

Anti-bullying Policy (Policy Number NSC009)

In all Policies and Procedures "The School" should be taken to mean "Nautilus Senior College" unless otherwise specified.

"The School's policies are revised from time to time according to the requirements set out in section 47 of the [Education Act 1990 No 8 \(NSW\)](#) and of the NSW Education Standards Authority (NESA) requirements for registration of the school."

This policy and the related procedures have been developed and created by the Staff and students of the school. This ensures that all members of the school are able to attend and participate in their time here knowing that it is a safe space for all stakeholders.

1. PURPOSE

To ensure that all students, staff, visitors, college members and volunteers feel that the school is a safe space where they can attend and learn.

All stakeholders and visitors to the school must respect and accept that people have differing, opinions, beliefs, values and backgrounds. Bullying is a risk to health and safety in the workplace.

2. SCOPE

The policy and related procedures regarding Bullying and Harassment are developed and decided upon by staff and students of the school.

This policy and related procedures relates to all staff, students, family members, carers, visitors, volunteers and Mid North Coast Community College members engaged with the school.

The policy applies to any work related travel or functions eg Christmas parties and functions that are held on or off-site by our community partners.

3. DEFINITIONS

Bullying

Use superior strength or influence to intimidate (someone), typically to force them to do something and can include verbal, physical and online abuse.

Complaint/Concerns

Complaint - A grievance, issue raised, expression of dissatisfaction or formal allegation.

Cyber-bullying

Comments made on social media that they may not say to someone face to face. These comments on social media can be just as damaging as any other form of bullying and in some circumstances it can also be a criminal act.

Cyber-bullying can take many forms

- Abusive texts, on-line posts and emails
- Imitating others on line using fake profile and other methods
- Spreading rumours and telling lies on-line
- Making hurtful comments
- Making threats or comments designed to intimidate on-line
- Repeated unwanted messages being sent to you
- People using your account to send fake posts
- People sending photos or videos of you to others to embarrass or humiliate you
- Excluding others on-line

Harassment

To subject an individual to aggressive pressure or intimidation; make repeated small scale attacks.

According to the [Human Rights Commission](#), harassment can be against the law when a person is treated less favourably on the basis of certain personal characteristics, such as race, sex, pregnancy, marital status, breastfeeding, age, disability, sexual orientation, gender identity or intersex status.

Some limited exemptions and exceptions apply. Harassment can include behaviour such as:

- telling insulting jokes about particular racial groups
- sending explicit or sexually suggestive emails or text messages
- displaying racially offensive or pornographic posters or screen savers
- making derogatory comments or taunts about someone's race
- asking intrusive questions about someone's personal life, including his or her sex life.

The law also has specific provisions relating to certain types of harassment.

- Sexual harassment is any unwanted or unwelcome sexual behaviour where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated or intimidated. It has nothing to do with mutual attraction or consensual behaviour.
- Harassment linked to the disability of a person or their associate is against the law.
- Offensive behaviour based on racial hatred is against the law. Racial hatred is defined as something done in public that offends, insults, humiliates or intimidates a person or group of people because of their race, colour or national or ethnic origin.

A one-off incident can constitute harassment. All incidents of harassment require employers or managers to respond quickly and appropriately. Employers can also be held liable for harassment by their employees. This is called 'vicarious liability'.

Legal Responsibilities

Every person at the workplace has a legal responsibility to prevent bullying and harassment from occurring.

Under current Work Health and Safety Legislation, MNCCC has the primary duty to eliminate or minimise, as far as reasonable practicable, the risks to health and safety at the workplace. This duty includes the implementation of strategies including training, to prevent workplace bullying.

Unreasonable behaviour,

The [Fair Work Commission](#), defines 'unreasonable' behaviour as that which a 'reasonable person', having regard to all the circumstances, may see as unreasonable. In other words, it is an objective test. This would include (but is not limited to) behaviour that is victimising, humiliating, intimidating, undermining or threatening another person.

Workplace Bullying

Workplace bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to health and safety. It includes both physical and psychological risks and abuse. Forms of bullying can include direct and indirect forms of behaviour.

4. REFERENCES

Anti-Discrimination Act 1977 No 48.

5. POLICY

All stakeholders of the school from students to staff are made aware of their rights and responsibilities with regards to bullying and violence.

It is against our policy to harass any other person in relation to their age, race, gender, sexuality, culture, religion, marital status, appearance or disability.

Insults and harassment related to these things are a form of bullying and violence and will be handled in the same way as physical violence.

This applies to any areas within and off school grounds including the classrooms, the common areas and online.

All stakeholders are made aware that staff of the school take any forms of harassment and bullying behaviour very seriously and that all school attendees, visitors and volunteers have every right to feel safe and supported in the school environment. Therefore, coming forward with concerns surrounding these issues on behalf of themselves or any other student is considered as a positive decision and one that will be listened to and actioned.

Staff should take observations and make disclosures if they hear of bullying or harassment and should document any information they receive regarding harassment in the NSC Feedback and Complaints Form, as well as documenting information in the Wellbeing templates on Sentral under 'Incidents'.

Types of harassment and bullying that will be actioned include:

- Any behaviours including the use of
 1. Telephone communication or text messages
 2. The use of social media for the purposes of intimidating, ridiculing, insulting, name calling and threatening inside or outside of school hours
 3. Including the uploading to any device or electronic program any offensive, intimidating and inappropriate images, words or other content.
- Any intimidation tactics including
 1. Staring at or giving threatening looks
 2. Being obstructive and forceful in body language
 3. Wilfully invading someone's personal space
 4. Laughing at or whispering about others in order to gain a reaction, or
 5. Any other behaviour that may display serious intimidation.
- Any behaviours such as students speaking about one another to any other individual in a derogatory manner which includes discussing their private lives, social lives, medical status and any name calling, assumptions or rumours.
- Any behaviours that may include encouraging, permitting, instructing any of their peers to engage in negative behaviour, language or attitude towards another party. If so they too will be held responsible.

6. Procedure

Steps to resolve bullying and harassment behaviours may be implemented as a result of either witnessing the behaviour or responding to a verbal or written complaint made by any student, staff member, visitor or community member.

Please refer to the overarching Complaints Management Policy Framework and procedures for implementing a response to a formal verbal or written complaint; this information and forms are also available on the NSC website for parents/guardians/caregivers and community members to access.

Please note: It is MANDATORY to document all steps in the resolution of the behaviour or related incidents in the Behaviour Incident section of Sentral, including notes of Wellbeing Meetings and meetings with the Parents/Guardians/Caregivers.

6.1 Verbal bullying and harassment

Issue	Responsibility	Action
For one off 'heat of the moment' occurrences of name calling, threats and ridicule	Teacher, staff member and students witnessing or made aware of behaviour	Discussions of the situation with those involved and student apologies are requested and explored. Behaviour Incident raised in Sentral. Principal and Wellbeing Team member notified.
Two or more occurrences with increasing severity	Principal, delegated staff member	A restorative circle may be called on behalf of the students themselves or others concerned by the behaviour including staff and volunteers. Parents notified.
Ongoing incidence	Principal	Meeting with parents/guardian/caregiver to discuss situation and possible steps that need to be taken
Continuing behaviour or escalation in severity	Principal	Student is given time-out to receive outside counselling and support due to concerning bullying behaviours.
Behaviour reaches critical level	Principal	Student offered a withdrawal form to commence withdrawal process (in consultation with parents/guardian/caregiver)

6.2 Physical bullying and harassment

Issue	Responsibility	Action
Initial incident of physical bullying and harassment including threats and assaults	Teacher, staff member witnessing or made aware of behaviour	Behaviour Incident raised in Sentral Witnesses to complete a Critical Incident Report Form and meet with the Principal and Wellbeing team Parents notified
Repeat of incident or escalation of behaviour with threats of possible physical harassment action	Principal	Meeting with parents/guardian/caregiver to discuss situation and possible steps that need to be taken to resolve the situation eg restoration circle
Ongoing incidence of behaviour	Principal	A request for time-out with off-site counselling may be placed on the individual/s involved
Behaviour does not abate	Principal	Student offered a withdrawal form to commence withdrawal process (in consultation with parents/guardian/caregiver) Physical assault notified to Police

6.3 Online bullying and harassment

Issue	Responsibility	Action
Facebook, Instagram, SnapChat, YouTube, WhatsApp, Messenger or other social media application	Teacher, staff member or other student witnessing the online behaviour reports incident to the Principal	Behaviour Incident raised in Sentral Meeting of perpetrator and affected student with Principal and Wellbeing Team member Parent/Guardian/Caregiver notified Anti-cyber bullying strategies offered to affected student Wellbeing team will meet to discuss situation for follow-up restorative practices Outside counselling may be sought Police are notified if no improvement.

6. ANTI-BULLYING ACTION FLOWCHART

