARASSMENT IS UNWANTED  
ATTENTION**

## **STEP 1 - TAKEN BY TEACHERS**

Students involved in bullying and harassment will initially be interviewed by teachers, Year level coordinators and HODS. One of these people will discuss the incident with you.

***If deemed a serious offence – go straight to STEP 4***

**If identified as a bully**, you will be reminded of the following :-

- what harassment is
- bullying and harassment are illegal
- effects of harassment on the victim
- school-based consequences for you
- legal action which may be taken by the victim or their family

**If identified as a victim**, you will be informed that :-

- your concerns will be heard and noted
- relevant action will be taken, including contacting parents and referral to support staff.
- the situation will be monitored until a satisfactory outcome is achieved

Should the bullying/harassment continue, you will be referred to Administration or a senior school officer where further action will be taken.

## **STEP 2 - TAKEN BY ADMINISTRATION OR SCHOOL OFFICER**

### **Bullying/Harassment 1st Offence**

- (i) Counselling (GO) and contract is drawn up.
- (ii) Verbal warning. Student is advised to immediately cease the illegal behaviours.
- (iii) Student advised of the recording on the Bullying and Harassment Register.
- (iv) Student reminded of the consequences of a further offence.
- (v) Parents notified

## **STEP 3**

### **Bullying/Harassment 2nd Offence**

- (i) Counselling
- (ii) Student is reminded of agreed contract
- (iii) Detentions in the RTC will be given
- (iv) Incident will be recorded on register.
- (v) Parent interview will be requested
- (vi) Review and revise agreed contract

## **STEP 4**

### **Further Offences or Severe Offence**

- (i) Parents contacted by Administration
- (ii) Possibility of further meeting arranged to include the Police and parents if necessary
- (iii) Caution of the Stalking Act
- (iv) Additional outcome may be suspension or cancellation of enrolment
- (v) Possibility of a formal complaint to the Police, by the victim or his/her family and legal action.