



Issue Date	7 December 2011
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Policy Title	Harassment and Bullying
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1.0 Policy.

1. Policy Statement:

Hamilton Secondary College is a safe, fair and supportive school. At this school the risks from all types of harm are minimised, diversity is valued and all members of the school community feel respected. Students can be confident that they will receive support in the face of any threats to their safety or wellbeing.

2. Purpose

The purpose of this policy is to provide the school community with an overview of responsibilities on how to minimise threats and promote safety of individuals in the school.

3. Responsibilities

Teachers will:

- distribute the harassment and bullying pamphlets
- include in the curriculum how to recognise abuse and how students can protect themselves. Teach about respectful relationships (bullying and cyber-bullying are relationship issues and require relationship focussed solutions)
- commit to appropriate training and development in relation to all forms of harassment and bullying
- be familiar with Protective Practices document (DECD)
- act on any report they receive from a student re bullying or harassment
- provide help and advice if the bullying or harassment continues, then report to relevant Student Support Management Team members
- document all evidence - a vital requirement if further action needs to be taken. All documentation should be placed in student files and the student behaviour management data base.

Students will:

- receive a copy of the harassment and bullying policy.
- understand that harassment is any deliberate behaviour that causes any person to feel embarrassed, uncomfortable and/or upset
- ensure that they choose not to prevent other students from learning or teachers from teaching
- choose the actions they take which should be based on mutual respect and ownership of their behaviour
- report any harassment/bullying to any staff member they feel comfortable with
- use the grievance procedures to work through the issues

Parents will:

- receive a copy of the brochure 'Bullying and Harassment at School' – advice for parents and caregivers (DECD)
- inform the school about issues related to bullying or harassment. The first contact should be the Care Group teacher or Year Level Manager
- keep in touch with the school and let the staff know if problems continue
- work with the school to determine how they can best assist their child and the school to stop the bullying or harassment from happening.

4. Documents referred to

- National Safe Schools Framework
- Review of Procedures and Processes in the Department of Education and Children's Development (DECD) related to Bullying and Violence in Schools by Bill Cossey May 2011
- DECD response to the Review of Procedures and Processes in the Department of Education and Children's Development (DECD) related to Bullying and Violence in Schools by Bill Cossey July 2011
- A DECD document about Safer Schools
- Bullying and Harassment at School - Advice for Parents and Caregivers (DECD)
- Hamilton Secondary College's Harassment and Bullying Policy (pamphlet)
- Protection Practices for staff in their interactions with children and young people (DECD).

Bullying and Harassment Flow Chart

Parents/Caregivers

Students/Staff

Step 1

If a parent/caregiver informs the school about issues related to bullying and harassment the school responds and investigates the issue.

Contact your Caregroup Teacher or Year Level Manager.

If necessary, the parent/caregiver should contact an Assistant Principal.

Student informs a staff member who they feel comfortable with of issues related to bullying/harassment.

- The staff member **must** take action and discuss with the student further action they would like to see happen.
- The staff member **must** document using the blue form and sbm data base
- The staff member must take action if they witness any act of harassment/bullying.

Step 2

If further investigation is required the Year Level Manager will follow up in consultation with the Student Counsellors.

All matters of harassment/bullying will be investigated.

The staff member **must** report to the most relevant Student Support Management Team member.

All matters of harassment/bullying **must** be investigated.

Step 3

If no resolution can be found the appropriate Assistant Principal will act on and follow up immediately, and make a formal report.

Depending on the severity of the issue the appropriate member of the Student Support Management Team will decide on the appropriate consequences.

Step 4

The parent/caregiver maintains contact with the school and works with their child to resolve the issue.

Consequences could be

- external suspension
- discussion with the person committing an act of bullying/harassment
- involving parents/caregivers in a mediation process
- restorative justices processes.

Step 5

Parent/caregiver can be part of restorative justice or mediation processes. Parents/caregivers can go to the District Office for further support and information.

Records **must** be maintained of all meetings and outcomes and where necessary placed in student files.