



# St Joseph's School, Clare

## Anti-Bullying & Harassment Policy

### Context Statement

St Joseph's School, Clare, is a community where everyone is important and valued, which is reflected in our core values of 'Mutual Respect and 'Collegiality.' We want it to be a happy and safe place. As a community we work together to eliminate all forms of bullying and harassment.

BULLYING is a deliberate, repeated and selective act which is intended to cause fear, distress, embarrassment, humiliation and/or harm to others. It may take the following forms:

- Physical
- Verbal
- Psychological
- Sexual
- Racial
- Libel/Slander
- Digital
- Exclusion

HARASSMENT is any behaviour (intentional or unintentional) which is unwelcome and has the effect of offending, humiliating or intimidating any person at whom it is directed.

### Underlying Assumptions, Philosophy & Rationale

We at St Joseph's, Clare, acknowledge that:

- ***we are all created in the image of God***
- we all have a right to learn, work and play in a safe environment
- we all have a responsibility to respect ourselves, others and their property
- bullying is NOT acceptable in our school and it will not be tolerated
- all reports are to be taken seriously

### Purposes / Aims

Through application of this policy St Joseph's School aims to:

- familiarise all children and parents with the Harassment Procedures annually, and regularly apply these procedures to deal with harassment
- actively counteract bullying and harassment using a whole school approach
- deal with both the victims of bullying and those responsible

### Guidelines

In support of this policy St Joseph's School will:

- nominate a bullying and harassment counsellor
- allocate funds for the purchase of resources to support school/class programmes
- display the Bullying and Harassment Action Steps in the classrooms

The Staff will:

- be familiar with the school's Anti-Bullying and Harassment Policy and Procedures
- listen to and act on all reported instances of bullying
- inform the leadership team
- act to protect the person being bullied
- provide explicit teaching to encourage students to take responsibility to counteract bullying (e.g. class meetings, peer support and Program Achieve)
- raise awareness about bullying
- reinforce the use of the Bullying and Harassment Action Steps

The Principal and Leadership Team will:

- support, promote and review the Anti-Bullying and Harassment Policy and Procedures
- support the Bullying and Harassment Counsellor
- supervise students on behaviour contracts resulting from bullying and harassment

The Students will:

- be made familiar with the school's Action Steps regarding bullying and harassment
- report instances of bullying and harassment to a staff member or their parents
- use the Harassment Procedure Action Steps
- be responsible for their own behaviour towards other students and staff
- receive counselling and appropriate consequences for all instances of bullying

The Parents will:

- be familiar with the school's Anti-Bullying and Harassment Policy and Procedures
- be informed if there is bullying of, or by, their child
- encourage their children in the use of the Harassment Action Steps
- report instances of bullying and harassment to a staff member
- respect the skills, knowledge and experience of the staff
- work collaboratively with staff
- contribute to a culture where privacy and confidentiality are assured

The School will:

- follow the procedures for dealing with perpetrators of bullying & harassment
- keep records of bullying and harassment
- ensure that all students involved will be interviewed
- adopt a range of consequences for bullying and harassment which could include, but are not limited to, Rethink, Time Out, Time In Principal's Office, apologies and using outside assistance.

## Management of Bullying and Harassment Behaviour

### PROCEDURES FOR DEALING WITH BULLYING AND HARASSMENT BEHAVIOUR

Step	Action
<b>1. Isolate the alleged perpetrators</b>	If there is more than one individual involved, they are counselled separately
<b>2. Counselling</b>	A formal meeting is held at which the Anti-Bullying & Harassment Counsellor: <ul style="list-style-type: none"> <li>• explains to the students what they know and specifies the details of the alleged unacceptable behaviour</li> <li>• checks the alleged perpetrator's version of events</li> <li>• asks how the victim might feel about this behaviour</li> <li>• refers to school rules about safety, respect and the consequences of behaving in ways which hurt others</li> <li>• underlines the unacceptable nature of bullying behaviour</li> <li>• helps the child recognise and resolve these behaviours</li> </ul>
<b>3. Contract</b>	A behaviour plan/contract is drawn up gaining student's agreement about stopping such behaviour
<b>4. Contact</b>	Is made with the child's parents, in consultation with the class teacher and principal

### PROCEDURES FOR ASSISTING THE VICTIMS

Step	Action
<b>1. Counselling the victim</b>	If bullying has been established, the counselling of the victim is conducted by Anti-Bullying Counsellor, Principal, or the Class Teacher
<b>2. Strategies</b>	The victim is given reassurance and is taught strategies to counteract bullying. These might include: <ul style="list-style-type: none"> <li>• alternative play strategies</li> <li>• use of peer support</li> <li>• facilitating a restorative justice meeting involving the victim and the bully (if the victim is willing) with the support of the teacher</li> <li>• teaching the assertiveness strategies of Program Achieve (e.g. eye contact, posture, voice control etc.)</li> <li>• the presentation of self</li> <li>• Using the <i>Think Strong-Look Strong-Speak Strong-Walk Away</i> technique</li> </ul>
<b>3. Monitor Victim</b>	This procedure will be monitored & subsequent sessions and follow ups may be required. All reports will be kept confidential

<b>Bullying and Harassment Action Steps</b> If someone regularly makes you feel unhappy, unsafe or upset <b>YOU SHOULD FOLLOW THE THESE STEPS</b>		
Steps	Action	Explanation
1	Ignore it or tell the person to STOP	Show them that it does not affect you – the behaviour may stop  Tell them that their actions are unwanted. Let them know you will take further action if they do not stop
<b>IF IT DOES NOT STOP</b>		
2	Discuss it with someone	Talk to a trusted friend, teacher or parent/caregiver who may be able to help
<b>IF IT DOES NOT STOP</b>		
3	Report the matter	Report the matter to a Teacher, Principal or Anti-Bullying Counsellor and discuss with them any further action
<b>IF IT DOES NOT STOP</b>		
4	Go with the teacher to Anti-Bullying Counsellor or Principal	Discuss with Anti-Bullying Counsellor or Principal and a decision will be made about further action to stop the bullying, using appropriate consequences for inappropriate behaviour
<b>DON'T GIVE UP</b>		

## Support Documents

- SACCS Policy Document: *Behaviour Education and Personal Responsibility Policy*
- School's Behaviour Management Policy
- Program Achieve
- Rethink Process
- *Stop, Think, Do*
- *Healthy Relationships*
- *Socially Speaking*

Due for Review

February 2021