

ANTI-BULLYING AND HARASSMENT POLICY AND PROCEDURE

Purpose	To comply with the Minimum standards of registration and provide a fair and supportive environment free from all forms of bullying and harassment, that promotes personal respect and respect for others, as well as providing physical and emotional safety for all.
Responsible Officer	Principal
Associated documents	<p>Student Handbook</p> <p>Child Safe Code of Conduct Policy and Procedure</p> <p>Child Safety Policy and Procedure</p> <p>Diversity, Cultural Safety and Equity Policy and Procedure</p> <p>Human Resources Policy and Procedure</p> <p>Responding to and reporting allegations of suspected child abuse Policy and Procedure</p> <p>Student Behaviour Management Policy and Procedure (includes Student Code of Conduct)</p> <p>Student Complaints and Appeals Policy and Procedure</p> <p>Student Services and Support Policy and Procedure</p> <p>Record Management Policy and Procedure</p>

1. RATIONALE

Ozford College (hereafter referred to as the College) is a community. Staff and students have a responsibility to treat everyone who works with or studies with the College with dignity and respect. Communities are built on respect for oneself and others.

The College is committed to ensuring that its staff members, students and visitors are equally valued and treated with respect and to provide an environment which maximise the educational opportunities and outcomes for all students.

Everyone has a right not to be bullied or harassed. Bullying and harassment (including cyber bullying) in any form or manner are unacceptable. Any form of bullying physical, verbal or online in or outside class is strictly prohibited.

Any such behaviour breaches the College's Student and Staff Codes of Conduct.

It is irrelevant whether or not the inappropriate behaviour was intended. It is important to understand that it is the person subjected to the behaviour who determines whether the behaviour is welcome or unwelcome. Individuals may react differently and the College recognises that comments and behaviour that do not offend one person may offend another.

The College encourages all staff members or students who experience bullying or harassment to report it. Whenever bullying is reported, staff and students can be assured that it will be seen as a serious matter and responded to a timely manner.

Allegations of bullying will be investigated in accordance with the procedures. Where necessary, a formal investigation will be undertaken for students as set out in the Student Behaviour Management Policy and Procedure and for staff, as set out in the Human Resources Policy and Procedure. Disciplinary action may result.

The College will refer serious matters of harassment and/or bullying to relevant authorities. Unlawful harassment relates to any of the characteristics covered by Equal Opportunity Legislation.

SCOPE

This policy and procedure applies to all staff and students:

- full time, part time, casual, permanent or temporary;
- contract or commission workers;
- volunteers, vocational and work experience placements.
- full time and part time students.

The scope encompasses affiliates, contractors and consultants, appointed or engaged by the College, to perform functions and/or recognised for their contribution to the College.

It applies to staff while in the workplace or off site, at work-related functions (including social functions and celebrations), while on trips and attending conferences.

2. POLICY

3.1 All forms of bullying and harassment are not to be tolerated.

3.2 Bullying is any repeated behaviour that is unreasonable and inappropriate directed toward a staff member, or a group of staff members, or student that creates a risk to health and safety. Examples of behaviour that could be bullying include, but are not limited to:

- excluding someone from workplace/learning activities;
- giving someone the majority of unpleasant tasks;
- verbal abuse;
- humiliating someone through sarcasm or insults;
- intimidation;
- initiation practices;
- sabotaging someone's work;
- "practical jokes".

3.3 Cyberbullying is bullying or harassment that happens by means of technology. For example, using the internet, social media or a mobile phone to hurt, harass or embarrass someone.

3.4 Harassment is a type of discrimination and can take many forms. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or cause offence. Harassment may be seen to have occurred if the behaviour makes the victim feel:

- offended and humiliated
- intimidated or frightened; or
- uncomfortable at work

3.5 It is also important to note that inappropriate personal behaviour outside the attributes listed above can lead to breaches of the organisation's duty of care provisions under Occupational Health and Safety Legislation, e.g., persistent bullying.

3.6 Sexual harassment occurs when a person makes an unwelcome sexual advance or an unwelcome request for sexual favours, directed at another person, or in the presence of another

person, or engages in any other unwelcome conduct of a sexual nature in relation to another person.

- 3.7 Sexual harassment has nothing to do with mutual attraction or private consenting friendships, whether sexual or otherwise. Examples of sexual harassment include:
- Persistent, unwelcome demands or even subtle pressures for sexual favours or outings
 - Leering, patting, pinching, touching or unnecessary familiarity
 - Offensive comments on physical appearance, dress or private life
 - The public display of pornography
 - Unwanted comments about a person's sexual activities.
- 3.8 The College has a legal obligation to provide safe study and work environments for all students and staff, free from all forms of bullying (including cyberbullying) harassment, discrimination and victimisation.
- 3.9 All staff members and students have a responsibility to comply with this policy and treat everyone who works with or studies with the College with dignity and respect. Everyone at the College has a responsibility to provide teaching and learning environments that are free from bullying (including cyber bullying) and harassment, and that encourages staff and students to develop attitudes and skills to ensure that everyone is equally valued, and all are treated with respect.
- 3.10 When bullying is reported it will be seen as a serious matter and will be investigated in a timely manner. Allegations of bullying will be investigated in accordance with this policy. Where necessary, a formal investigation will be undertaken, and disciplinary action may result.
- 3.11 As required by Ministerial Order 1359 Managing the Risk of Child Abuse in Schools and School Boarding Premises, this policy is reviewed after any significant child safety incident, or at least every two years, and improved where applicable.

3. PROCEDURE

- 4.1 The College will take all reasonable steps to prevent or minimise unlawful Discrimination, Bullying, Harassment, Victimisation and Vilification against staff or students in the workplace and learning environment. All staff are expected, when carrying out their duties, to show respect towards all persons.
- 4.2 The Principal, High School Coordinator and the Head of Student Services have responsibility to:
- take reasonably practicable steps to ensure that the College workplace and learning environment both on-campus and online, is free from Discrimination, Bullying and Harassment;
 - ensure that professional standards of behaviour apply at all times;
 - provide training or advice to staff to eliminate Discrimination, Bullying and Harassment and develop cross-cultural awareness and sensitivity among professional and academic staff and students;
 - encourage due recognition to the history and experiences of the Aboriginal and Torres Strait Islander Peoples of Australia and other ethnic groups;

- inform staff or students who experience Discrimination, Bullying and Harassment of their rights and provide them with the appropriate policy and procedures to resolve their concerns and any required support;
- ensure that all complaints are treated impartially, confidentially, seriously and sympathetically;
- ensure that all parties are protected and given fair treatment throughout the process. Staff or students who make a Complaint are not victimised for doing so and respect their privacy and confidentiality at all times; and
- ensure appropriate action is taken whenever bullying or harassment has been substantiated;
- maintain a confidential database of incidents and any complaints.

Complaint Procedures

- 4.3 All claims of bullying and harassment in any form or manner will be taken seriously, treated fairly and with confidentiality, thoroughly documented and constructively addressed by the High School Coordinator and the Head of Student Services.
- 4.4 Any person who encounters these behaviours at Ozford is encouraged to, in the first instance, ask the bully/harasser to cease such behaviour preferably in the presence of a representative or friend. The request to the offender can also be communicated in writing, outlining therein the reason(s) the behaviour displayed by the perpetrator is offensive and the impact of such behaviour.
- 4.5 If the behaviour continues or the person feels unsafe, staff and students are encouraged to formally report the incident (make a complaint) to the High School Coordinator and the Head of Student Services with any documentary evidence that include dates, times and places (if available). This evidentiary documentation will be significant in the resolution of the matter.
- 4.6 Where the complaint is in respect to a student, the Student Behaviour Management Policy and Procedure will be followed.
- 4.7 Where the complaint is in respect to a staff member, the Student Complaints and Appeals Policy and Procedure and the Human Resources Policy and Procedure will be followed.

4. FEEDBACK

Feedback or comments on this policy or procedure is welcomed by the listed responsible listed officer.