



St Joseph's School, Clare

Anti-Bullying & Harassment Policy

Context Statement

St Joseph's School, Clare, is a community where everyone is important and valued, which is reflected in our core values of 'Mutual Respect and 'Collegiality.' We want it to be a happy and safe place. As a community we work together to eliminate all forms of bullying and harassment.

BULLYING is a deliberate, repeated and selective act which is intended to cause fear, distress, embarrassment, humiliation and/or harm to others. It may take the following forms:

- Physical
- Verbal
- Psychological
- Sexual
- Racial
- Libel/Slander
- Digital
- Exclusion

HARASSMENT is any behaviour (intentional or unintentional) which is unwelcome and has the effect of offending, humiliating or intimidating any person at whom it is directed.

Underlying Assumptions, Philosophy & Rationale

We at St Joseph's, Clare, acknowledge that:

- ***we are all created in the image of God***
- we all have a right to learn, work and play in a safe environment
- we all have a responsibility to respect ourselves, others and their property
- bullying is NOT acceptable in our school and it will not be tolerated
- all reports are to be taken seriously

Purposes / Aims

Through application of this policy St Joseph's School aims to:

- familiarise all children and parents with the Harassment Procedures annually, and regularly apply these procedures to deal with harassment
- actively counteract bullying and harassment using a whole school approach
- deal with both the victims of bullying and those responsible

Guidelines

In support of this policy St Joseph's School will:

- nominate a bullying and harassment counsellor
- allocate funds for the purchase of resources to support school/class programmes

- display the Bullying and Harassment Action Steps in the classrooms

The Staff will:

- be familiar with the school's Anti-Bullying and Harassment Policy and Procedures
- listen to and act on all reported instances of bullying
- inform the leadership team
- act to protect the person being bullied
- provide explicit teaching to encourage students to take responsibility to counteract bullying (e.g. class meetings, peer support and Program Achieve)
- raise awareness about bullying
- reinforce the use of the Bullying and Harassment Action Steps

The Principal and Leadership Team will:

- support, promote and review the Anti-Bullying and Harassment Policy and Procedures
- support the Bullying and Harassment Counsellor
- supervise students on behaviour contracts resulting from bullying and harassment

The Students will:

- be made familiar with the school's Action Steps regarding bullying and harassment
- report instances of bullying and harassment to a staff member or their parents
- use the Harassment Procedure Action Steps
- be responsible for their own behaviour towards other students and staff
- receive counselling and appropriate consequences for all instances of bullying

The Parents will:

- be familiar with the school's Anti-Bullying and Harassment Policy and Procedures
- be informed if there is bullying of, or by, their child
- encourage their children in the use of the Harassment Action Steps
- report instances of bullying and harassment to a staff member
- respect the skills, knowledge and experience of the staff
- work collaboratively with staff
- contribute to a culture where privacy and confidentiality are assured

The School will:

- follow the procedures for dealing with perpetrators of bullying & harassment
- keep records of bullying and harassment
- ensure that all students involved will be interviewed
- adopt a range of consequences for bullying and harassment which could include, but are not limited to, Rethink, Time Out, Time In Principal's Office, apologies and using outside assistance.

Management of Bullying and Harassment Behaviour

PROCEDURES FOR DEALING WITH BULLYING AND HARASSMENT BEHAVIOUR

Step	Action
1. Isolate the alleged perpetrators	If there is more than one individual involved, they are counselled separately
2. Counselling	A formal meeting is held at which the Anti-Bullying & Harassment Counsellor: <ul style="list-style-type: none"> • explains to the students what they know and specifies the details of the alleged unacceptable behaviour • checks the alleged perpetrator's version of events • asks how the victim might feel about this behaviour • refers to school rules about safety, respect and the consequences of behaving in ways which hurt others • underlines the unacceptable nature of bullying behaviour • helps the child recognise and resolve these behaviours
3. Contract	A behaviour plan/contract is drawn up gaining student's agreement about stopping such behaviour
4. Contact	Is made with the child's parents, in consultation with the class teacher and principal

PROCEDURES FOR ASSISTING THE VICTIMS

Step	Action
1. Counselling the victim	If bullying has been established, the counselling of the victim is conducted by Anti-Bullying Counsellor, Principal, or the Class Teacher
2. Strategies	The victim is given reassurance and is taught strategies to counteract bullying. These might include: <ul style="list-style-type: none"> • alternative play strategies • use of peer support • facilitating a restorative justice meeting involving the victim and the bully (if the victim is willing) with the support of the teacher • teaching the assertiveness strategies of Program Achieve (e.g. eye contact, posture, voice control etc.) • the presentation of self • Using the <i>Think Strong-Look Strong-Speak Strong-Walk Away</i> technique
3. Monitor Victim	This procedure will be monitored & subsequent sessions and follow ups may be required. All reports will be kept confidential

Bullying and Harassment Action Steps If someone regularly makes you feel unhappy, unsafe or upset YOU SHOULD FOLLOW THESE STEPS		
Steps	Action	Explanation
1	Ignore it or tell the person to STOP	Show them that it does not affect you – the behaviour may stop 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		
2	Discuss it with someone	Talk to a trusted friend, teacher or parent/caregiver who may be able to help
IF IT DOES NOT STOP		
3	Report the matter	Report the matter to a Teacher, Principal or Anti-Bullying Counsellor and discuss with them any further action
IF IT DOES NOT STOP		
4	Go with the teacher to Anti-Bullying Counsellor or Principal	Discuss with Anti-Bullying Counsellor or Principal and a decision will be made about further action to stop the bullying, using appropriate consequences for inappropriate behaviour
DON'T GIVE UP		

Support Documents

- SACCS Policy Document: *Behaviour Education and Personal Responsibility Policy*
- School's Behaviour Management Policy
- Program Achieve
- Rethink Process
- *Stop, Think, Do*
- *Healthy Relationships*
- *Socially Speaking*

Due for Review

February 2019