

Bullying & Harassment Policy and Procedure

– Grammar School

1. Scope

This Policy and Procedure applies to all the students and staff of Holmes Grammar School.

2. Purpose

2.1 This Policy and Procedure is in place to ensure that the School have restrictive precautions to prevent the abuse of any students and strict intervention measures to protect the safety of the students.

2.2 This Policy and Procedure also seeks to:

- a. Develop in students respect and concern for others, of all races and religious beliefs;
- b. Develop in students critical and effective thinking and problem-solving skills;
- c. Develop in students an understanding that they must take responsibility for their own behaviour;
- d. Develop in students' life skills related to healthy life styles; and
- e. Develop an environment that nurtures and promotes student self-esteem and self-confidence.

3. Definition

3.1 By definition bullying is an act of aggression, physical or verbal, with the intent to cause embarrassment, pain or discomfort to another. Bullying usually involves an abuse of power by an individual or a group. These definitions of the act of aggression are not exclusive to face-to-face but inclusive of the online space also.

3.2 By definition, harassment is when the speech or actions are so severe, pervasive, or targeted at particular people that it hinders the student's ability to get an education, significantly harms their well-being, substantially interferes with their rights, or intimidates the student because of their identity.

3.3 Bullying and Harassment can take many forms, all of which cause distress. Examples of bullying include:

- a. Physical: fighting, pushing, shoving, gestures, standing over or invading someone's personal space;
- b. Verbal: name calling, offensive language, insults, teasing, putting someone down, spreading rumours;
- c. Non-verbal: writing offensive notes or graffiti about someone, sending offensive notes or e-mails to someone;
- d. Victimisation: picking on someone, making threats to 'get' someone;
- e. Exclusion: deliberately leaving someone out of the group, refusing to sit next to someone;
- f. Property: stealing, hiding, damaging or destroying another's property.

- g. Cyber: Sending hateful or threatening comments or pictures; using modern technologies to engage in the social exclusion of someone; posting rude, explicit or embarrassing messages or pictures about someone; impersonating others or logging into their devices or accounts without their permission; putting pressure on a person to send revealing or compromising pictures of themselves; sexting – sharing explicit material using a carrier service; covertly filming, recording or taking a picture of someone and posting the images to cause hurt; ‘Outing’ and disseminating confidential information about someone; multi-messaging to clog up a person’s electronic system and to cause them distress; using aliases and pseudonyms in chat rooms and on social networking sites in order to harass and upset; engaging in cyber-stalking and the invading of privacy; referring to individuals in a negative or disparaging way; ostracism – intentionally excluding others from an online group.

4. Policy Principles

- 4.1 Harassment, intimidation and bullying are not acceptable behaviour at the School, by a student or staff member.
- 4.2 Students are encouraged to report bullying and to discourage their fellow students from engaging in such conduct.
- 4.3 Teachers must be alert to any signs of bullying and act accordingly in such situations.
- 4.4 Cases of bullying should be reported to the relevant parties.
- 4.5 Incidents of bullying and harassment should be documented and reported in the Incident Register

5. Procedure Principles

- 5.1 Students are advised about the unacceptability of bullying during Orientation.
- 5.2 The following steps are a guide to dealing with reports of bullying or harassment:
 - a. The Head of School or Principal will interview the victim, bully and any student observers individually in order to find out the details of the incident/s. It is important to determine the severity of the bullying or harassment.
Low severity: examples of bullying or harassment which fall in this level are thoughtless periodic teasing, name calling, occasional exclusion.
Intermediate severity: students are subjected for a time to forms of hurtful and systematic bullying or harassment. Examples may include cruel teasing, continued exclusion, some threats.
Severe bullying or harassment: the bullying and harassment is cruel and intense, especially if it occurs over an extended period and is distressing to the victim.
 - b. The unacceptability of the behaviour will be reinforced by the Head of School or Principal.
 - c. In the case of a low severity incident, the Head of School or Principal will introduce more appropriate behaviours for the bully and closely monitor the situation.
 - d. Should the incident /s be of intermediate to high severity, the victim and the

bully will be referred to professional counselling requested and organised by the school.

- e. In situations of intermediate to high severity, individual interviews/conversations will be held with the parents of the bully and the victim (Restorative Practice strategy). A joint monitoring system will be established to assess whether there is an appropriate change in the behaviour of the bully and improvement for the victim.
- f. After assessing the nature and severity of the bullying or harassment, a consequence may be given to the bully, in the form of either a detention or school suspension.

5.3 Every person of the School has their roles and responsibilities in dealing with bullying and harassment.

- a. It is the role of **staff members** to:
 - i. Inform the Head of School or Principal about suspected cases of bullying or harassment; and
 - ii. Stop any incident of bullying or harassment they encounter and take immediate steps to remove the source of distress without putting the victim into further risk.
 - iii. Incidents of bullying and harassment should be documented and reported in eBECAS student notes.
- b. **Students** are encouraged to:
 - i. Take some positive action to stop an incident of bullying or harassment they observe;
 - ii. Report the incident of bullying or harassment to either a teacher, Program Manager or directly to the School Principal; and
 - iii. Make it clear to their peers that bullying or harassment is not acceptable.

5.4 Holmes Grammar School is committed to the education of both its staff and students in raising awareness in the prevention of bullying and harassment. This includes:

- a. Student programmes will be organised to raise student awareness about bullying (including cyber bullying), and harassment, to provide a forum for discussion of matters to aid development of attitudes. Some matters will be dealt with formally in the curriculum, where possible, but more specifically, through the pastoral programme of Homeroom where this aspect of school policy can be openly discussed and understood.
- b. Professional Development will be provided for staff relating to bullying (including cyber bullying) and harassment and open discussion regarding strategies to address these issues in the classroom.
- c. Further educational support is provided through the material distributed to students via both their Student Handbook and Study Planner, online material and Library resources.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	School Principal		
Implementation Officers	All school staff		
Review Date	12/08/2021		
Approved by			
School Council			
Associated Documents			
Key Documents Development and Review Policy and Procedure Safe Environment Policy and Procedure - Grammar School Holmes Grammar School Staff Manual Student Study Planner Student Code of Conduct Discipline Policy and Procedure			
Version	Brief Description of the Changes	Date Approved	Effective Date
1	New Policy	01/01/2005	01/01/2005
1	• Desk Top Audit – Self Assessment Tool	08/04/2011	08/04/2011
1	• Desk Top Audit – Self Assessment Tool	17/04/2015	17/04/2015
2	• Added section with regard to Cyber Bullying	27/05/2021	27/05/2021
3	• Definition of Harassment • Outline of Educational Program – staff & students • Expectations for documenting incidents of bullying	12/08/2021	12/08/2021