



College council will review this policy every three years or as directed by DET

**Date approved:** October 2016

**Date of next review:** 2019

## RATIONALE

Doncaster Secondary College recognises that all people should be able to work, learn, interact and socialise in an environment which is free from harassment. All people have a right to be free from harassment under the **Commonwealth Sex Discrimination Act 1984** and the **Victorian Equal Opportunity Act 2010**. The College Rules state that students are expected to treat each other with respect. Doncaster Secondary College recognises that it must endeavour to provide a safe and supportive environment where each child's emotional and physical wellbeing is nurtured and where children are treated as individuals.

## DEFINITION

### **Bullying:**

Bullying is repeated verbal, physical, social or psychological aggressive behavior by a person or group directed towards another person or group causes harm, distress or fear. It can include:

- Physical bullying, e.g. pushing, tripping, hitting a person or damaging, removing and hiding another's possessions;
- written/verbal bullying, e.g., teasing, putdowns, name calling, abusive language;
- gesture bullying, e.g., body language, intimidating 'looks', obscene gestures;
- extortion bullying, e.g., demands for money, possessions;
- exclusion bullying, e.g., leaving someone out of activities on purpose;
- telephone bullying, e.g., telephone threats, hang-ups;
- cyber or electronic bullying, e.g., threats or harassment via social media;
- threats of violence

## PURPOSE

In keeping with Doncaster Secondary College's responsibilities and the belief that the College should provide a safe and supportive environment in which individuals respect each other, the College aims to:

- provide a school environment which is free from harassment;
- eliminate, as far as possible, harassment; and
- empower and provide resolution for individuals who have been harassed.

## GUIDELINES

The College will:

- seek to provide a safe environment for students, teachers and visitors;
- seek to provide a supportive environment which encourages positive relationships between students, their peers and teachers, and in which individuals are able to take action in relation to harassment;
- seek to ensure that students, staff and community are fully aware of the Bully Prevention Policy and have access to information materials relating to bullying;

- implement the Bully Prevention Policy and Student Code of Conduct in a firm and consistent manner;
- encourage reporting of and respond promptly to all reports of bullying;
- expect that staff model appropriate behaviour on a consistent basis; and
- implement strategies to counter bullying, including:
  - continued provision of a supportive student welfare and management structure comprising Sub-school and Level Co-ordinators, College Chaplain and a Student Wellbeing Leader;
  - incorporation of material on harassment / bullying in the curriculum, e.g. Health Education, choice of novels;
  - ensuring that students understand the nature of bullying, how to respond to it and that bullying is not acceptable behaviour, through the inclusion in the student planner of information concerning bullying and through information provided by Level Co-ordinators at student assemblies and in counselling;
  - establishment of consistent classroom management plans;
  - the provision of special programs conducted by External Agencies, the Student Wellbeing Leader and College Chaplain;
  - involvement of students, e.g. SRC Representatives, in developing strategies to prevent harassment;
  - involvement of families, as appropriate, in dealing with individual cases of bullying;
  - provision of advice to the College community via the Newsletter, Parent portal or at information evenings on how parents can support their children;
  - conducting surveys to investigate and monitor bullying;
  - monitoring College grounds; and
  - providing staff resources in relation to bullying.

## **PROCEDURES RELATING TO INCIDENTS**

- The bullied / harassed person or the person who witnesses or who becomes aware of the bullying/harassment should contact one of the following people: Classroom teacher, Level Co-ordinator, Student Welfare Leader, College Chaplain, Assistant Principal or Principal.
- The incident will be investigated promptly, thoroughly and with discretion in a timely manner.
- The person who has been bullied / harassed will be supported through counselling and offered assistance to develop strategies to manage the situation.
- Students who have bullied / harassed will be required to modify their behaviour and will be provided with counselling to assist in this process. Graded sanctions will apply and incidents of a serious nature may be immediately responded to following Student Engagement Policy guidelines.
- The parents of students involved in cases of serious bullying/harassment will be notified about the situation and their assistance sought in seeking a solution to the problem.
- All complaints regarding harassment involving staff will be dealt with according to the **Department of Education's Guidelines for Managing Complaints 2016**.