



## PREVENTION & MANAGEMENT OF BULLYING POLICY AND PROCEDURE

### VISION STATEMENT

Saint David's Parish School is a vibrant, inclusive, Catholic community inspired by St Mary MacKillop fostering faith and learning so as to nurture optimistic compassionate people of the world.

### RATIONALE

At Saint David's Parish School, the well-being of our students is paramount. We believe that every student has the fundamental right to feel safe and respected within the school environment, free from any form of bullying or harassment. As a result, any allegation of bullying or harassment of a student or group of students will be addressed promptly and with the rigour and seriousness it deserves.

### DEFINITIONS

Bullying is defined as the repetitive and intentional infliction of harm, whether physical, verbal, or psychological, by an individual or group towards another person or group. Bullying can occur both in person or online (cyber-bullying).

Harassment includes any behaviour that is unwanted or offensive, and can humiliate, intimidate, or create a hostile environment. This can occur face-to-face or online, and it may be a continuous pattern or an isolated incident.

### Procedure for students

We encourage individuals being bullied or harassed to follow this Action Plan (Appendix A – Student Grievance Flowchart)

Step 1: Ignore it. Show that it does not affect you. The behaviour may cease.

**If it does not stop - go to Step 2.**

Step 2: Speak to the person bullying or harassing you. Tell them to stop. Let them know you will take further action if the behaviour does not cease. Speak to your teacher.

**If it does not stop - go to Step 3.**

Step 3: Discuss it with your friends, teacher, parents or school counsellor. They may be able to help you.

**If it does not stop - go to Step 4.**

Step 4: Report the bullying or harassment to your teacher or another staff member and they will further investigate the situation.

**If it does not stop - go to Step 5.**

Step 5: Report that the bullying or harassment has continued to your teacher or another staff member. The bullying or harassment behaviour will be documented and parents informed. The staff member will try to help you work things out and a decision will be made about further action to stop the bullying or harassment using the school's procedure. School staff will monitor how things are going to ensure that the behaviour stops.

If at any time students feel uncomfortable, students are encouraged to speak to parents/caregivers, relatives, friends, teachers and/or the school counsellor.

### REPORTING BULLYING & HARASSMENT

If you are bullied or harassed or you know someone who is being bullied or harassed please **report it**.

- **Who to report to:** Tell your parents and/or a teacher, the principal or the school counsellor.
- **How to report:** Tell the trusted adult (e.g. parent/s, teacher, the principal, school counsellor) where the bullying or harassment happened, how often it has happened and what you have done to try to stop it happening.
- **When to report:** Remember to report the bullying or harassment to a trusted adult as soon as it happens, when bullying or harassment is ignored it may get worse

**For severe and repeated cases of bullying or harassment, the Leadership Team needs to be informed.**

### **Procedure for staff**

All staff at Saint David's Parish School take bullying and harassment seriously and report/record as necessary.

#### **For students, staff will:**

- follow the Bullying and Harassment Flowchart until resolution is achieved.
- use restorative practices such as affective statements, restorative conversations and restorative investigations to help everyone to build respectful relationships and situations that involve bullying and harassment.
- ensure that everyone is heard whether they are the person who has been bullied or harassed or the person who has bullied or harassed others

#### **For colleagues, staff will:**

- try to resolve issue by speaking to the person
- keep records/data or diary of each incident
- speak to a school Contact Officer
- speak to the Principal
- lodge a Workplace Bullying and Harassment Complaint Notification

If the source is the Principal of the school, contact Catholic Education SA.

If staff need to talk to a counsellor, contact ACCESS Programs (Employee Assistance Program 1300 66 77 00)

### **APPENDICES**

Appendix A: Workplace Bullying and Harassment Complaint Notification

Appendix B: Student Grievance Flowchart

Appendix C: Bullying and Harassment Flowchart

Appendix D: Safe Work Environment Poster

### **DATE FOR REVIEW**

Implemented:	2004
Ratified by School Board:	2006
Reviewed	2015, 2018, 2021, 2024
Next Review	2027

## APPENDIX A

Complaints can be lodged electronically using the Catholic Safety and Injury Management [Incident & Investigation Report Form](#).

Alternatively, the following form may be completed and submitted to the applicable WHS representative.

### **CONFIDENTIAL WHEN COMPLETED**

#### **Workplace Discrimination, Bullying and Harassment (including Sexual Harassment) Complaint Notification**

Date	
Complainant's Name	
Complainant's Position	
Complainant's Workplace	

Complaint made against	
Person's Position	
Person's Workplace	
Nature of complaint e.g. discrimination	

Outline of complaint (please provide sufficient detail to explain the issue/s or situation)

Please attach additional pages and/or supporting information if necessary.

Have you sought advice or discussed the issue/s or situation with anyone?

YES

NO

If yes, please provide their name, position and contact details:

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Have you taken any action to address the issue/s or situation?

YES

NO

If yes, please outline what action has occurred:

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General comments (if applicable):

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Signature

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Date

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*Please forward completed form to the Principal/Leader (or delegate). Where a complaint is made against the Principal of a Diocesan school, the form should be lodged with or referred to the relevant Schools Performance Leader or Director: People, Leadership & Culture, Catholic Education Office. If the complaint is about a Principal of an Other Catholic school, the written complaint should be lodged with or referred to the appropriate employing authority e.g. Religious Congregation.*

*Completed forms are managed in confidence on a "need to know" basis.*



### STUDENT GRIEVANCE FLOWCHART

**PROBLEM**



**AT HOME, SCHOOL OR SOMEWHERE ELSE**



**WHAT CAN I DO?**

Tell the person to stop **OR** ignore it **OR** walk away



Problem not solved– Move to the next step

➡ Problem  
Solved



**TALK TO SOMEONE ABOUT IT**

- Parent/Carer/Relative
  - Friend
  - Teacher
- School Counsellor
- Kids Help Line 1800 551 880



Problem not solved– Move to the next step

➡ Problem  
Solved



**REPORT IT TO YOUR TEACHER**

They will investigate and inform the Leadership Team



<p>If harassment occurs, tell the person to stop</p> <p><i>Resolution?</i></p>					
<p><b>YES</b> - No further action required</p>	<p><b>NO</b> - Report the bullying to class teacher or a staff member</p>				
<p>A student led conversation is facilitated between two students.</p> <p><i>Resolution?</i></p>					
<p><b>YES</b> - No further action required</p>	<p><b>NO</b></p>				
<p>If conversation is unsuccessful, the teacher will investigate and facilitate a Restorative Conversation between the two students where an agreement will be reached and actioned. Information is documented on SEQTA and parents of all students involved will be notified.</p> <p><i>Resolution?</i></p>					
<p><b>YES</b> - No further action required with students</p>	<p><b>NO</b></p>				
<p>The teacher will follow up with the students and the parents of the bully and victim after the incident.</p>	<p>If Agreement is not upheld, a meeting is held with student, teacher, Leadership &amp; parent/s.</p> <p><i>Resolution?</i></p>				
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**CESA is committed to providing staff with a safe work environment that is free from inappropriate behaviour. We will take all reasonable steps to minimise any form of workplace discrimination, bullying or harassment.**

## **If you experience discrimination, bullying or harassment by a colleague:**

- **Seek support.** Free confidential counselling is available 24/7 through the Employee Assistance Program, provided by:

### **ACCESS Programs**

**1300 667 700 / [www.accesssa.com.au](http://www.accesssa.com.au)**

- **Keep a record** of the concerns and events.
- **Consider your options** for informally addressing the behaviour:
  - > Consider talking to the person whose behaviour is making you feel uncomfortable (if you are able).
  - > Seek advice from a Contact Officer at your site. The Contact Officer's role is to listen and advise you of your options.
- If you can't resolve your concerns informally, **formal options** to seek support to resolve the matter are outlined in the '*SACCS Responding to Discrimination, Bullying & Harassment in the Workplace Procedure*' and include:
  - > Speaking with your Principal or a member of the school leadership team.
  - > If the inappropriate behaviour is by a Principal, for a diocesan school contact:

### **Assistant Director**

**People, Leadership and Culture**

**Catholic Education Office (08) 8301 6630**