Anti-Bullying Policy and Procedures

(i) **Introduction:**
Bullying consists of a range of repeated harassment such as persistent teasing, threatening, extortion, sexual harassment, exclusions, verbal ‘put downs’, hitting and stealing that are initiated by one or more persons against another person or persons. The purpose of this Policy is to promote a consistent approach in order to create a climate in which all types of bullying are regarded as unacceptable.

Our College seeks to affirm each student’s worth, dignity and vocation. Bullying strikes at the core of these values. Students are entitled to live their lives free from humiliation, oppression and abuse. Bullying affects everyone; not just the harassed and the harassers. It also affects those other students who may witness violence, intimidation and the distress of the person being bullied. It can damage the atmosphere of a class, the culture of a school and the future lives of both the harassed and the harassers.

(ii) **Principles:**
At Salesian College, we aim to:

1. Promote a secure and happy environment free from threat, harassment and any type of bullying behaviour
2. Assist families in the process of instilling in their sons values such as respect, compassion and consideration for others
3. Support the victims of bullying
4. Change the behaviours of those who bully.

(iii) **Guidelines:**
The College shall:

1. Provide opportunities and financial support for the delivery of educational programmes for students, parents and staff
2. Consult with students, parents and staff to develop, implement and consistently apply procedures and strategies to deal with instances of bullying
3. Promote the use of a range of teaching and learning styles and strategies which challenge and eventually eradicate bullying behaviour.

These guidelines will be animated by the attached procedures which will be regularly reviewed and revised by the College Management Team in consultation with students, parents and staff.

(iv) **Review:** This policy will be reviewed from time to time as required
Anti-Bullying Procedures

1. **Staff**

   1.1. **Identification**

      1.1.1. Members of staff are encouraged to watch for and identify early signs of bullying behaviour and/or distress in students. This could be evident in any aspect of school life. There could be: an unwillingness to attend school, a pattern of headaches or stomach aches, missing equipment, damaged clothing, bruising or a reluctance to participate in activities with particular students.

      1.1.2. Staff should utilise Yard Assistance as a means of identifying and managing bullying behaviours.

      1.1.3. All instances of bullying, whether they be directly observed by a member of staff or reported by a student to a member of staff, must be immediately reported to the relevant Year Coordinator or Head of House.

      1.1.4. Staff should offer the harasser immediate support and help: tell the harasser that action will be taken by the College and inform the Year Coordinator or Head of House immediately.

      1.1.5. The relevant Year Coordinator or Head of House will advise the alleged harasser of the fact that there has been an observation / complaint of bullying behaviour and that the matter is being investigated with a view to the implementation of the Anti-Bullying Policy if the investigation suggests it is warranted.

1.2. **Monitoring**

   1.2.1. All students should be provided with regular opportunities to confidentially report any instances of bullying to their subject teachers, Homeroom Teacher, Year Coordinator or Head of House.

   1.2.2. Each year, all students will be asked to record instances of bullying they have encountered in a confidential survey. The data gathered by means of this survey will be used to track patterns in bullying behaviours and to measure the level of success of the College’s anti-bullying strategies.

   1.2.3. The Deputy Principal - Student Services will regularly alert staff to areas of the College where instances of bullying have been reported.

   1.2.4. On a once-per-term basis, the College’s Student Services Team will formally review all bullying cases. Any action subsequent to these reviews will be communicated to the relevant students, parents and members of staff.

1.3. **Education**

   1.3.1. Students should be used as a positive resource in countering bullying by means of positive example, peer mediation and responsible action. In order to produce a climate that actively prevents bullying behaviours,
a coherent educational programme consisting of the elements outlined in the remainder of this section will be gradually implemented.

1.3.2. All students, upon entry to the College, will be educated about the College Anti-Bullying Policy.

1.3.3. The College will develop a coherent and sequential Personal Development Programme covering Years 7-12. This cross-curricular Programme will provide students with information and strategies concerning the development of social skills, conflict resolution, anger management, mental health and responsible decision-making.

1.3.4. Year 7 students will be exposed to the Policy in the course of activities such as the Year 7 Orientation Camp and Personal Development Program.

1.3.5. Year 8 students will be taken through activities and will discuss the issue of bullying during Personal Development classes.

1.3.6. Education for all other year levels will occur via the Personal Development Program, formal year level assemblies and other opportunities.

1.3.7. A sub-committee chaired by the Deputy Principal - Student Services and including members of the Student Services Team will select and review suitable material for in-servicing staff and will continually refocus the College on the issue of bullying.

2. Students
   Students should:
   2.1. Immediately report all incidents involving bullying to their parents/guardians, Homeroom Teacher, Year Level Co-ordinator, Head of House, a trusted member of staff or a trusted senior student irrespective of whether or not they are directly involved in the incident. The identity of the party reporting information concerning a bullying incident is to be kept confidential.

2.2. Support harassees by taking the matter seriously and by showing compassion and consideration.

3. Parents/Guardians
   Parents/guardians should:
   3.1. Watch for signs of distress in their son. There could be an unwillingness to attend school, a pattern of headaches or stomach aches may develop, equipment may have gone missing, requests may be made for extra pocket money, clothing may be damaged or the student may be bruised or otherwise injured. Early intervention, via a telephone call to the relevant Homeroom Teacher, Year Coordinator or Head of House, is essential at this point.

3.2. Take an active interest in their son’s social life.

3.3 Keep a written record if the bullying persists: Who, What, Where and When?

3.4 Advise their son to tell a trusted teacher.
3.5. Offer immediate reassurance and assistance to their son.

3.6. NOT encourage their son to hit back at the harasser.

3.7. Parents/guardians will be assisted by the Year Level Co-ordinator, Head of House or the Deputy Principal - Student Services to devise strategies that will help their sons. These strategies may include assertiveness training, counselling and supervised mediation sessions. In some instances, and depending upon the nature of the incident and the personalities of the students involved, it may be possible for their son to deal with the problem by verbally responding to the harasser. It is important, however, to liaise with the Year Coordinator or Head of House to jointly determine the best response to the incident.

4. **The College's Response (Stage One)**

A ‘stage’ is defined as an incident or series of incidents involving the bullying of one or more students (harassees) by a fellow student or students (harassers). A stage is held to have formally been identified upon the intervention of a student, a parent or an authorised representative of the College. A stage concludes when the actions detailed in the following sections have been implemented and completed.

Clearly, bullying can manifest itself in a variety of ways and can have differing degrees of severity. Instances of low level bullying such as a single verbal ‘put down’ can be dealt with summarily by a member of staff. However, instances of more serious bullying will be dealt with by the adoption of the following process which will be consistent at all times with the College's Code of Behaviour.

4.1. The College's representatives will maintain records of all meetings and interviews.

4.2. The harassee will be encouraged to relate the events in an interview with the Year Coordinator or Head of House.

4.3. The Year Coordinator or Head of House is then to immediately report the matter to the Deputy Principal - Student Services.

4.4. The alleged harasser and harassee are to be interviewed by the appropriate Year Coordinator or Head of House along with any witness of bullying behaviour. A finding is to be made whether, on the balance of probabilities, it is more likely than not that bullying has taken place on this occasion. The Year Coordinator or Head of House is to immediately prepare a report and provide it to the Deputy Principal - Student Services. Once authorised by the Deputy Principal - Student Services, communication of the finding is to be made to the parents/guardians of the students involved.

4.5. The Deputy Principal - Student Services will advise the Principal of the details surrounding the incident.

4.6. The parents/guardians of the harasser are to be immediately notified in writing of the process to be followed and a record of the incident is to be attached to his files. This record will employ a consistent format and will include details of the action taken by the College.

4.7. The parents/guardians of both the harasser and the harassee are to be kept informed in writing of each stage of the process.
4.8. Harassers will be given the opportunity to apologise to the harasssee. This may be in the form of a written or verbal apology given under the supervision of the Year Coordinator, Head of House or Deputy Principal - Student Services. The harasssee has the right, should he so wish, to use this supervised meeting to confront the harasser in order to explain the impact of the harasser’s actions.

4.9. An appropriate additional consequence for the harasser will be determined by the Year Coordinator or Head of House in consultation with the Deputy Principal - Student Services.

4.10. The harasser will be required to participate in a series of follow-up interviews with one or more of the following people: Homeroom Teacher, Year Level Co-ordinator, College Counsellor, Deputy Principal - Student Services or Principal.

[Subject to successfully passing a formal Review co-ordinated by the Deputy Principal - Student Services, the harasser will be taken off Stage One if he does not re-offend for a period of twelve months following the date of his placement on Stage One. If the harasser refuses to comply or re-offends, his parents/guardians will be advised by letter that Stage Two of the College’s Response will be invoked. The harasser and his parents/guardians will also be required to attend an interview to discuss the consequences of moving to Stage Two of the College’s Anti-Bullying Procedures].

5. **The College’s Response (Stage Two)**

5.1. The procedures identified in the College’s Response (Stage One) will be re-enacted.

5.2. Following this process, the harasser and his parents/guardians will be required to attend an interview with the Deputy Principal - Student Services and relevant Year Level Co-ordinator or Head of House. The harasser will be suspended for a period of 5 days (two days external suspension and three days internal suspension) and will be required to commit to a counselling program delivered by the College Counsellor.

[Subject to successfully passing a formal Review co-ordinated by the Deputy Principal - Student Services, the harasser will be taken off Stage Two if he does not re-offend for a period of twelve months following the date of his placement on Stage Two. If the harasser refuses to comply or re-offends, his parents/guardians will be advised by letter that Stage Three of the College’s Response will be invoked. The harasser and his parents/guardians will also be required to attend an interview to discuss the consequences of moving to Stage Three of the College’s Anti-Bullying Procedures].

6. **The College’s Response (Stage Three)**

6.1. The harasser will be placed on College Review for a period not exceeding twelve months if he again re-offends. The harasser’s parents/guardians will be advised in writing of this development. The College Review is a process which is employed in instances where a student consistently infringes against
key aspects of the College’s Code of Behaviour. It involves teachers, the relevant Year Coordinator or Head of House and the Deputy Principal - Student Services supplying the Principal with a summary of the student’s academic and behavioural progress on a term-by-term or semester-by-semester basis. The Principal then uses this information as the basis for a decision concerning the continuing enrolment of the student.

7. **The College’s Response (Stage Four)**

   7.1 The harasser will be expelled from the College in the event that he fails to meet the expectations outlined in the course of the College Review.