



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

**Date approved:** June 2019

**Date of next review:** 2021

## 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 and staff are expected to treat each other with respect. Doncaster Secondary College is committed to providing a safe and respectful learning environment where each child's emotional and physical wellbeing is nurtured, where children are treated as individuals and where bullying will not be tolerated.

## PURPOSE

Doncaster Secondary College is committed to providing a safe and respectful learning environment where bullying will not be tolerated.

The purpose of this policy is to:

- explain the definition of bullying so that there is shared understanding amongst all members of the Doncaster Secondary College community
- make clear that no form of bullying at Doncaster Secondary College will be tolerated
- expect that everyone in our College community be alert to signs and evidence of bullying behaviour, and accept responsibility to report bullying behaviour to staff
- ensure that all reported incidents of bullying are appropriately investigated and addressed
- ensure that support is provided to students who may be affected by bullying behaviour (including targets, bystanders and students engaging in bullying behaviour)
- seek parental and peer group support in addressing and preventing bullying behaviour at Doncaster Secondary College.

When responding to bullying behaviour, Doncaster Secondary College aims to:

- be proportionate, consistent and responsive
- find a constructive solution for everyone
- stop the bullying from happening again
- restore the relationships between the students involved.

Doncaster Secondary College acknowledges that staff owe a duty of care to students to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying behaviour.

## SCOPE

This policy addresses how Doncaster Secondary College aims to prevent, address and respond to student bullying behaviour. Doncaster Secondary College recognises that there are many other types of inappropriate student behaviours that do not meet the definition of bullying which are also unacceptable at our College. These other inappropriate behaviours will be managed in accordance with our *Student Engagement, Inclusion, Child Safety & Well-Being Policy* and *Inclusion & Diversity Policy*.

## **GUIDELINES**

This policy applies to all College activities.

### **Definitions**

#### **Bullying**

In 2018 the Education Council of the Council of Australian Governments endorsed the following definition of bullying for use by all Australian schools:

*Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.*

*Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records)*

*Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.*

Bullying has three main features:

- It involves a misuse of power in a relationship
- It is ongoing and repeated, and
- It involves behaviours that can cause harm.

Bullying can be:

1. *direct* physical bullying – e.g. hitting, tripping and pushing or damaging property.
2. *direct* verbal bullying – e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
3. *indirect* bullying – e.g. spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude a person and/or damaging a person's social reputation or social acceptance.

*Cyberbullying* is direct or indirect bullying behaviours using digital technology. For example via a mobile device, computers, chat rooms, email, social media, etc. It can be verbal, written and include images, video and/or audio.

#### **Other distressing and inappropriate behaviours**

Many distressing and inappropriate behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing and inappropriate behaviours should report their concerns to staff and our College will follow the *Student Engagement, Inclusion, Child Safety & Well-Being Policy*.

*Mutual conflict* involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

*Social rejection or dislike* is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

*Single-episode acts* of nastiness or physical aggression are not the same as bullying. However, single episodes of nastiness or physical aggression are not acceptable behaviours at Doncaster Secondary College and may have serious consequences for students engaging in this behaviour. Doncaster Secondary College will use its *Student Engagement, Inclusion, Child Safety & Well-Being Policy* to guide a response to single episodes of nastiness or physical aggression.

*Harassment* is language or actions that are demeaning, offensive or intimidating to a person. It can take many forms, including sexual harassment and disability harassment.

Harassment of any kind will not be tolerated at Doncaster Secondary College and may have serious consequences for students engaging in this behaviour. Doncaster Secondary College will use its *Student Engagement, Inclusion, Child Safety & Well-Being Policy* to guide a response to students demonstrating harassing behaviour, unless the behaviour also constitutes bullying, in which case the behaviour will be managed in accordance with this Bullying Prevention Policy.

## **BULLYING PREVENTION**

Doncaster Secondary College has a number of programs and strategies in place to build a positive and inclusive culture. We strive to foster a culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness and respect.

Bullying prevention at Doncaster Secondary College is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effective way to prevent and address bullying.

At Doncaster Secondary College:

- We have a positive environment that provides safety, security and support for students and promotes positive relationships and wellbeing
- We strive to build strong partnerships between the College, families and the broader community that means all members work together to ensure the safety of students
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour
- A range of programs are planned for each year to raise awareness about bullying and its impacts
- In the classroom, our social and emotional learning curriculum teaches students what constitutes bullying and how to respond to bullying behaviour assertively. This promotes resilience, assertiveness, conflict resolution and problem solving
- The Peer Support Program and DSC Connect team encourage positive relationships between students in different year levels. We seek to empower students to be confident communicators and to resolve conflict in a non-aggressive and constructive way
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed
- We participate in the National Day of Action against Bullying and Violence.

For further information about our engagement and wellbeing initiatives, please see our *Student Engagement, Inclusion, Child Safety & Well-Being Policy*.

## **INCIDENT RESPONSE**

### **Reporting concerns to Doncaster Secondary College**

Bullying complaints will be taken seriously and responded to sensitively at our College.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to staff as soon as possible.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by Doncaster Secondary College are timely and appropriate in the circumstances.

We encourage students to speak to their DiSCovery teacher and/or Year Level Coordinator. However, students are welcome to discuss their concerns with any trusted member of staff including teachers, wellbeing staff, social worker etc.

Parents or carers who develop concerns that their child is involved in, or has witnessed bullying behaviour at Doncaster Secondary College should contact the Year Level Coordinator by phone on 9848 4677 or by email.

## **Investigations**

When notified of alleged bullying behaviour, staff are required to:

1. record the details of the allegations on Compass; and
2. inform the relevant Year Level Coordinator, Student Wellbeing Team, Assistant Principal, Principal.

The Year Level Coordinator is responsible for investigating allegations of bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying, the Year Level Coordinator may:

- speak to the those involved in the allegations, including the target/s, the students allegedly engaging in bullying behaviour/s and any witnesses to the incidents
- speak to the parents of the students involved
- speak to the teachers of the students involved
- take detailed notes of all discussions for future reference
- obtain written statements from all or any of the above.

All communications with the Year Level Coordinator in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.

Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).

## **Responses to bullying behaviours**

When the Year Level Coordinator has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with Student Wellbeing Team, teachers, SSS, Assistant Principal, Principal, Department of Education and Training specialist staff etc.

There are a number of factors that will be considered when determining the most appropriate response to the behaviour. When making a decision about how to respond to bullying behaviour, Doncaster Secondary College will consider:

- the age and maturity of the students involved
- the severity and frequency of the bullying, and the impact it has had on the target student
- whether the student/s engaging in bullying behaviour have displayed similar behaviour before
- whether the bullying took place in a group or one-to-one context
- whether the students engaging in bullying behaviour demonstrates insight or remorse for their behaviour
- the alleged motive of the behaviour, including any element of provocation.

The Year Level Coordinator may implement all, or some of the following responses to bullying behaviours:

- Offer counselling support to all affected parties including referral to the Student Wellbeing Team, Student Support Services (SSS), and external provider.
- Implement the appropriate method of intervention as communicated by the Department <https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/teachoverview.aspx>
- Facilitate a Student Support Group meeting
- Prepare a Safety Plan or Individual Management Plan
- Implement year group targeted strategies to reinforce positive behaviours
- Implement disciplinary consequences for the students engaging in bullying behaviour.

Doncaster Secondary College understands the importance of monitoring and following up on the progress of students who have been involved in or affected by bullying behaviour. Where appropriate, staff will also endeavour to provide parents and carers with updates on the management of bullying incidents.

The Year Level Coordinator is responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies:

- Dignity & Respect Statement
- Inclusion and Diversity Policy
- Student Engagement, Inclusion, Child Safety & Well-Being Policy Parent Complaints Policy

The following websites and resources provide useful information on prevention and responding to bullying, as well as supporting students who have been the target of bullying behaviours:

- [Bully Stoppers](#)
- [Kids Helpline](#)
- [Lifeline](#)
- [Bullying. No way!](#)
- [Student Wellbeing Hub](#)
- [Office of the eSafety Commissioner](#)
- [Australian Student Wellbeing Framework](#)

## EVALUATION

This policy will be reviewed on a biannual basis, or earlier as required, following analysis of College data on reported incidents of, and responses to bullying to ensure that the policy remains up to date, practical and effective.

Data will be collected through:

- discussion and consultation with students and parent/carers
- regular student bullying surveys
- regular staff surveys
- assessment of other data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented
- Attitudes to School Survey
- [Parent Opinion Survey](#)

Proposed amendments to this policy will be discussed with student representative groups, parent groups, and College Council.