

Student Bullying, Harassment and Discrimination Policy and Procedures

CONTEXT

As a Catholic boarding school in the Jesuit tradition, Saint Ignatius' College Riverview seeks to promote the spiritual, academic, social, physical and experiential growth of members of the community.

The educational program at the College is dedicated to the integral formation of the human person. It aims to enable all to reach their full potential, immersed in an environment that aspires to Human Excellence and the promotion of a faith that does justice.

The purpose of the College policies and procedures is to provide a framework which ensures that the safety, individual care (*cura personalis*) and wellbeing of each person is paramount.

PRINCIPLES

Saint Ignatius' College, Riverview (the College) is committed to the principle of *cura personalis* - the care and well-being of each and every member of the community. All have a right to feel safe and a responsibility to contribute to a welcoming, inclusive and supportive environment. We encourage our students and staff to enjoy diversity and differences in the way we have been made, and to care for one another as fellow image bearers of God. Difference should never be a cause of offence or attack.

The College recognises its responsibility to provide a safe and nurturing environment for students.

Everyone who studies, works or volunteers at the College has the legal obligation not to bully or harass for any unlawful reason, or discriminate against any student, parent, employee, agent, contractor, supplier, volunteer or visitor.

The College strives to cultivate and provide an environment that is physically, emotionally and intellectually safe for all students. The following principles shape and inform decisions and practice at the College –

- / Students have a right to learn in safety. Where students are not safe, their capacity to learn is affected.
- / The College values diversity and tolerance. Despite differences of ability, gender, race, appearance or background, it is important that all commit to learn and work together in a mutually supportive way.

This Policy advises students and the College community how to identify and address issues of bullying or harassment. The statement applies to students of the College and applies to behaviour:

- / in the College environment, including outside normal study hours and, for the sake of clarity, in the boarding house, and
- / while undertaking school related activities including travelling away from the College (e.g. school excursions, immersions and sport).

This Policy relates specifically to students bullying, harassing or discriminating against other students.

Should a student demonstrate such behavior toward a staff member, or other member of the College community, the Pastoral Care and Behaviour Management Policy shall apply.

Should a student feel that they are being bullied, harassed or discriminated against by a staff member, or other member of the College community, the Complaints Handling Policy will apply.

Policy

Bullying, harassment and discrimination are forms of abuse that will not be tolerated at the College.

Individuals who have been harmed by bullying, harassment or discrimination need to be supported to prevent further harm.

Bullying, harassment and discrimination is best managed through a 'whole-of-College community' approach involving students, staff and parents/guardians.

	<p>The College accepts that bullying, harassment and discrimination can be repaired through both non-punitive and punitive educational responses aimed at restoring the balance in relationships which have been affected by bullying, harassment and discrimination.</p> <p>Student pastoral care is fostered through the provision of programs and practices which counter bullying, harassment and discrimination.</p> <p>Bullying, harassment and discrimination prevention strategies are implemented within the College on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/guardians to recognise bullying, harassment or discrimination and respond appropriately.</p> <p>Bullying, harassment and discrimination response strategies are tailored to the context of the students affected and the incident(s).</p> <p>Staff and students are aware of appropriate actions to be taken if bullying, harassment or discrimination occurs.</p>
<p>Bullying</p>	<p>Bullying occurs when a person, or people, repeatedly and intentionally uses their power to target others, causing hurt, threaten or frighten. Bullying behaviour can also involve intimidation, humiliation, domination, victimisation and harassment, including that based on sex, race, religion, disability or sexual orientation, both online and offline.</p> <p>Bullying can take many forms including the following:</p>
<p>Physical Bullying</p>	<p>Physical bullying involves physical actions including, but not limited to:</p> <ul style="list-style-type: none"> / Hitting, pushing, obstructing or being used to hurt or intimidate someone. / Damaging, stealing or hiding personal belongings.

<p>Psychological Bullying</p>	<p>Psychological bullying is when words or actions are used that may cause psychological harm. Examples of psychological bullying include name calling, teasing or the threat of bullying.</p>
<p>Indirect Bullying</p>	<p>Indirect bullying is when deliberate acts of exclusion or spreading of untrue stories are used to hurt or intimidate someone.</p>
<p>Cyber Bullying</p>	<p>Cyber bullying is bullying using technology. Cyber bullying can occur through the use of all forms of technology, including computers and mobile phones.</p>
<p>Situations That Are Not Forms of Bullying</p>	<p>In any bullying incident there may be three parties: the bully, the person being bullied and bystanders. Bystanding is not bullying, although it is important to recognise the role that bystanders play in reducing bullying.</p> <p>There are many negative situations which, whilst being potentially distressing for students, are not bullying. These include:</p> <ul style="list-style-type: none"> / Mutual Conflict Situations which arise where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation. / One-Off Acts (of aggression or meanness) including single incidents of loss of temper, shouting or swearing do not normally constitute bullying. Although a one-off act may be harassment.
<p>Harassment</p>	<p>Harassment is unwelcome behaviour that intimidates, offends, or humiliates a student because of a particular personal characteristic. Harassment is similar to bullying but is distinguished by the fact that harassment is a form of discrimination and is unlawful where the basis for harassment relates to a personal characteristic which is protected by law, such as:</p>

	<ul style="list-style-type: none"> / sex and gender identity or sexuality and sexual orientation / race, religion, ethnic background, or / disability <p>Harassment can take many forms, including but not limited to</p>
<p>Sexual Harassment</p>	<p>Sexual harassment occurs when a student is subjected to unwelcome and uninvited sexual conduct by another student which could be expected to make a student feel offended, humiliated, or intimidated.</p> <p>Sexual harassment can also result when a sexually intimidating or offensive environment is created. Sexual harassment can be physical, verbal, written or pictorial, including social media, and can range from relatively mild sexual banter to actual physical violence.</p> <p>It is important to remember that it is the way the victim perceives the behaviour that is important in determining whether or not harassment has taken place, not the intent of a particular individual.</p> <p>Mutual attraction or consenting friendships do not constitute sexual harassment.</p> <p>Some examples of sexual harassment include, but are not limited to:</p> <ul style="list-style-type: none"> / unwanted physical contact such as touching, brushing against another student or hugging / persistent jokes or innuendos of a sexual nature / repeated requests to go out / offensive gestures / persistent or intrusive enquiries into another student's private life, sexuality, or physical appearance / sexual propositions / sexually offensive phone calls, messages on email, voicemail or in writing / displaying inappropriate images including screen savers, photos, calendars or objects

	<ul style="list-style-type: none"> / sexual innuendo or sexually explicit emails, text messages, or posts on social networking sites / stalking, both physical and electronic / sexual assault.
Racial Harassment	<p>Racial harassment is also found in many forms. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> / abusive, threatening or insulting words and behaviour / deliberate exclusion from conversations / displaying abusive writing and pictures / insensitive jokes related to race / pranks
Discrimination	<p>Discrimination is the outcome of unjust or prejudicial treatment of categories of people especially on grounds of race, culture, ethnicity, religion, physical characteristics, age, gender or sexual orientation.</p> <p>Additionally, discrimination may occur on basis of disability. Disability discrimination occurs when a person with a disability is treated unjustly or prejudicially when compared to a person without a disability, in the same or similar circumstances.</p>
RESPONSIBILITIES	
Student Responsibilities	<p>All students are responsible to:</p> <ul style="list-style-type: none"> / treat other students, all staff and any other person at the College professionally and with respect / avoid behaviour that could be interpreted as bullying, harassing or discriminating and act to prevent other students from engaging in such behaviour, where this is reasonably practicable / report any witnessed bullying, harassment or discrimination at the College to their Head of House, Assistant Head of House, mentor or another staff member.

	<ul style="list-style-type: none"> / be aware of the positive impact that a bystander can have to prevent behaviour that could be interpreted as bullying, harassing or discriminating.
Staff Responsibilities	<p>All staff are responsible to:</p> <ul style="list-style-type: none"> / model appropriate, respectful and supportive behaviour at all times / deal with and record all reported and observed incidents of behaviour that could be interpreted as bullying, harassing or discriminating in accordance with this policy / be vigilant in monitoring students for behaviour that could be interpreted as bullying, harassing or discriminating / help students resolve complaints informally where this is reasonably practicable.
Parent Responsibilities	<p>The College expects Parents to:</p> <ul style="list-style-type: none"> / actively promote a positive and caring environment for all, including modelling the desired standards of behaviour at home and when visiting the College. / discuss issues and strategies with their children to develop relationship skills, resilience and understanding. / discuss with their children any incidents of behaviour that could be interpreted as bullying, harassing or discriminating and strategies to deal with them. / work with the College, supporting the College's efforts to resolve the key issues involved.
Preventing Bullying, Harassment and Discrimination	<p>Saint Ignatius' College Riverview recognises that the implementation of whole-College prevention strategies is the most effective way of eliminating, or at least minimising incidents of bullying, harassment and discrimination within the College Community.</p> <p>The College has implemented a "Your Safety First" campaign to help students identify incidents of bullying, harassment and discrimination. The campaign involves:</p>

	<ul style="list-style-type: none"> / The education of students about the campaign, including the collection of data through surveys and the dissemination of information through College Assemblies, verbal and written notices. / The education of staff about the campaign, including the collection of data through surveys and the dissemination of information through the pastoral program, email and at staff meetings. / The education of parents and guardians about the campaign, through electronic communications. / The education of sports coaches through a formal induction process and continuing consultation with the Head of Sport and Program Coordinators.
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SENIOR COLLEGE

<p>Reporting Bullying, Harassment and Discrimination</p>	<p>Students and their parents/guardians are sometimes reluctant to pursue bullying incidents, for fear that it will only make matters worse. A key part of the College's bullying prevention and intervention strategy is to encourage reporting of bullying, harassment or discrimination incidents. While it is understandable that boys, and parents/ guardians who report incidents of bullying wish to remain anonymous, this is not always possible.</p> <p>In the first instance an incident should be reported in person or via email to the student's:</p> <ul style="list-style-type: none"> / Head of House / Assistant Head of House / Mentor / Head of Regis <p>or to:</p> <ul style="list-style-type: none"> / College Counsellors / Dean of Pastoral Care / Deputy Principal Students
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	<p>Students may also report bullying, harassment or discrimination incidents or concerns for themselves or another by lodging an <u>Incident Report</u> through the InsideView home page.</p>
<p>Managing Bullying, Harassment and Discrimination</p>	<p>Reports of bullying, harassment and discrimination are taken seriously and investigated. Where a student's behaviour is determined to be bullying, harassing or discriminating, the College will apply the Pastoral Care and Behaviour Management Policy.</p> <p>Should the matter not be resolved through these processes, the complainant may raise the matter formally with the College following the process outlined in the Complaints Handling Procedures. A formal complaint can be made in writing to the Principal or the Complaints Handling Officers, via <u>email</u></p>
<p>Support Services</p>	<p>The following support services are available to students who have experienced bullying, harassment or discrimination or have bullied, harassed or discriminated another student:</p> <ul style="list-style-type: none"> / Head of House / Assistant Head of House / Mentor / College Counsellors / Dean of Pastoral Care / Deputy Principal Students <p>Police Specialist Youth Officers/Youth Liaison Officers - these are NSW Police Force members whose role under the <i>Young Offenders Act 1997</i> includes implementing strategies to reduce juvenile crime including crime prevention and safety talks at schools, juvenile crime reduction programs, and networking with other agencies.</p>
<p>REGIS CAMPUS</p>	

<p>Understanding and Responding to Bullying, Harassment and Discrimination</p>	<p>Regis community create a culture of shared responsibility and concern:</p> <ul style="list-style-type: none"> / It is important to remember that not every unpleasant action is bullying. Bullying is repeated and often deliberate behaviour that causes hurt or distress. It is distinct from playful teasing, even though that may appear to be mean at times. / Changing social groups, arguments and mutual conflict can be part of school life. It is when these issues involve repeated and often deliberate attempts to belittle, distress or isolate that it becomes bullying. / All bullying incidents must be reported. They will be dealt with quickly, sensitively and firmly. Bullying at Regis is not tolerated. <p>Dealing with allegations of bullying is a priority and will be managed as such. While it is understandable that boys, and parents/ guardians who report incidents of bullying wish to remain anonymous, this is not always possible.</p> <p>At Regis we need to be open about all reports of bullying received. Every effort will be made to ensure there are no repercussions and that the boy who is the target of bullying is treated compassionately and sensitively, while the incident itself is managed firmly to reach a positive outcome.</p>
<p>Student Response to Bullying, Harassment and Discrimination</p>	<p>It is a student's right to feel safe at school. All students have the right to a safe, supportive and caring environment in which to learn. It is a student's responsibility to make sure that this right is possible.</p> <p>Students can do this by:</p> <ul style="list-style-type: none"> / Not engaging in any bullying behaviour in any form / Reporting any bullying they see and if possible, stepping in to stop it / Talking to a teacher or staff member as soon as possible / Telling someone who is bullying to stop, and supporting the target of bullying

<p>If You Are Being Bullied</p>	<p>The first thing to remember is, it is not your fault. Bullies want to hurt or belittle their targets because the bully wants to feel powerful, not because you have done or said something.</p> <p>Try to tell the bully to stop. This can be difficult, but it is important to try. Equally, you should try to walk away, ignoring any taunts or name calling.</p> <p>Do not respond aggressively or with taunts of your own.</p> <p>You must tell someone. Do not think that nobody cares or that no one wants to know about it.</p> <p>If you cannot tell someone on your own, find a friend to go with you. By telling someone, you immediately help to make the bully less powerful.</p> <p>Talk to your:</p> <ul style="list-style-type: none"> / homeroom teacher / specialist teachers / a School Captain / Class captain / the School Counsellor / Head of Regis, / Assistant Head of Regis / Regis admin / coach
<p>If You See Someone Being Bullied</p>	<p>Don't make a weak choice.</p> <p>Support the target and tell the bully to stop. It is important to do this as it shows you care; you care for the target and you know that the bully should not behave in such a manner.</p> <p>Take the target away from the situation.</p> <p>Support the target and offer to go with him to talk to someone. If he won't, you must tell someone yourself.</p>

	<p>The target may not want to talk to a member of staff, but it is vital that the Regis staff know about the bullying incident. Telling a teacher about it is the only way that the bullying behaviour will be stopped.</p> <p>Find another group of friends to be with, and let the target know you support him. Remember, if your 'friends' can treat one boy like this, they can do the same to you.</p>
<p>Reporting Bullying, Harassment and Discrimination</p>	<p>Students and their parents/guardians are sometimes reluctant to pursue bullying incidents, for fear that it will only make matters worse. A key part of the College's bullying prevention and intervention strategy is to encourage reporting of bullying, harassment or discrimination incidents. If the College doesn't know about a bullying incident nothing can be done.</p> <p>While it is understandable that boys, and parents/ guardians who report incidents of bullying wish to remain anonymous, this is not always possible.</p> <p>In the first instance students should report all incidents of bullying to a trusted adult being:</p> <ul style="list-style-type: none"> / a teacher; / Assistant Head of Regis; / Head of Regis; / Regis counsellor; or / any member of staff to whom they feel they can talk. <p>All reported incidents of bullying, harassment and discrimination are taken seriously and dealt with quickly. While a situation may not be resolved immediately, the process begins immediately.</p>
<p>Regis Management of Bullying, Harassment and Discrimination</p>	<p>Any member of staff receiving a report of bullying from a student must inform the Regis executive immediately, via the Incident Report form on InsideView or in person. The Regis executive will then:</p> <ul style="list-style-type: none"> / decide on the appropriate next steps

	<ul style="list-style-type: none"> / ensure other staff are informed in a timely manner, including the Principal and Delegates, parents, counsellors and any relevant staff. Other staff and students will be informed if appropriate. / Investigate the incident sensitively and carefully <p>The Regis counsellor will be consulted early in the process and continue to be consulted throughout.</p>
<p>Investigation</p>	<p>The Regis executive and other appropriate staff will:</p> <ul style="list-style-type: none"> / interview the alleged target, the alleged bully and any bystanders – separately – in the spirit of finding a solution to the problem for all concerned. / document the incident and keep notes/records of each stage of the process. / demonstrate complete support and care for the alleged target and assure them there will be no repercussions and take all possible steps to ensure this. / demonstrate to the alleged target, the alleged bully and any bystanders, total abhorrence for the behaviour and re-iterate the School's position on bullying. / explain the seriousness of the situation and warn the students how serious the consequences will be if there are any repercussions or further incidents. / take immediate, short-term, measures to remove stressors from the situation while it is being investigated. This may require boys to be separated in classes or monitored closely by checking in with staff at key points during the day.
<p>After Investigation</p>	<p>The Regis executive and other appropriate staff will:</p> <ul style="list-style-type: none"> / start a process to resolve the issue for the two main protagonists. Depending on the situation, it may be beneficial to include some of the bystanders in the process. / Introduce further measures to improve self-esteem, self-discipline, social skills for either or both of the alleged target and the alleged bully, if required.

	<ul style="list-style-type: none"> / continue to monitor and document. <p>Students are required to abide by the Student Code of Conduct/School Rules and expectations, and to follow the directions of teachers and other people with authority, as delegated by the College, at all times.</p> <p>There is no corporal punishment at Regis campus under any circumstances. If a student disregards the Regis Expectations/ Student Code of Conduct, disobeys instructions or otherwise engages in conduct that causes, or may cause, disruption, embarrassment or harm to other students, staff members or the College, the College will work with and support the student to understand that actions have consequences.</p>
<p>Implementation</p>	<p>This policy and procedure is implemented through a combination of:</p> <ul style="list-style-type: none"> / staff training / student and parent/guardian education and information / effective incident reporting procedures / effective management of bullying incidents when reported / effective record keeping procedures / initiation of behaviour management where necessary.

Accountabilities

<p>Responsible Officer</p>	<p>Deputy Principal Students</p>
<p>Contact Officer</p>	<p>Dean of Pastoral Care (Senior Campus) Head of Regis (Regis Campus)</p>

Supporting Information

Relevant Legislation	<p>This Policy supports the College's compliance with the following legislation and instruments:</p> <ul style="list-style-type: none"> / Disability Discrimination Act 1992 / Equal Opportunities Act 1987 / Human Rights Act / Privacy Act 1988 / Work Health and Safety Act 2011 / Young Offenders Act 1997 			
Relevant Documents and Resources	<ul style="list-style-type: none"> / Australian Human Rights Commission / Bullying No Way https://bullyingnoway.gov.au sourced November 2020 / <u>Youth Law Australia</u> 			
Relevant College Policies	<p>The following policies of the College must be considered in relation to Student Bullying, Harassment and Discrimination Policy:</p> <ul style="list-style-type: none"> / Pastoral Care and Behaviour Management Policy / Complaints Handling Policy / Acceptable Use of Technology Policy / Student Code of Conduct 			
Related Procedures	<ul style="list-style-type: none"> / Student Bullying, Harassment and Discrimination Procedures 			
Superseded Documents	Nil			
Definitions and Acronyms				
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Compliance Officer		15 January 2021	Nil