

Policy Title	Bullying and Harassment Policy
Date Policy Approved	June 2017
Policy Owner & Position	Principal
Team Responsible for Policy	Executive Leadership Team and Staff
Authorised by	Principal
Who is the Policy for?	Students and all employees including staff, Board members, volunteers, visitors and onsite contractors involved in the care of children and young people on behalf of Ballarat Christian College
Version Control	Version 2
Statutory/Legislative Requirement	<ul style="list-style-type: none"> • Workplace Health & Safety Act & Regulations • Victorian Child Safe Standards
Relevant cross references	<ul style="list-style-type: none"> • Child Safety Policy • Child Safe Standards 2016 • Behaviour Management Policy • Student Wellbeing Policy • Grievance/Complaints Resolution Policy
Include during Induction	Yes
Review Date	2019

Purpose of the Policy	<p>The purpose of this policy is to support staff and students to create safe and respectful school environments and preventing bullying, cyberbullying and other unacceptable behaviours. Ballarat Christian College has enjoyed low incidence of bullying in an atmosphere characterised by acceptance, tolerance and Christian love. In this setting, as in other educational environments throughout Australia, bullying and harassment is not tolerated and not a part of the day to day life of the College community.</p> <p>The Ballarat Christian College community is committed to maintaining a work and student environment that manifests Christian relational values and practices. This Policy is directed specifically at ensuring that people feel safe from all kinds of harassment or un-Christian discrimination whether implied, or actual, physical or verbal. It is designed to define proscribed unacceptable behaviours, and to prescribe procedures for dealing with perceived or alleged occurrences of those behaviours.</p>
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	Romans 12:9-21 <i>clearly explains how we should treat one another.</i>
Responsibility for Management of Policy	Principal and Executive Leadership Team
The Policy	<p>Statement of Commitment to Child Safety</p> <p>Ballarat Christian College is committed to the safety and wellbeing of all children and young people. Wherever it is at risk, child safety will be the primary focus of our care and decision making. Ballarat Christian College has zero tolerance for child abuse and neglect.</p> <p>Ballarat Christian College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.</p> <p>Every person involved in and with Ballarat Christian College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.¹</p> <p>Ballarat Christian College has a zero tolerance to bullying behavior in our school. This includes physical, psychological and cyber bullying.</p> <p>Staff will work with students and parents to quickly resolve any instances of bullying. The victim will be supported throughout this process and parents kept informed. In the event that a bully is not receptive to the school's policy and protocols enacted through its expectations and requirements, the bully may face disciplinary actions including, but not limited to, termination of enrolment. The purpose of the College's intervention is to provide a safe and nurturing environment for all students and staff.</p> <p>Definitions</p> <p>Bullying is when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance on more than one occasion. There is an imbalance of power in incidents of bullying with the bully or bullies having more power at the time due to age, size, status or other reasons. The following definitions</p>

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include examples of bullying and therefore bullying may not be limited to these examples.

Direct physical bullying

- Hitting, kicking, tripping, pinching and pushing or damaging property

Direct verbal bullying

- Name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse.

Pictures and Written Material

- The display or presentation of sexually suggestive or otherwise offensive pictures or written material with view to embarrass or give unwanted attention to a person.

Public criticism or ridicule of another's actions, or appearance, particularly without having first given the person the dignity of discussing the issue personally and privately.

Indirect bullying

- Action designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes:
 - lying and spreading rumors
 - playing nasty jokes to embarrass and humiliate
 - mimicking
 - encouraging others to socially exclude someone damaging someone's social reputation or social acceptance
 - extortion - forcing students to hand over lunches/money or do homework etc
 - Malicious gossip
 - Malicious exclusion - maliciously excluding others from activities
 - Malicious Embarrassment - actions or words that are calculated to cause embarrassment to another person.

Cyberbullying

- Direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

	<p>Note:</p> <p>Many distressing behaviours are not examples of bullying even though they are unpleasant and often require teacher intervention and management. Examples include:</p> <p>Mutual conflict: involves an argument or disagreement between people but not an imbalance of power. Both parties are upset and usually both want a resolution. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.</p> <p>Social rejection or dislike: is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.</p> <p>Single-episode acts: of nastiness or physical aggression are not the same as bullying. If someone is verbally abused or pushed on one occasion they are not being bullied. Nastiness or physical aggression that is directed towards many different people is not the same as bullying. However, this does not mean that single episodes of nastiness or physical aggression should be ignored or condoned as these are unacceptable behaviours.</p>
The Procedure	<p>Responsibilities</p> <p>Ballarat Christian College Staff roles and responsibility; The general roles may include:</p> <ol style="list-style-type: none"> 1. To be the first point of contact for a person who perceives that he/she is a victim of some kind of bullying/harassment 2. To gather information regarding the alleged bullying incident 3. To assure the complainant of the College's support for him/her and commitment to a proper and just resolution of the issue 4. To inform the complainant of his/her rights under school policy and the law and the correct procedures for accessing those rights 5. Facilitation of mediation process 6. Facilitation of report to relevant Head of School <p>Staff, students and other members of Ballarat Christian College community are expected to be proactive against bullying, including promptly reporting incidents of bullying that they become aware of.</p> <p>The Director of Teaching and Learning shall ensure that teaching in relation to bullying is included in selected areas of the curriculum. The Executive Leadership Team shall also ensure that the College is proactive in making members of the College community aware of related, helpful and other organisations such as;</p> <ul style="list-style-type: none"> - Bullying. No Way! - https://bullyingnoway.gov.au/ - Bully Stoppers -

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>

Procedures for addressing students involved in bullying, discrimination and harassment

The appropriate action for a student who feels he/she is a victim of harassment, bullying or discrimination is to report the incident or concern to their homeroom teacher. Parents who become aware that their child may be a victim should immediately contact their child's homeroom teacher. In most cases, the teacher will carry out the necessary disciplinary and reconciliation measures. Some cases may be immediately referred to relevant Head of School or the Principal.

Offending students will be managed under the College's Behaviour Management Policy. Parents will be informed of the issues surrounding the behaviour management actions.

Continuation of such behaviour will result in the case being referred to the Principal for consideration of termination of enrolment of the offender from the College.

In the case of incidents of bullying occurring outside school hours and/or away from College premises, the College will take reasonable action within the limits of its capacity to do so.

Procedures for addressing allegations of bullying, discrimination or harassment of a student by a member of the College staff or another adult

The student or parent on behalf of the students should report the matter to the Principal or Head of School as appropriate. The following steps will be taken;

1. The Principal or Head of School (HoS) will meet with the parent and the student to clarify the allegation and inform them of the procedures in place within the College for the resolution of bullying and discrimination issues. Full notes need to be made of this interview,
2. The Principal or HoS should meet with the staff member to discuss the issue and prepare for a meeting with the parents and student,
3. The Principal or HoS will invite the parent with the student to meet with them and the staff member concerned to air the complaint and seek reconciliation and restitution,
4. If this meeting resolves the issue to the parent and student

satisfaction no further action needs to be taken. The HOS will make report of the meeting to the Principal,

5. If the matter is not satisfactorily resolved the Principal will ask the parent to make a written complaint,
6. The Principal will make a decision regarding investigation of the issues surrounding the complaint with view to understanding with whom the fault(s) if any may lie. A copy of the complaint and the investigation report will be kept,
7. The Principal will meet with the staff member against whom the complaint has been made to;
 - a. Show him/her the written complaint
 - b. Invite the person to make a written reply to the allegations
 - c. Inform him/her of the processes which will be followed to resolve the issue
8. The Principal will then facilitate a mediation meeting. By agreement between the Principal and the parents the student may or may not be involved in the mediation meeting.

The Mediation Meeting

Generally the aim of the aim of the mediation meeting will be to resolve the issue at stake with minimal disruption to the people concerned and the life and ministry of the College. In particular the objectives of the meeting will be;

1. To facilitate open and honest communication between the parties
2. To bring an awareness of the wrong doing and its effects on people
3. To facilitate repentance and the restoration of the relationships

The following people should attend a mediation meeting;

1. The parties in dispute,
2. A support person for each party (eg a counsellor, pastor or spouse),
3. The Principal,
4. A professional Christian Mediator from outside of the College.

In preparation for the mediation meeting the Principal will meet with the mediator before the meeting to brief the mediator and give him/her copies of relevant documents.

The protocols of the mediation meeting will be;

1. The Principal will introduce all parties to each other, briefly state the purpose and protocols of the meeting and then hand the meeting over to the mediator,
2. The mediator will be in charge of the meeting and will be assisted by the Principal,
3. Participants in the meeting will speak through the mediator at all

- times unless asked by the mediator to address others directly,
4. At the conclusion of the meeting the Principal will summarise the current position, indicate future action then close the meeting.

To achieve the goals of the mediation several meetings may be necessary. A follow up process and evaluation meeting may also be needed.

Nothing in this policy will preclude any party from using the College's Grievance/Complaints Resolution Policy.

Staff, Student and Parent Orientation

The staff will be involved in sessions where the spirit and details of this policy are explained and discussed. Staff will be surveyed annually regarding the incidence of bullying and harassment at the College in the previous year. The survey will be anonymous with results being aggregated to be used in the planning and assessment of related College policies.

Students will be instructed at College assemblies and in classrooms concerning their responsibilities and support in matters of bullying, discrimination and harassment. Students will be surveyed annually regarding the incidence of bullying and harassment at the College in the previous year. The survey will be anonymous with results being aggregated to be used in the planning of appropriate education and awareness that might be necessary.

Parents will be surveyed annually regarding the incidence of bullying and harassment at the College in the previous year. The survey will be anonymous with results being aggregated to be used in the planning appropriate education and awareness that might be necessary. Parents will be kept well informed of the Bullying and Harassment Policy and any updates that might occur.

Approaches Ballarat Christian College takes to Address Bullying, Discrimination and Harassment

The College will;

1. Promote and support safe and respectful learning environments where bullying is not tolerated,
2. Put in place whole-school strategies and initiatives,
3. Work in partnership with parents to reduce and manage bullying,
4. Take a whole-school approach focusing on safety and wellbeing,
5. Students will be issued with the Ballarat Christian College Bullying

	<p>and Harassment Policy as necessary and during enrolment procedures,</p> <p>6. Bullying and Harassment Policy will be available on the College's website.</p>
Effectiveness of Policy and Procedures	To be monitored annually through staff and parent surveys. Regular monitoring of feedback by the Executive Leadership Team.
Associated Policy and Procedure Documents	<ul style="list-style-type: none"> • Child Safety Policy • Workplace Health & Safety Act & Regulations • Grievance/ Complaints Resolution Policy
Acknowledgement	The College acknowledges the following schools and organisations in the development of this Policy, Chairo Christian School, Flinders Christian Community College, Leighland Christian School, Victorian Registration and Qualifications Authority, Department of Education and Training Victoria and Child Wise.