

	<p>PARADE COLLEGE</p>
<p>STUDENT WELL-BEING POLICY NO 6 OF 10:</p>	<p>BULLYING and HARASSMENT POLICY</p>

PREAMBLE

"Love one another as I have loved you." (Gospel of John)

We have always strived to teach and learn in a life-giving and safe community" (College Mission Understanding 2009)

We foster the development and growth of all members of the community "by ensuring that every member of the Parade community experiences the dignity of being a personally known, valued, respected and cared for individual." (College Mission Understanding 2009)

"Parade should be a community. Members should sense belonging, support and personal worth. Parents staff and students have responsibilities to create this community." (College Student Well-Being Policy)

"Parade recognises the value of self-esteem...a vital quality to be fostered in all its members..." (College Student Well-Being Policy)

"Staff need to be constantly aware of safety issues and to seek to ensure that students are protected from harm at all times by appropriate supervision..." (Classroom Management Policy)

Parade values highly the physical and psychological welfare of all students and staff and strongly opposes any form of harassment or bullying designed to jeopardize the safety or security of any student or staff member.

By bullying we mean any repeated behaviours by one or more persons against another that may hurt, injure, embarrass, upset or discomfort that person. The behaviour is intentional, selective or uninvited. It can be:

- physical, where fighting, pushing and shoving happens, spitting, invasion of personal space, gestures, forcing people against their will, etc.
- verbal, with someone being called names, being put down, talked about behind their back, or being picked on because of the way they look, or the things they do or are good at, insults, belittling comments.
- visual, where offensive notes, drawings or photos are passed around about someone or posted on the internet, or where graffiti or damage is done to someone's books, bag, artwork, locker etc.
- psychological, victimisation, stand over tactics, extortion, threatening others, damage to other's property, theft, destroying or interfering with other's property, deliberate exclusion from activities, the setting-up of humiliating experiences.

- sexual, where someone is touched in a way that makes them feel unsafe or uncomfortable, or when rude names, or jokes or comments are made about the way a person looks or lives their life – see Bullying and Harassment Policy.
- body language, where others turn their backs on someone, or use inappropriate gestures to someone.
- rumours, where untrue stories are made up and told to others about someone, or when stories are exaggerated about someone and spread around to others.
- technology, via telephone calls, mobile phones, email, websites, where verbal or written messages are sent which are insulting untrue, intimidating or frightening. This can even include publishing photos of members of the Parade Community without their permission.

Bullying is clearly understood to include hurtful comments made to or about a person in regard to physical appearance, size, background, ethnic origins, gender, or sexual orientation. Staff, students and parents may be guilty of bullying.

This policy has been formulated after extensive surveying of students, staff and parents, and is to be read in conjunction with other Student Well-Being policies.

PRINCIPLES

1. It is a foundational right of every person to be treated with respect and the Christian vision emphasises the inherent dignity of the person. Bullying is deemed by the College to be a serious breach of expected behaviour.
2. Because of the insidious and often culturally condoned nature of bullying, the key factor in combating it is preparedness of those bullied to reveal the fact to a trusted adult who can initiate a suitable response.
3. In this light, staff and students at Parade College have the right to a healthy, happy and supportive environment. Parade students and staff do not have to put up with bullying from other members of the community. No form of bullying will be tolerated and infringements will be taken seriously by the College.
4. Bullying is judged by its effects on the person being bullied, which can be significantly more serious than the offender may believe in doing the bullying. Psychological bullying is usually far more destructive than physical bullying and may have long term and very serious consequences.
5. A considered response to bullying will usually involve a long term process and immediate success cannot be usually expected. Students, parents and staff need to cooperate fully with strategies suggested.
6. However, where bullying is deemed to be of a continued or serious nature, appropriate immediate consequences will be put in place (eg. suspension, police intervention, etc.)
7. Responses of staff to those reporting bullying will be sensitive and supportive. The person bullied should not be made to feel guilty.

8. While deploring bullying in all its forms, the College will attempt to assist those who bully to change their behaviour by appropriate counselling and remediation.
9. The College will strive to educate staff and students about the non acceptability of bullying behaviour and seek to foster a culture that reflects this.
10. The Principal will nominate one male and one female staff member to act as Anti Bullying Liaison Officers, to deal with cases where a complainant does not feel comfortable about going through the normal channels. i.e. The House Leader

GUIDELINES

A) Persons who experience bullying should:

1. Inform a member of staff or a person at home in whom they have confidence, eg. Subject Teacher, Tutor Teacher, counsellor, House Leader, etc.
2. Communicate in an open, honest and on-going way.
3. Co-operate with strategies devised to address the issue.

B) Parents should:

1. Be vigilant for signs of distress, changes in mood or patterns of behaviour, bruising, asking regularly for extra money, secrecy, anxiety, more or less use of technology like computers or mobile phones, and damage to clothes or property, and take an interest in their son's social life.
2. Be role models themselves in avoiding bullying behaviour of their children or staff members.
3. Advise school staff of bullying if their son feels too threatened to do so. Parents should resist their sons' pleas to say nothing. The College cannot do anything to stop the bullying if staff do not know about it.
4. Communicate to their son that they need to work with the College in supporting him.
5. Be willing to attend interviews.
6. Be willing to actively support the school's processes.

C) Observers / By-standers should:

1. Desist from joining in or encouraging the bullying behaviour. Students who assemble to watch or remain in a position to watch any act of bullying or harassment are deemed to be guilty of the same actions.
2. Let the bully know his/her actions are wrong.
3. Support the bullied student.
4. Report the matter to a staff member or adult with whom they feel comfortable.

D) Staff should:

1. Be role models of appropriate behaviour and themselves avoid all forms of bullying behaviour against students or other staff members and parents.
2. Be observant for signs of suspected bullying, and enforce the “hands off” directive of the College.
3. Maintain appropriate supervision and arrive at class on time, as well as ensuring supervision of the class by moving amongst the students at regular intervals during classes.
4. Be aware of students in class whose contributions are met with hurtful (often subtle) responses by others, and intervene where appropriate.
5. Endeavour to assist bullied students by removing the cause of distress.
6. Respond appropriately to incidents of bullying and report them in turn to the Tutor Teacher and the House Leader.
7. Discuss with key staff (House Leader) the appropriate strategy to follow, since bullying is often a very complex issue.
8. Communicate the devised strategies to the student and his parents as appropriate.

E) The alleged bully should:

1. Discontinue the bullying behaviour.
2. Be helped to understand how his words and/or actions have been harmful and to learn from the experience, remembering the College “three strikes” policy and its consequences.
3. Co-operate with the strategies devised and expect his parents to be informed if appropriate.

F) The College will

1. Conduct regular surveys where students will be asked to respond to questions about bullying or harassment. The results will be used by the College to identify any potential problem times, places or age groups in an effort to ensure appropriate anti-bullying measures.
2. Clearly communicate and enforce a “three strikes” policy. A student reasonably believed to be guilty of bullying behaviour twice, cannot expect a third chance. A third strike automatically results in a Disciplinary Committee Meeting which may recommend termination of enrolment to the Principal.
3. Offer on site counselling and psychology services.

IMPLEMENTATION

1. The teacher informed about bullying will make a suitable initial response. This includes:
 - a) meeting with both parties separately and record the essential details (Appendix One),
 - b) making an immediate response to each party to reassure the complainant and to ensure his/her safety and to curb and prevent further bullying by the alleged bully.
 - c) ensuring both parties make a written statement of the incident.
 - d) fully briefing the next key person in the process (eg. Tutor Teacher or House Leader) and, in conjunction with them, devise and implement the appropriate response or strategy.
 - e) implementing as appropriate the strategies devised for both parties in cooperation with the Tutor Teacher and/or House Leader.

In serious cases, an immediate response may include counselling/mediation as a first response, and may require the isolation/suspension of the offending student.

2. If the situation remains unchanged a specific strategy will be developed for each case by the House Leader, who may in conjunction with the Department of Student Support Services appoint a specific Case Management Team (eg. Tutor Teacher, House Leader, Counsellor). Parents will be a part of the process as appropriate. There are a variety of strategies which may be used, eg.
 - “The Method of Common Concern” (Pikas)
 - “The No Blame Approach” (Maines and Robinson)
 - parental involvement either by phone, letter or interview
 - personalised Behaviour Modification Plan
 - intensive individual counselling
 - consequences set by the College
3. After a first incident, the bully will prepare a written understanding of his/her awareness of the outcome if he/she is involved in a second and third incident of bullying, and this will be placed on his/her file.
4. If a person found to have been bullying fails to modify his/her behaviour appropriately after a first intervention, further steps will be generally in accordance with the Student Behaviour Management Policy and the College Expectations Policy.
5. Depending on the nature of the first bullying offence and the bully’s record in relation to the Student Behaviour Management Policy, the bully may be issued with a First Strike Bullying Offence Letter (Appendix Two). The letter will detail:-
 - the nature of the offence;
 - the consequences for repairing the situation;
 - what will be done to assist the bully to change his behaviour;
 - the range of consequences if the bully repeats or escalates his behaviour.
6. The second time a student or staff member is believed to be involved in bullying, the process must include a Personalised Behaviour Modification Plan (PBMP) and case management by the House Leader. The PBMP will include written and oral exercises and testing on the meaning of the College Bullying and Harassment Policy. A student who re-offends will be issued with a Second Strike Bully Letter (Appendix Three), which will include the warning that a third offence may result in the termination of the student’s enrolment at the College.

7. A third act of bullying by a student automatically involves a College Disciplinary Committee meeting which may recommend termination of that student's enrolment in the College.
8. Staff need to recognise when a strategy is not working; there must be a follow-up system developed with a strategy to establish whether or not the bullying has stopped. In such case different strategies will be immediately devised.
9. Counselling is available to both parties at all stages of the process.
10. Staff will acknowledge positive gains in students' efforts (both bully and bullied) to change their behaviour.
11. The College will attempt in the context of its values, to raise awareness of rights and responsibilities of
 - staff - through appropriate regular meetings where information is exchanged and specific concerns addressed,
 - parents - through publications, information nights, and parent forums,
 - students - through the Curriculum (eg, in Art, Personal Development, Drama, Social Studies, Religious Education. Tutor group, assemblies, pastoral care etc.) and through Student Leaders and their active support for the policy.

Approved by the College Board June 1997, March 2010

Revised and approved by the College Board March 2000, November 2003, June 2004, July 2008.

Revised November 2009, June 2011

First Warning Infringement Notice

Date:

Dear Parent / Guardian,

FIRST WARNING – BULLYING OFFENCE

This official College letter of notification is to inform you that your son (insert name) has received his 'First Warning' infringement notice for inappropriate behaviour that contravenes the Parade College Bullying and Harassment Policy.

After investigating the incident concerned, it was found that your son (description of the incident).

As a consequence, it has been agreed that your son will take the following steps to remedy the situation:-

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As a support, the College has a number of resources and services available for you and your son in helping to address the issue of bullying. These may include Publications, Reference books and Web sites, Counselling, Mediation sessions and Policy Educational sessions.

According to the College Bullying and Harassment Policy, should your son offend in a similar manner again, he will receive a Second Bullying Offence Notice which will include the warning that a third offence may result in the termination of his enrolment in the College.

As acknowledgement of your receipt of this notice, and your understanding of the seriousness of the situation, would you and your son please sign the two copies of this letter, retaining one for your own records and sending the other back to me.

Yours sincerely

House Leader

Date : _____

Parent/Guardian Signature : _____

Student's Signature : _____

House Leader's Signature : _____

Second Warning Infringement Notice

Dear Parent / Guardian,

SECOND WARNING – BULLYING OFFENCE

This official College letter of notification is to inform you that your son has received a ‘Second Warning’ infringement notice for inappropriate behaviour that contravenes the Parade College Bullying and Harassment Policy.

After investigating the incident concerned, it was found that your son . . .
(description of the incident)

As he has already received a previous warning, he is putting his enrolment at Parade College in jeopardy.

In order to address this issue and, hopefully, prevent it from moving to Stage Three, an interview with you, your son and members of the College Leadership Team will be convened, in an attempt to curb this behaviour.

As will be discussed and insisted upon during this interview, your son will be required to attend Counselling sessions and be involved in an educational program to address this serious breach of the Parade College Bullying and Harassment Policy.

As acknowledgement of your receipt of this notice, and your understanding of the seriousness of the situation, would you and your son please sign the two copies of this letter, retaining one for your own records and sending the other back to me.

Yours sincerely

House Leader

Date: _____

Parent/Guardian Signature: _____

Student’s Signature: _____

House Leader’s Signature: _____