



# **St. Joseph's Primary School**

## **Numurkah**

### **Anti Bullying and Harassment**

#### **Policy**

**May 2016**

#### **Commitment to Child Safety**

**All students enrolled, and any child visiting, have the right to feel safe and be safe in all school environments and outside of school hours. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.**

#### **Basic Beliefs:**

**\* Our School is built on respect and an appreciation of individual differences**

**\*“In never seeing a need without doing something about it”  
( Mary MacKillop )**

#### **Aims and Objectives:**

- St Joseph's School is committed to providing a working environment in which all are treated with dignity and respect in accordance with The Gospel Values.**
- Working to ensure an environment of mutual respect between all school community members.**
- Upholding the value that each school community member has needs, rights and responsibilities.**
- Providing clear expectations of behaviour and treatment of others.**
- Implementing a social skills and behaviour management program.**

- **Continuing to develop a culture where individual differences are accepted and opportunities are provided for all to reach their full potential.**
- **St. Joseph's School will deal with any complaint in accordance with The Complaints Handling Procedure.**

### **What is harassment/ Bullying?**

Harassment / Bullying is any behaviour that has the effect of offending, humiliating or intimidating the person at whom it is directed. It makes the work environment unpleasant and sometimes even hostile. If a person is being harassed their ability to do their work is affected. They often become stressed and suffer health problems as a result.

Harassment / Bullying can often be the result of behaviour, which is not intended to offend or harm, such as jokes or unwanted attention. The fact that harassment is not intended does not mean that it is not unlawful. The differences between people should be acknowledged and respected - never ridiculed.

Harassment / Bullying often involves an abuse of power, for example, a *person in a position of authority* may harass a person over whom they have authority. Abuse of power can also happen when certain groups are in a minority in the workplace and are therefore in a vulnerable position, for example, people from non-English speaking backgrounds.

It does not include lawful behaviour, which is mutually acceptable to the parties.

### **Types of harassment / bullying**

There are many types of harassment. These can range from direct forms, such as abuse, threats, name calling and sexual advances; to less direct forms, such as where a hostile work environment is created, but no direct attacks are made on an individual.

#### *Examples of verbal harassment/ bullying:*

- sexual comments, advances or propositions;
- racist comments or jokes;
- spreading rumours;
- belittling someone's work or contribution in a meeting;
- repeated unwelcome invitations;
- obscene telephone calls, unsolicited letters, faxes, E-mail.

#### *Examples of non-verbal harassment / bullying*

- putting offensive material on notice boards, computer screen savers, E-mail, etc;
- displaying sexist or racist cartoons or literature;
- demoting, failing to promote, or transferring someone because they refuse requests for sexual favours;
- mimicking someone with a disability;
- practical jokes which are unwelcome;
- ignoring someone, or being cold or distant with them;

*Examples of physical harassment bullying:*

- unwelcome physical contact, such as kissing, hugging, pinching, patting, touching, brushing up against a person;
- hitting, pushing, shoving, throwing objects at a person.

**The Affect of Harassment / Bullying**

*Harassment / Bullying in the workplace impacts on both individuals and the school community. It is detrimental to the physical. Mental and emotional health of any person.*

**What to do if you are feeling harassed / bullied:**

- Approach the person who is bullying / harassing you and tell them how their behavior is making you feel. Ask them to stop this behavior.
- Seek advice from a trusted colleague – Principal, Vic Principal or the OHS Committee Leader who will help you decide what action you need to take.
- Lodge a complaint – refer Complaints Handling Procedure.

**The Responsibilities of Leadership Staff of the School.**

**The Leadership Team of St. Joseph's which includes the OHS Committee Leader, have a key role in preventing workplace harassment / bullying.**

**These responsibilities include:**

- Taking immediate action to stop workplace harassment / bullying if it is observed.
- Ensure that all staff understand their responsibilities and are made aware our school's policy in regard to workplace harassment / bullying.
- Responding promptly and fairly to all reported complaints in accordance with our complaints handling procedure.
- Ensure that staff are not victimized for making a complaint

- Ensuring as Leaders of the school that their own behavior is free from inappropriate behaviours.
- Monitor to reduce the risk of harassment / bullying occurring / recurring.

### **The Responsibilities of Staff of the School.**

#### **The Staff are expected to:**

- Comply with the School's policy for Harassment / Bullying.
- Treat all fairly and with respect.
- Take a firm stand against any form of harassment / bullying and promote the importance of acting against it.
- Report incidents quickly
- Offer support to those being victimised.

#### **Further Information:**

- Mrs. Pauline Fisher – C.E.O. Consultant
- Principal / Vice Principal
- OHS Committee Leader
- Ref. Anti-Discrimination Policy

#### **Note:**

This policy will be reviewed as required to ensure it is adequately addressing the issue.

Professional Development will be encouraged for any Staff member who feels they require support in such areas as Conflict Resolution, communication skills, mediation or other OHS support.

**Ratified by St. Joseph's School Board on 16/06/2016  
To be reviewed in 2019**