



St Mary MacKillop School

Anti Harassment Policy (Prevention and Management of Bullying Policy)

Introduction

St Mary MacKillop School affirms the SACCS Policy for the Care, Wellbeing and Protection of Children and Young People (2011) and the school's Behaviour Education and Personal Responsibility Policy (2015).

St Mary MacKillop School takes all incidents of bullying and harassment seriously and has a zero tolerance to any form of bullying and harassment.

Rationale

St Mary MacKillop School is committed to providing an environment in which students and staff feel safe. As a community we all work together to eliminate all forms of bullying and harassment.

"Safety, a basic human right, is a pre-requisite for the Catholic School to be able to carry out its mission to educate."

(SACCS Policy for the Care, Wellbeing and Protection of Children and Young People 2011).

At St Mary MacKillop School we have a clear commitment to building a community in which everyone feels safe based on the beliefs that:

- **We are all created in the image of God.**
- **We all have the right to feel safe.**
- **We all have the right to learn and work in a safe environment.**
- **We all have the right to feel happy about who we are.**
- **We all have the responsibility to keep ourselves and others safe.**
- **We all have the responsibility to respect ourselves, others and the property of others.**

Aims

The aim of this policy is:

- To provide a clear definition of the terms bullying and harassment.
- To set out the rights and responsibilities of all members of the school community in the regards to the prevention and management of bullying and harassment.
- To set out the appropriate steps to be taken by students if they feel they are being bullied by another student.

Scope

All members of the St Mary Mary MacKillop School community will act in a positive way to develop a safe environment free from bullying and harassment.

Definitions:

The following definitions will be discussed with all members of the community and will be published and made accessible to all staff, families and students.

Bullying:

Bullying is a **deliberate, repeated and unjustifiable** behaviour which is intended to cause fear, distress, embarrassment, humiliation and/or harm to others. It can be carried out by a more powerful individual or group against a less powerful individual or group, often on the grounds of 'difference'. It results in the lowering of self-esteem and may cause the person to feel unsafe.

Bullying is unwelcome and unacceptable. In all cases it must be challenged and stopped.

Types of Bullying – remembering that these actions need to be DELIBERATE, REPEATED and UNJUSTIFIABLE:

Physical

- Fighting, pushing, shoving, gestures
- Using stand-over tactics, gangs, picking on others

Verbal

- Name calling, put downs
- Offensive language
- Slander – (putting people down behind their back)
- Teasing, making fun of others
- Offensive notes or graffiti about others
- Saying nasty things about others
- Threats to 'get' others
- Pressuring people to do things against their will

Sexual

- Touching or brushing against someone after being asked to stop
- Unwelcome staring, whistling, gesturing or making comments about someone's body, looks or clothing
- Writing and distributing rude or unpleasant notes about someone
- Telling jokes or showing reading matter or pictures that are offensive
- Making comments about another person's sexuality

Racial

- Making degrading comments or gestures about another person's culture, background or language

- Calling someone names because of their race
- Telling jokes or showing offensive material
- Deliberately excluding others because of their race

Libel/Slander

- Spreading rumours or stories about someone or their family.
- Writing anything offensive or untrue about someone or about groups to which they belong

Digital

- Use of mobile phones, texting, emails, chat rooms, messenger services, on-line gaming sites, websites and blogs to slander, tease, make offensive remarks or threats to other people or to otherwise cause negative effects on their feelings or wellbeing
- Transmission of electronic images via mobile phones, email or the internet that cause negative effects on people's feelings and/or wellbeing

Rights and Responsibilities:

Rights:

- Every person has the right to **feel safe**.
- Every person has the right to **be treated fairly and with respect**.
- Every person has the right to **learn and work in a safe environment**.
- Every person has the right to **feel happy about who they are**.

Responsibilities:

At St Mary MacKillop School it is everyone's responsibility to take the necessary steps to stop and prevent bullying behaviour.

Principal:

- To provide a safe school environment, which ensures that children feel safe.
- To ensure school personnel and volunteers understand the definitions of bullying and harassment and carry out their role in this policy.
- To deal with allegations of bullying seriously and with respect to all parties.
- Inform parents / caregivers when an allegation of bullying is made.
- To support school personnel directly involved with the handling of bullying and harassment.
- To ensure that policies and organisational procedures provide children with a safe school environment.
- To promote models of behaviour between school personnel and children based on mutual respect and consideration.
- To ensure that student management practice respects the dignity of children.
- To provide opportunities for the school to participate in activities and special days which help in the prevention of bullying.

All School Personnel:

- Support, promote, enact, maintain and review the Anti-Harassment policy and procedures.
- Be familiar with and implement the school's Anti-Harassment policy and procedures.

Teachers:

- Provide explicit teaching on social skills and fair treatment of others.
- Teach students the definitions and types of bullying.
- To teach children skills and understanding which will empower them to achieve and maintain personal safety.
- To assist children to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from both harassment and abuse.
- Listen to reports of bullying.
- Attend to reported instances of bullying as per the action plan and S.A.F.E steps.
- Inform the leadership team of reports of bullying.
- Protect the person being bullied from further harm.
- Act to stop the bullying behaviours from recurring.
- Record identified bullying incidents.
- Provide strategies to students being bullied.
- Undergo training and development in the prevention and management of bullying and harassment.

Parents/Caregivers:

- Be familiar with the school's Anti-bullying policy and procedures including definitions and types.
- Listen supportively to reports of bullying.
- Speak to relevant school personnel (not the alleged student/s concerned) if they have an issue.
- Work with the school in seeking a permanent solution.
- Be informed if there is significant bullying of or by their child.

Students:

- Be familiar with the definitions of bullying and harassment.
- Be familiar with the school's action steps regarding bullying and harassment.
- Seek an adult to support them if required.
- Be responsible for their own behaviour towards other students and teachers.

School Volunteers:

- Inform school staff if they suspect any form of bullying and harassment between students.
- Understand the definitions and types of bullying.

• PROCEDURES:

Action Plan:

The S.A.F.E action plan will be displayed in all classrooms and students taught about this plan at the beginning of each year and at appropriate times through the year.

Individuals being bullied are encouraged to follow this action plan:

STEPS	ACTION	EXPLANATION
Step 1	S = Speak up Ignore it or speak to the person.	Show that it does not affect you (the behaviour may cease) or tell them that their actions are unwanted. Let them know you will take further action if they do not stop.
If it does not stop		
Step 2	A = Ask a friend to support you. Discuss it with someone.	Talk to a trusted friend, teacher or parents/care givers as they may be able to help.
If it does not stop		
Step 3	F = Find a teacher and report it Report the matter.	Report the matter to a teacher and discuss with them any further action.
If it does not stop		
Step 4	E = Extra help Go with your teacher to the Principal or APRIM / Chaplain	Discuss with the Principal and a decision will be made about further action to stop the bullying using appropriate consequences for inappropriate behaviour.

Management and Prevention of Bullying Incidents for staff:

- Assure the student being bullied that the incident will be dealt with.
- The student will be asked to explain the steps they have taken.
- All students involved will be interviewed.
- The Principal will be informed and the information will be recorded.
- The situation will be monitored.
- In all incidents of bullying, the Principal will be notified and assist in dealing with the issue. This will be done using a Restorative Approach and where necessary agreements and consequences put in place.
- Parents will be informed at the principal's discretion regarding support and consequences. Parents will be involved in the process of supporting their child in learning the appropriate ways of behaving responsibly.
- Consequences could include, but are not limited to, written/verbal apologies, time out, time out in Principal's office, outside assistance, suspension or expulsion (in severe cases) as per CESA guidelines.

Developing a Culture to Prevent Bullying

Prevention strategies assist students to become resilient. They are also designed to assist staff in developing skills and knowledge in this area and keep the school community informed, these include:

- Explicit teaching of Program Achieve and in particular the skills and attributes of the keys to success - Getting Along, Confidence, Perseverance, Organisation and Resilience.
- Implementation of Restorative Practices when dealing with conflict and harm.
- Whole school days and activities to recognise and teach specific social skills such as Harmony Day and National day of Action against Bullying and Violence.
- The employment of a school Chaplain.
- The teaching of Religious Education curriculum, MITIOG program and Child Protection curriculum.

Appendix 1

Action Plan- Bullying and Harassment – S.A.F.E

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