



## HARASSMENT & BULLYING PREVENTION POLICY

Policy Number	No. 003
Implemented	May 1998
Evaluated	2016
Next Evaluation	2019
Evaluation Group	HLT
Evaluation Frequency	2 years

### 1. RATIONALE

Every student within Gleeson College has a right to feel safe and protected against harassment (including racism and sexism) by others. Harassment is defined at this College as actions and/or words which cause hurt, discomfort, offence, fear, insecurity, embarrassment or humiliation. This includes using electronic media such as inappropriate text messages and emails etc.

Bullying (including cyber bullying) is defined at Gleeson College as the persistent and deliberate harassment of another student or staff member with the intent to cause harm.

### 2. AIMS

- 2.1. To ensure a standard set of procedures and consequences for students who violate this policy
- 2.2. To provide support and skills development for those who have been subject to harassment
- 2.3. To promote an understanding of an individual's right to his/her own personal space and feelings and the need for this to be protected
- 2.4. To help students to concentrate on their primary task of quality education and personal development while at Gleeson College without the fear of harassment from others
- 2.5. To promote justice and equity within Gleeson College

### 3. BROAD POLICY

Harassment of any kind is not only illegal but is contrary to the mission statement and general philosophy of Gleeson College. Any such behaviour will be treated as a serious infringement of the aims and rules of Gleeson College.

### 4. GUIDELINES

- 4.1. This policy covers a spectrum of possible situations from harassment caused by general lack of awareness towards the feelings of others through to deliberate premeditated abuse. As such, in the first instance, Gleeson College will use the No-Blame Approach, with a set of graduating consequences being applied according to the repetition and nature of the harassment.
- 4.2. First instance - The School Counsellor and/or the House Coordinator and/or the Subject / Care Group teacher will interview those involved and do a "No Blame" assessment. That is, the people concerned are made aware of what is happening, its effect on feelings, and the inappropriateness of the behaviour. This process does not involve punishment. A record will be recorded as a demerit / notes on iScholaris and in those cases where the nature of the harassment is substantial, the parents of all those involved will be notified of the interview having taken place.

The six steps of the "No Blame" approach are

1. Interviewing the person being harassed. This is used to find out the people involved
2. Convening a meeting with the people involved to facilitate a restorative conversation
3. Explaining the problem, without details of the incident/s or apportioning blame. The details are recorded in iScholaris (pastoral note / demerit) which is emailed amongst appropriate staff
4. Sharing responsibility about what has happened, and what the group involved can do about it
5. Asking the group for ideas which will lead to the victim feeling happier and safer. This is left for the harassing person/s to follow up
6. Checking out with all parties. This will occur about one week after the first report, then after a further 2 weeks

**Communication with parents will be maintained throughout this process until the matter is resolved**

- 4.3.** Repeating offenders - If harassment continues then it is assumed to be deliberate. Any negative comments towards or treatment of the person originally being harassed will be treated as deliberate bullying and will be referred to the Assistant Principal (Student Development) and House Coordinator. Parents of all parties will be informed. The Assistant Principal (Student Development), House Coordinator and the parents / caregivers of the student involved will meet and the following consequences will apply.

Second reported incident- Isolation/ suspension for the remainder of that day and up to two full days Parents / Caregivers will be requested to come to school for an interview with the House Coordinator and / or Assistant Principal (Student Development) and / or Deputy Principal and / or Principal.

Third reported incident - External suspension for one week. The student's place at Gleeson will be subject to review by the Principal. At this stage, it is very likely that the student will be supported in transferring to another school. Return to Gleeson College will only occur with a negotiated re-entry with students and parents / caregivers, incorporating a signed behaviour contract.

## 5. BASIS OF DISCRETION

- 5.1.** The Principal, using personal discretion and/or after taking advice, may choose to depart from these guidelines in response to particular personal and extenuating circumstances, depending upon the student/s involved and the perceived threat to others in the Gleeson College community. These discretionary decisions will be communicated to all appropriate parties.
- 5.2.** Staff must use their discretion to decide on the seriousness of incidents, particularly those which are "one off" behaviours, and not of a repeated nature.

## 6. EVALUATION

The HLT committee is responsible for the evaluation of this policy which will take place every 2 years. The policy should be considered by members of the Gleeson College Leadership Team as the key team within Gleeson College for Policy Review. They may wish to seek opinions from other staff, parents and students as to the effectiveness of the policy.

Signed \_\_\_\_\_ Principal or delegate

Signed \_\_\_\_\_ Chairperson of Board or delegate      Dated: \_\_\_\_\_

*This Policy now replaces all previous versions and evaluations of the Policy originally implemented in 1998 and subsequently evaluated.*