

### **Bullying & Harassment Policy and Procedures**

Casterton Secondary College recognises the right of all students and staff to feel safe within the school environment.

#### **a. Definitions**

##### **Bullying**

Bullying is repeated oppression, psychological or physical.

##### **Harassment**

Harassment is negative behaviour displayed by one person/s to another on the basis of differences. Differences may include: gender; race; cultural/religious beliefs; sexual orientation; ability/disability and socio-economic status.

#### **b. Examples**

##### PHYSICAL

- Hitting, kicking, pushing, spitting or otherwise directing physical force toward another person.
- Damaging, removing or hiding another person's possessions without their permission.

##### VERBAL

- 'Putting down', name calling, teasing and belittling others.
- Spreading rumours

##### EXTORTION

- Forcing another person, through threats or violence, to give away either money or belongings.

##### VISUAL

- Offensive or derogatory letters, emails, text messages or graffiti.

##### EXCLUSION

- Deliberately leaving out or isolating another student.

##### SEXUAL

- Unwanted touching or attention, offensive jokes or gestures.

##### RACIAL

- Teasing or negative behaviour regarding an individual's race or religion.

### CYBER

- Inappropriate use of computers, mobile phones and other electronic devices

### c. Aims of the policy

- To raise awareness of bullying as a form of unacceptable behaviour with staff, students and parents/guardians.
- To create a school ethos which encourages students to disclose and discuss incidents of bullying behaviour.
- To provide a clear framework for both students and staff around the management of bullying issues within the school.
- To outline the primary prevention programs and initiatives conducted by the school to enhance student and staff safety and wellbeing.

### d. Raising awareness / prevention programs

ACTIVITY	YEAR LEVEL	RESPONSIBILITY
Policy explained/reviewed at the beginning of each new year	All	Home Group Teachers via the Student Planner & at Level Assemblies
Year 7 students to participate in the Tolerance and Respect Program	7	Nurse
Student relationship matters discussed at weekly Welfare & Discipline committee meetings	All	Welfare & Discipline committee
Policy to be distributed to parents annually through the school newsletter	All	Admin.
Policy presented to new staff as part of new staff induction program		Assistant Principal
Respectful relationship awareness posters to be placed in prominent places around the school	All	Nurse
Bullying Audit to be conducted annually	All	Student Attitudes to School Survey
Articles aimed at raising awareness of relationship issues will be included in school newsletter as the need arises	All	Nurse

### e. Commitment to students

- Casterton Secondary College staff will take all reported incidents of bullying seriously.
- All reported incidents of bullying will be investigated.
- The person displaying bullying behaviours will be spoken to and may be subject to the discipline procedure as outlined in this document.
- All students who have reported incidents of bullying will be contacted over the weeks following the incident to ensure their safety and wellbeing.

### **f. Procedures for noting and reporting an incident of bullying behaviour**

- Wherever possible, incidents of bullying behaviour occurring within the classroom will be managed by the classroom teacher.
- All incidents requiring follow-up or further intervention will be reported to the Sub-school Leaders or the Assistant Principal.
- Where either students or a staff member believes that a student requires support or counselling the student will be referred to the school counsellor.
- All bullying incidents will be logged in a folder kept in the Assistant Principal's office.
- All incidents of bullying are to be reported to the appropriate person as soon as possible after the incident occurs.

### **g. Procedures for dealing with students who have been involved in a bullying incident**

- All students involved in an incident will be interviewed. This includes the student being bullied, the student/s bullying and students who may have witnessed the incident.
- Where it is established that a bullying incident has occurred the Principal, Assistant Principal and/or the Educational Leader will apply any or all of the following consequences:
  - Parents of both parties will be informed of the incident.
  - In cases involving repeated incidents of bullying behaviour students will attend a peer skills program conducted by the school counsellor (4 sessions).
  - Students may receive lunchtime or after school detentions.
  - Students may receive either an in school or out of school suspension for 1 – 5 days depending on the severity of the incident.
  - Parents have the right to approach the Police in situations where they believe a criminal act involving bullying or harassment has occurred.

### **h. Review process**

The Casterton Secondary College's 'Bullying and Harassment Policy' will be reviewed annually by the School's Welfare & Discipline Committee. Feedback using student "Attitude to School Survey".



# Casterton

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