

Bullying and Harassment Policy and Procedures

July 2022

Summary

This policy applies to Community Language Schools SA and all member schools.

Table 1: Document Details

Policy Number	ES38
Related Policies	ES01: Child Safe Environments Policy and Procedures ES06: Student Code of Conduct Policy ES02B: General Incident Report Form ES08A: Incident, Injury, Trauma and Illness Form ES15: Sexual Misconduct Policy and Guidelines ES20: Data and Information Policy ES35: Behaviour Support Policy and Procedures ES39: Cyber-safety Policy and Guidelines ES40: Special Needs Policy ES42: Student Personal Care Policy and Guidelines ES41: Gender Identity Policy and Guidelines ES42: Student Personal Care Policy and Procedures
Version	2.2
Created by	CLSSA Policy Officer
Reviewed by:	CLSSA Executive Officer
Applies to	All Community Language Schools
Key Words	Bullying; Harassment; Violence; Behaviour Support; Student behaviour; Expectations of students; Restorative justice.
Status	Approved
Approved By	CLSSA Board <i>(Administrative updates approved by Executive Officer)</i>
Approval Date	July 2022
Review Date	December 2023
Notes:	Department of Education requirements for school's Bullying and Harassment Policy to be reviewed annually Administrative and content update

Table 2: Revision Record

Date	Version	Revision Description
November 2016	1.0	New policy developed
30 th June 2019	2.0	<ul style="list-style-type: none"> Amend policy to make it generic by replacing individual school details with “Community Language Schools; updated policy numbers and names Added Equal Opportunity Act 1984 Changes in ‘Created By’ and ‘Reviewed By’ in Table 1; Changed Contents to Table of Contents; Reformatting of table and titles; Added new key words; Added References and Other Documentation; Formatting of policy
18 th January 2021	2.1	<ul style="list-style-type: none"> Added Policies to ‘Related Policies’ (Table 1) Added ‘School Administrator and/or’ to Responsibilities
December 2021	2.2	<ul style="list-style-type: none"> Changed policy name from ‘Anti-Bullying’ to ‘Bullying and Harassment Policy and Procedures’ Added Policies to ‘Related Policies’ (Table 1) Added ‘Examples of Harassment’
July 2022	2.2	<ul style="list-style-type: none"> Administrative update only

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Bullying and Harassment Policy and Procedures

Introduction

Community Language Schools recognises that bullying and harassment are unacceptable behaviours at any age level. There is a relationship between positive classroom practices and a lower incidence of bullying, harassment, and violence. This policy should be read in conjunction with **ES35: Behaviour Support Policy and Procedures**.

Bullying of any form or for any reason can have long-term effects of those involved including bystanders. Schools exist in a society where incidents of bullying may occur. Children who are over the age of 10 years can be charged by the police with assault. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all staff, students, parents, caregivers, and members of the school community. All members of the school community contribute to the prevention of bullying by modelling and promoting appropriate behaviour and respectful relationships

Definitions

Bullying: is the repeated verbal, physical or social behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Cyber-bullying: refers to bullying through information and communication technologies as a means of victimising others. It is the use of an internet service or mobile technologies – such as e-mail, chat room discussion groups, instant messaging, social media, web pages or text messages – with the intention of harming another person. Examples include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

Discrimination: occurs when people are treated less favourably than others because of their race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parental or economic status; age; and/or ability or disability. Discrimination is often ongoing and commonly involves exclusion or rejection

Harassment: is behaviour that targets an individual or group due to their identify, race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parental or economic status; age; and/or ability or disability, and that offends, humiliates, intimidates or creates a hostile environment. Harassment may be an ongoing pattern of behaviour, or it may be a single act.

Sexual harassment: is unwelcome sexual conduct which makes a person (male or female, of the same or opposite gender, same sex attracted, bisexual or transgender) feel offended, humiliated and/or intimidated, where that reaction to the conduct is reasonable in the circumstances. Sexual harassment can be a single incident, repeated or continuous, direct, or indirect, and take various forms.

Sexual harassment is a legally recognised form of sex discrimination. Behaviour of a sexual nature based on mutual attraction, friendship, and respect, which is welcome or invited, consensual and reciprocal, does not constitute sexual harassment.

Violence: is the intentional use of physical force or power, threatened or actual, against another person/s that results in psychological harm, injury or in some cases death. Violence may involve provoked or unprovoked acts and can be a single incident, a random act or can occur over time.

Bystander: a person or persons who witness but do not partake in an act of bullying, harassment or violence

Examples of Bullying

The following list provides examples of the different possible forms of bullying that can occur and is not exhaustive.

Physical: hitting, pushing, touching, grabbing, looks, stares, facial expressions, gestures, spitting, taking or damaging property.

Verbal or Written: spoken or written insults, threats, suggestive comments, name-calling, unfair criticism, spreading rumours

Cyber: using e-mail, voice or text messaging, social networking sites, photographic and video images

Graffiti: using suggestive and/or inappropriate pictures, tags, or word

Social: forming groups to leave out, ignore and disrespect; influencing, encouraging, or organising someone else to be involved in any type of bullying or harassment

Examples of Harassment

Harassment include behaviour such as:

- telling insulting jokes about particular racial groups
- sending explicit or sexually suggestive emails
- displaying offensive posters or screen savers

Examples of Sexual harassment

Listed below are actions or behaviours that are considered sexual harassment:

- Unwelcome touching, hugging, kissing, brushing up against a person, staring or leering
- Suggestive comments or jokes, sexually explicit pictures, screen savers, posters, graffiti, letters, messages, magazine or any other visual or written medium
- Unwelcome invitations to go out on dates
- Requests for sex
- Inappropriate and intrusive personal questions about a person's private life or his/her body

- Insults, taunts, teasing, or name calling of a sexual nature; or sexually explicit conversation
- Accessing sexually explicit internet sites
- Offensive telephone calls, letters, e-mails, or mobile phone text messages
- Posting filmed or photographed images or comments on social networking sites
- Behaviour that may constitute a criminal offence under criminal law and reportable to police, such as physical or indecent assault, stalking, obscene communications, and sexual assault.

Community Language Schools have a dedicated policy (**ES15: Sexual Misconduct Policy and Guidelines**) outlining procedures for identifying and dealing with Sexual Misconducts.

Procedure

The following outlines the procedures for people who witness, partake or are subjected to an act of bullying, harassment or violence.

If you are a bystander, you have the responsibility to take action, you should:

- Refuse to watch, engage, participate actively or inactively in an act of bullying or harassment
- Encourage others to leave, not engage and not participate in an act of bullying or harassment
- Speak to the person being bullied or harassed
- Report immediately an incident of bullying, harassment, and/or violence to a staff member
- Assertively tell the person who is partaking in bullying or harassment to stop
- Inform teachers or staff if you have information or are concerned about a fellow student being bullied

If you are being bullied or harassed you could:

- Be assertive. Talk to the person who is bullying or harassing you and tell them to stop.
- Show that any act of bullying or harassment does not upset you.
- Ignore, walk away and show no reaction to an act of bullying
- Inform a teacher or staff member and explain what has occurred.
- Discuss with a teacher possible solutions
- Inform your parents/carer and explain what has occurred. Ensure that the school knows about the incident and together with the school, determine a course of action.

If you are bullying or harassing another person, you need to:

- Stop and think about what you are doing
- Admit that you have been participating in an act of bullying and/or harassment and apologise to all parties involved
- Seek help from the school and/or home to develop strategies to stop future incidences
- Do not engage in any future incidences of bullying or harassment
- Reflect upon your behaviour and identify behaviours that are inappropriate

Communicating Expectations

This policy will be made available to all families and students upon enrolment to the school. As part of the enrolment procedures, students and parents are required to sign a Code of Conduct that outlines students' expectations and responsibilities. The Bullying and Harassment Policy and Procedure will also be available through the Community Language Schools SA website.

Responsibilities

It is the responsibility of the School Administrator and/or Principal to:

- Ensure all staff are familiar with the school's Anti-Bullying Policy
- Publicise the Bullying and Harassment Policy and Procedure through the school's communication channels and upon student enrolment.
- Notify parents/carers and/or police following a serious and significant critical incident
- Document any reported incidences of bullying or harassment
- Identify any patterns or reoccurring incidences of bullying or harassment and implement the school's Behaviour Support Policy and Procedures
- Ensure appropriate consequences for any student partaking in acts of bullying or harassment.
- Undertake mandatory Responding to abuse and neglect: Education and Care training
- To review and update the Bullying and Harassment Policy and Procedure annually with all staff

It is the responsibility of all staff and volunteers to:

- Inform the Principal if a student reports an incident of bullying and harassment
- Undertake mandatory Responding to abuse and neglect: Education and Care training.

It is the responsibility of parents and carers to encourage your child to:

- Walk away and not react to an incident
- Try to act unimpressed or unaffected
- Use strategies to diffuse the situation

- Be assertive
- Say “No!” firmly
- Talk to the teacher and other staff e.g., school Principal

If the bullying continues or increases, contact the school. These steps are also useful if you think that your child:

- has been involved in the bullying or harassment of others
- as a bystander, maybe affected by bullying or harassment of others
- as a bystander, has information and is concerned about other students being bullied

References and Other Documentation

- This Policy should be considered in conjunction with the following legislation and Departmental Policies.
 - Department for Education (2019) - [Connected | A community approach to bullying prevention within the school gates and beyond \(education.sa.gov.au\)](https://www.education.sa.gov.au/connected)
 - Children and Young People (Safety) Act 2017 - [Children and Young People \(Safety\) Act 2017 \(legislation.sa.gov.au\)](https://www.legislation.sa.gov.au)
 - The Australian Human Rights Commission Act 1986 - [Australian Human Rights Commission Act 1986 \(legislation.gov.au\)](https://www.legislation.gov.au)
 - Disability Discrimination Act 1992 - [Australian Human Rights Commission Act 1986 \(legislation.gov.au\)](https://www.legislation.gov.au)
 - Privacy Act 1988 - [PRIVACY ACT 1988 \(austlii.edu.au\)](https://www.austlii.edu.au)