

# Baradene College of the Sacred Heart

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## ANTI-HARASSMENT/ANTI-BULLYING/CYBER SAFETY POLICY

### RATIONALE

Baradene College of the Sacred Heart provides an education with a Special Character reflecting its Catholic faith and five goals of the Society of the Sacred Heart.

Baradene College of the Sacred Heart seeks and affirms each person's worth, dignity and vocation. Harassment/ Bullying strikes at the basis of these values and prevents students and staff reaching for excellence in every dimension of life. The College is committed to ensuring that all staff and students are able to work and learn in an environment free from harassment/ bullying.

### DEFINITION

Harassment / Bullying is the misuse of power, position and privilege. It is done to intimidate, coerce, engender fear, to control. Harassment covers a range of verbal and/ or physical behaviour which is unwelcome, unsolicited and non-reciprocal. Bullying is harmful behaviour and/or degrading treatment which is deliberate, repeated and targeted at a relatively defenseless or less powerful person.

- Intimidation or bullying of individuals or groups verbally and/or physically/, electronically and/or emotionally including threats of harassment.
- Harassment or discrimination against others on the basis of their race, colour, culture or religious/spiritual beliefs.
- Discrimination against others on the basis of gender or sexual orientation.
- Indirect harassment/ bullying/ inappropriate use of technology such as spreading rumours, harmful gossip, exclusion or deliberate rudeness that is intended to harm, ridicule, diminish or marginalise others.
- Inappropriate use of email, mobile phones or social media.

### PURPOSE

1. To reinforce the view that harassment/ bullying, cyber bullying is an unacceptable part of Baradene school life.
2. To create a supportive climate.
3. To provide school-wide anti-harassment/ anti bullying/ cyber safety procedures.
4. To provide a physical environment which engenders appropriate and acceptable behaviour.
5. To value the dignity, diversity and rights of all individuals.
6. The Board will provide a safe and secure environment for students and staff and create a climate which aims to encourage self-respect and respect for others in line with the goals and criteria of Sacred Heart education.

### GUIDELINES

1. All students are required to sign a Computing/Cyber Safety Use Agreement that covers use of internet and technology that covers appropriate use.
2. All students in Years 7-10 participate in the KiVa anti-bullying and building resilience programme.
2. Information will be available and promulgated through the Student Support structure for staff, students and caregivers as to what constitutes harassment/bullying/cyber bullying and College processes for dealing with complaints.
3. Training and raising staff awareness will be the responsibility of the Principal and Senior Management Team.
4. Professional Development and raising student awareness will be the responsibility of the Principal and Student Support Team.
5. All complaints received will follow the procedures outlined below.

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6. Students breaching this policy while under the jurisdiction of the school will be dealt with in accordance with the school discipline procedures.
7. All personal harassment/ bullying complaints will be dealt with speedily, fairly and in confidence as much as is appropriate.

### PROCEDURES

Staff experiencing harassment, bullying or cyber bullying should refer to the Complaints Policy.

The KiVa programme promotes respect, resilience and restorative conversations. In the event that students experience harassment, bullying or cyber bullying, the process followed is outlined below:

1. When a staff member is alerted by a student/ parent/ teacher of a complaint of harassment/ bullying/ cyber bullying, the complaint is passed to the Dean or a member of the Senior Management team.
2. The Dean/ Senior Manager will investigate the complaint and
  - Ascertain the details from the victim and/or witnesses, create a written report to go on the files of the students involved and note on Kamar.
  - Ensure the safety of the victim; at school, travelling to and from school, online.
  - Advise the alleged harasser/bully that she is the subject of a complaint.
  - Notify the parents of the students involved.
  - Negotiate a pathway forward through restorative processes, parent meeting and/ or discipline system.
  - In some cases where the facts are clear and acknowledged, resolution may be achieved informally by discussion between the parties without the need for initiating discipline procedures. Education will be made available for victims and bullies.
  - Victims should be assessed and referred to appropriate counselling and psych services as needed. The incident may be reported to appropriate authorities. e.g. Police.
  - Education to be provided for the perpetrator on the effects of her actions.
  - The Director of Student Support Services is responsible for the monitoring and updating of procedures as necessary.

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