Anti-Bullying and Anti-Harassment Policy
Clarification Procedure

Defining Bullying and Harassment

Bullying/Harassment is not one isolated incident. It is a series of incidents that together form the basis of bullying/harassment. Sometimes, the WORDS, ACTIONS AND ATTITUDES of others undermine the dignity and esteem of individuals. A person subjects another person to bullying/harassment if he/she deliberately acts in an offensive way to the person, be it verbal, physical or emotional. If a person feels offended, humiliated, excluded or intimidated this is bullying/harassment. Such bullying/harassment could include remarks about:

- disability/ability
- race
- ethnic origin
- sexuality
- appearance

Bullying/harassment includes unwelcome sexual behaviour and physical action such as repeated pushing, nudging, punching, hitting, offensive text messages and using technology in an offensive manner.

Procedure and Consequences

What can you do about bullying?
If you are bullied or you know someone who is being bullied, please report it.

Who to report it to
Tell a trusted adult. This might be your pastoral care teacher, subject teacher, Pastoral Care Coordinator, school counsellor, Deputy Principal, Principal or a professional in an outside agency. Tell your parents or carers too.

How to report
Tell a trusted adult who it is that is bullying, where the bullying happens, how often it has happened and what you have done to try and stop it happening.

When to report
Report the bullying to a trusted adult as soon as it happens. Do not ignore it. When bullying is ignored it may get worse.

What do we do about incidents of bullying?
We will listen and talk to the person who has been bullied and the person who has bullied others.

We will put negotiated consequences in place for the person who has been bullying others.

The actions taken by the school will depend on the assessment of the situation and how the students involved respond to the steps being taken.

A variety of approaches may be used when dealing with these situations including:

1. The use of sanctions such as internal or external suspensions of the perpetrators(s)
2. Helping the targeted child to cope more effectively
3. Mediation between the students who are in conflict
4. The use of restorative practices
5. The Support Group Method
6. The Method of Shared Concern

It is important to note that the steps taken may change. This is because each person is different and each incident of bullying is different.

The cooperation of parents is essential in developing and implementing any anti-bullying policy and program.

What do we do at St Joseph's School to reduce bullying?
We use prevention, intervention and post-intervention strategies.

Prevention Strategies include:
Anti-Bullying and Anti-Harassment Policy

- Using curriculum to teach students about respectful relationships.
- Developing programs to help students participate and have a say in their learning.
- Teaching students about violence prevention, conflict resolution, anger management and problem-solving and developing policies which promote student safety.
- Teaching our students about ways of keeping themselves safe when in an online environment.
- Teaching for and about diversity.
- Provide professional learning for staff.
- Maintaining a “hands off” environment.

**Intervention Strategies include:**
- Counselling students who have been bullied.
- Talking to parents or caregivers about the situation.
- Putting consequences in place for those who bully others.
- Teaching students to be better bystanders.
- Ensuring all staff know how to address bullying effectively and respectfully.

**Post-Intervention Strategies include:**
- Monitoring the situation between students to ensure that their safety and well-being are maintained.
- Talking to carers and parents about strategies.
- Reviewing our yard duty procedures to make sure they are effective.
- Dealing with hotspots in the yard.
- Reviewing and evaluating behaviour expectations and policies.

**The Role of All Students**

All students at St Joseph’s have a responsibility to be aware of the Anti-bullying / harassment Policy and contribute to and create a safe and happy learning environment. Hence any student witnessing bullying or harassment needs to take appropriate action:

Tell the student to stop the behaviour that is inappropriate
Report the incident to a teacher
Invite the person who is being subject to bullying to relocate to a safer environment.

**Implementation**

Parents and/or legal guardians are requested to be familiar with St Joseph’s Anti-bullying/harassment Policy and the procedures followed in the case of harassment.

Students will have the policy explained to them at the beginning of the school year by their Pastoral Care Teacher, Pastoral Care Coordinator (year level) or a Deputy Principal.

Students will be made aware of what constitutes bullying/harassment and the procedure to follow if bullying / harassment occurs. All students will be made aware of the consequences to be met by those who indulge in harassment.