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ANTI-HARASSMENT & ANTI-BULLYING POLICY

Preamble:

This policy relates primarily to adult behaviours in the workplace. It is a policy document for staff and volunteers at the school, however it may also apply to older children in certain circumstances. The language used in this document is therefore adult language.

Definition:

- Harassment is the repeated exertion of power by one person over another and involves verbal, physical or sexual conduct and/or comments that are unwelcome, unreciprocated, uninvited and offensive.
- Harassment/bullying also involves discrimination where behaviour is based upon the assumption that one person or group is superior to another and includes behaviour such as less favourable treatment, unfair exclusion, and asking discriminatory questions.
- Sexual harassment is any physical, verbal, written or pictorial conduct, action, statement or image of a sexual nature that is uninvited, unreciprocated, unwelcome and/or repeated. It is against the law for any individual to sexually harass another. It is identified by any of the following consequences:
 - Submission to such conduct is implicitly or explicitly a term or condition of an individual's employment, or a condition for decisions that might affect promotion, salary or any job conditions.
 - Such behaviour creates an intimidating, hostile or offensive work environment for any employee.
 - People are defined in terms of their gender or sexual preference, and their individual contribution and worth are denigrated or ignored as a result.
- Bullying is a clear form of harassment involving: indecent gestures; malicious gossip; rumours either verbal, or email or text messages; name calling and put downs of a person and/or family members; stand over tactics; threats of exclusion, intimidation and violence involving pushing, shoving and punching; all intended to embarrass, offend, upset, devalue, degrade, frustrate or anger a person.
- Cyber harassment/bullying involves any of the above behaviours involving the use of any digital device such as a laptop or mobile phone or the like.

Rationale:

- Harassment in any form is unacceptable and illegal.
- Any incident warrants complaint and remedial action.
- As educators, we have a responsibility to provide teaching and learning environments that are free from harassment/bullying, and encourage students to develop attitudes and skills that discourage, challenge and report harassment/bullying in all forms.
- The School will provide a positive culture where harassment/bullying are not accepted, and in so doing, all staff and students will have the right to expect respect from others, the right to learn or to teach, and a right to feel safe and secure in their School environment.

Aims:

- To provide all members of the School community with a safe and caring environment in which to live, work, learn and play.

- To provide an enjoyable, harmonious work environment where proper and accepted standards of conduct are mentored so as to actively discourage harassment/bullying practices.
- To reinforce within the School community what bullying is, and that it is unacceptable behaviour.
- To encourage everyone within the School community to be alert to signs and evidence of bullying and harassment and to have a responsibility to report it whether as observer or victim.
- To ensure that all reported incidents of bullying are followed up appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer-group support and co-operation at all times.

School Protocol:

- Criminal sexual harassment will be immediately reported to the Police.
- Verbal, physical, sexual or racial harassment of students by students will attract consequences consistent with the Student Code of Conduct/ Discipline Policy.
- Verbal, physical, sexual or racial harassment of students by staff members should be reported to the Principal immediately.
- Verbal, physical, sexual or racial harassment of Staff members by parents or students must be reported to the Principal immediately.
- All claims of harassment/bullying will be treated confidentially, documented and promptly and constructively addressed.
- The rights and sensitivities of all individuals will be protected.
- The School encourages students, through the Health Education units and some extra-curricula activities, to develop attitudes and skills to discourage, challenge, counter-act and report all forms of harassment/bullying.

Reporting Procedures:

- All students are encouraged to report harassment/bullying to someone they can trust.
- Staff should report harassment/bullying to the Principal or a Senior Education Officer at Regional Office.
- Every effort will be made to respect requests for anonymity, but if the matter is referred to the Police then their procedures take precedence.
- Harassment/bullying matters can be handled by staff within normal disciplinary processes.

Where Harassment/Bullying Is Established: (Involving students)

- A range of sanctions could be imposed on the offending student.
- Parents/guardians of the offending student and victim will be notified.
- With the agreement of parents/guardians, counselling may be organised for offender and/or victim.
- In some situations the matter may be referred to the Victorian Police.
- A copy of the Incident Report will be kept on file.

Environmental Implementation Practices:

- Staff, students and members of the School community will be familiar with the School's approach to harassment/bullying and will be provided with information relating to rights and responsibilities.
- All staff will be made aware of the legislative requirements relating to harassment.
- All staff will complete DEECED online Workplace Discrimination & Sexual Harassment training.
- Staff will model and practice appropriate good citizenship behaviour.
- Staff members will not allow themselves or colleagues to be subjected to harassment from parents or students – all such issues must be immediately reported to the Principal.
- Our School is a "No Put Down Zone" and we acknowledge students who display exemplary behaviour.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.

Approved by School Council – October 2019

To be reviewed – 2022

Signed: _____
Ian Denson, Principal

Date: _____