



Anti-Bullying (Students) Procedure

This procedure should be read in conjunction with the *Anti-Bullying (Students) Policy*, the *Student Code of Behaviour* and the *Student Behaviour Expectations Policy and Procedure*.

1 Background

- 1.1 The following procedures have been developed as a guide to managing allegations of bullying behaviour.

2 Actions for Staff

- 2.1 Take reasonable steps to ensure all new staff members understand the College *Anti-Bullying Policy* as part of the induction process.
- 2.2 Model the College Values and appropriate behaviours at all times, in interactions with each other and with students.
- 2.3 Be conscious of the "power imbalance" in the staff/student relationship when dealing with behaviour management issues and when outlining clear expectations and directions for students to follow.
- 2.4 Review the *College Student Code of Behaviour* and *Anti-Bullying (Students) Policy* with Compass/class groups at appropriate times. Take reasonable steps to ensure students understand bullying, what to do and who to go to in the case of being bullied or seeing someone else bullied. Outline the consequences for students who are involved in bullying.
- 2.5 Reinforce with students the College Values and how we demonstrate them in our interactions with others, whenever appropriate opportunities arise in class.
- 2.6 Create an atmosphere in the learning environment which allows non-threatening discussion and encourages students to speak openly.
- 2.7 Create opportunities to develop each student's self-esteem, resilience and confidence to be able to deal with the situation should it arise.
- 2.8 Reinforce that a "Code of Silence" is not acceptable, that it takes courage and integrity to report bullying. To do so is not "dobbing" but responsible and expected behaviour.

3 Managing bullying behaviour

3.1 Watch for early signs of distress in students including:

- Changes in mood and facial expressions
- Sitting alone in class and the playground
- Decline in performance
- Difficulty in concentrating
- Finding it hard to relate to friends
- Frequent visits to the Health Care Centre
- Avoiding some lessons or activities, not wanting to come to school and/or
- Being excluded from groups.

3.2 Refer any cases or suspected cases of bullying to the relevant Head of School.

3.3 Offer the victim immediate support and outline what will happen. Let them know that you take their information seriously.

3.4 Include appropriate learning activities to counter bullying in the learning environment.

3.5 Enlist the support of all students as a positive resource in taking responsibility for each other.

4 Procedures in responding to reports of bullying

4.1 Staff members who have received information about an incident of bullying, should refer it to the relevant Head of School who will inform the Director of Boarding if a boarding student is involved.

4.2 The College response to a report of bullying will be guided by the following phases:

4.2.1 Reporting and Handling

- **Encourage Reporting:** Students are encouraged to report any incidents of bullying, whether they are victims, bystanders, or aware of an incident. Students should report any incidents of bullying to the relevant Head of School.
- **Immediate Action:** Reported incidents will be addressed immediately by the Head of School. Upon receiving a report, a designated staff member will assess if there is any immediate risk to student safety and will take appropriate actions to mitigate this.

4.2.2 Investigation

- **Objective Process:** Investigations will be carried out impartially, and will seek to collect relevant evidence regarding the matter at hand. The person making the final decision regarding consequences will not partake in investigations, this usually is the Deputy Principal Students (K-12) for more serious matters and the Head of School for other matters. For any investigation the alleged bully, alleged victim and any witnesses will be interviewed separately, and the events recorded in writing, reiterating to the student information recorded which captures what they have stated. Students may be required to provide a written statement.

- **Protection:** Both the alleged victim and alleged bully will be given the necessary support and protection during the investigation. Confidentiality will be maintained within the staff addressing the issue.
- **Timely Resolution:** Investigations will be concluded within a defined timeframe on a case-by-case basis.

4.2.3 Consequences

- **Briefing and recommendations:** Once investigations are complete, the relevant Head of School will consider the evidence at hand and determine consequences. For more serious matters the Head of School will meet with the Deputy Principal Students (K-12) to share findings and determine consequences. Ultimately, consequences invoked are at the discretion of the Principal. Depending on the incident, consequences may include suspension or termination of enrolment.
- **Nature of consequences:** The College may use either restorative and / or punitive consequences to help repair damaged relationships and to prevent further bullying from occurring.
- **Tailored Actions:** Consequences will be tailored to the nature, severity and context of the bullying incident and may range from restorative tasks through to suspension or termination of enrolment.
- **Appeal:** Students are afforded the opportunity to appeal the consequences through a request made in writing to the Deputy Principal Students (K-12). If the consequence is upheld and the student remains unsatisfied, the consequence may be reviewed by the Principal who has the final authority.

4.2.4 Support

- **Counselling:** Counselling services will be available for victims, bullies, or any affected party.
- **Support with peers:** Assistance can be provided with peers to help students move through this time with the support of other students.

4.2.5 Prevention and Education

- **Awareness Campaigns:** Regular programs, workshops, and campaigns are organised to raise awareness about the ill effects of bullying and the importance of empathy and respect.
- **Staff training and education:** Staff are trained to identify signs of bullying and respond to such incidents appropriately.

5 Responsible for Authorisation

5.1 Principal

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