



## **Rupanyup Primary School**

### **Bullying & Harassment Policy**

#### **Philosophical Basis**

As it is everyone's right to feel safe it is important for Rupanyup Primary School to provide an environment that encourages care, courtesy and respect for others and provides protection from harassment or bullying

#### **Broad Guidelines**

##### **What is bullying?**

Bullying is an act of aggression causing embarrassment, pain or discomfort of a lesser person by a more powerful person or group:

- It is repeated oppression, physical or psychological, verbal, gesture, extortion and exclusion.
- It is an abuse of power.
- It can be planned and organised or it may be unintentional.

##### **1. Some examples of bullying include:**

- Any form of physical violence such as hitting, pushing or spitting on others.
- Interfering with another's property by stealing, hiding, damaging or destroying it.
- Using offensive names, teasing or spreading rumours about others or their families.
- Using put-downs, belittling others' abilities and achievements.
- Writing offensive notes (including SMS messages and e-mails) or graffiti about others.
- Making degrading comments about another's culture, religious or social background.
- Making suggestive comments or other forms of sexual abuse.
- Ridiculing another's appearance.
- Forcing others to act against their will.
- Publicly excluding a person from your group

##### **2. If we are bullied:**

- We may feel frightened, unsafe, embarrassed, angry or unfairly treated.
- Our work, sleep and ability to concentrate may suffer.
- Our relationship with our family and friends may deteriorate.
- We may feel confused and not know what to do about the problem.

#### **What is harassment?**

**It is usually directed at a person because of their gender, race, creed or abilities and can be subtle or explicit.**

##### **Subtle**

- Offensive staring and leering
- Unwanted comments about physical appearance and sexual preference
- Racist or smutty comments or jokes
- Questions about another's sexual activity
- Persistent comments about a person's private life or family
- Physical contact e.g. purposely brushing up against another's body
- Offensive name calling

### **Explicit**

- Grabbing, aggressive hitting, pinching and shoving etc...
- Unwelcome patting, touching, embracing
- Offensive gestures, jokes, comments, letters, phone calls, email or text messages
- Sexually and/or racially provocative remarks
- Displays of sexually graphic material – pornography
- Requests for sexual favours

Extreme forms of sexual harassment will lead to criminal prosecution

### **What do We do to prevent bullying and harassments at Rupanyup Primary School?**

Bullying and harassment will be reported

### **Implementation**

All concerns will be taken seriously.

All complaints will be treated confidentially

Counselling and support will be provided

### **This requires Staff to:**

- Be role models in word and action at all times.
- Be observant of signs of distress or suspected incidents of bullying.
- Make efforts to remove occasions for bullying by active patrolling during supervision duty.
- Arrive at class on time and move promptly between lessons.
- Take steps to help victims and remove sources of distress without placing the victim at further risk.
- Report suspected incidents to the Principal.

### **This requires students to:**

- Refuse to be involved in any bullying situation. If you are present when any bullying occurs:
- If appropriate, take some form of preventative action.
- Report the incident or suspected incident and help break down the code of secrecy.
- If students who are being bullied have the courage to speak out, they may help to reduce the pain for themselves and other potential victims.

### **The School recommends that parents:**

- Watch for signs of distress in their children, eg: unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising.
- Take an active interest in your child's social life and acquaintances.
- Advise your child to tell a staff member about the incident.
- Inform the School if bullying is suspected.
- Keep a written record (who, what, where, when, why, how)
- Do not encourage your child to retaliate.
- Communicate to your child that parental involvement, if necessary will be appropriate for the situation.
- Be willing to attend interviews at the School if your child is involved in any bullying incident.
- Be willing to inform the school of any cases of suspected bullying even if your child is not directly affected.

A Restorative Practice approach will be used when a relationship has been damaged.

Conferencing will take place if further action is required.

As the children are expected to be responsible for their actions appropriate consequences will also be considered.

Programs that promote healthy relationships such as "The Healthy Relationships Program- Karen Brunskill" and self esteem activities such as circle time will permeate through the curriculum.

**Evaluation**

School Opinion Survey  
Student Opinion Survey  
Certification

This policy was adopted by the Rupanyup Primary School Council on 18/10/16

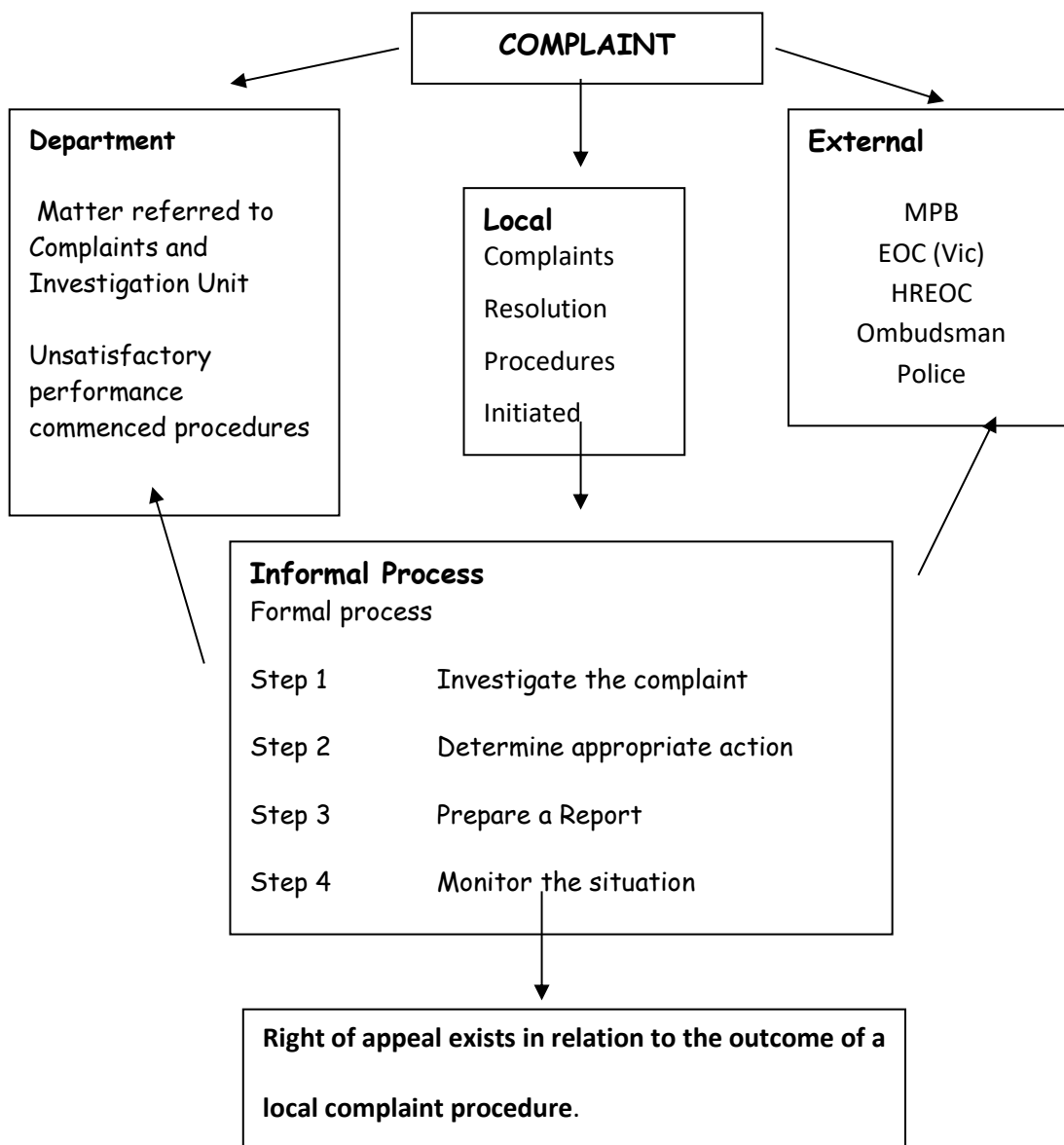
Signed ..... School Council President  
Matt Downer

Signed ..... Principal  
Gavin Young

**HARASSMENT POLICY**

**Grievance Procedures**

**LOCAL COMPLAINTS AND RESOLUTION PROCEDURES**



Upon receiving a complaint the Principal will assess the nature of the complaint and form a view regarding the appropriate course of action. The principal must inform complainants of options for dealing with complaints and their right to seek resolution, using bodies external to the Department.

## **Resolution Process**

### Informal

The local complaint resolution procedures encompass both informal and formal action.

Many concerns expressed to the Principal by parents, students, staff members or members of the community are most appropriately dealt with at an informal level. The Principal will need to make an assessment in each case about whether the concern or complaints requires the use of a formal process or whether informal resolution is appropriate.

### **Informal Process**

The Principal may choose to respond to a complaint through an informal process in cases where:

- The complaint is of a minor nature.
- The complainant wishes the matter dealt with informally.
- The complaint has arisen from lack of or unclear communication.

Informal resolution of a complaint may involve talking to one or more of the parties. The complainant may wish to deal with the situation themselves but may ask the Principal, or another person, to speak to the respondent on their behalf. The Principal, or other person, may privately convey the complainant's concerns, listen to the response of the respondent and respond accordingly.

Providing a written response to the complaint outlining the action taken and the outcome of this action is advisable.

Where an informal process of complaint resolution is not successful, and the complainant wishes to pursue the matter, the Principal should implement the formal process.

### **Formal Process**

The formal process comprises the following steps:

- Investigating the complaint
- Determining appropriate action
- Preparing a report
- Monitoring the situation.

### **Supporting Documentation**

- DEECD Local Complaint Resolution Procedures  
This handbook contains a full description of process and documentation required for managing grievances.