TINTERN GRAMMAR

Anti-Harassment/Bullying Policy

Please note: The basis for this Anti-Harassment/Bullying Policy was developed following input received in 2011 from all levels of the Girls Middle School and from Year 9 students of the Boys Middle School. All Pastoral/Tutor groups start the year with a Pastoral session devoted to reading through and discussing the Harassment/Anti-Bullying Policy. We ask that all families read over the Policy and that "sign-off" in the Student Record book is completed by Friday 12 February 2016 to confirm the Policy has been discussed at home.

In line with Tintern Grammar's commitment to ensuring a culture of positive relationships through our focus on Family-School partnerships, the School fosters the importance of creating a safe and supportive environment where each person in our community is treated with absolute dignity and respect. **Harassment/Bullying is not acceptable in any form in our School environment and community.** Tintern Grammar is committed to eliminating harassment/bullying in all of its forms and to providing help through our pastoral and teaching programs which reinforce respect for self and others, as is underpinned through the values expressed in the School's Compass. The School's pastoral program tackles issues relating to harassment/bullying and the School regularly engages cyber-safety experts to talk with students and parents about appropriate use of social media and cyber-safety issues.

Tintern Grammar takes seriously its responsibility to provide robust policy, guidelines and education for students, staff and parents in relation to what is deemed acceptable and appropriate online behaviours. The School's name, motto, crest, logo and/or uniform must not be used in any way which would result in a negative impact for the School, its individual members and its community. Similarly, students must not post photos or videos which reflect badly on themselves, other students or the School - in particular, this relates to photos or videos of either themselves and/or other students which clearly identity them as a member of Tintern Grammar's community. This advice is specifically intended to protect individual students from harassment and/or stalking.

Members of the School community also have a responsibility to ensure that all on-line communications are in keeping with Tintern Grammar's expectations in relation to appropriate and respectful interactions with our teaching and non-teaching staff. Students must not post inappropriate comments about individual staff members which, if said in person, would result in disciplinary action being taken.

Neither the School's network nor the broader Internet [whether accessed on-site or off-site, either during or after school hours, via any application] may be used for any purpose other than that which it was designed. Cyberbullying, harassment, taking, sending and receiving naked or sexually explicit images (sexting) and other misuses of technology in cyberspace are totally unacceptable.

"Cyberbullying is a way of delivering covert psychological harassment. It uses information and communication technologies to support deliberate, repeated and hostile behaviour, by an individual or group that is intended to harm others." (**Belsey 2007**)

What is Harassment/Bullying?
By definition: **Harassment** covers a wide range of behaviours of an offensive nature. It is commonly understood as behaviour intended to disturb or upset, and it is characteristically repetitive. In the legal sense, it is intentional behaviour which is found threatening or disturbing;
Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behaviour is often repeated and habitual.

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The main pre-requisite that differentiates Bullying from Harassment is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. At Tintern Grammar we have no tolerance for harassment/bullying and we define behaviours that constitute either of these unacceptable practices as:

- Any repeated behaviour that hurts, threatens, embarrasses or intimidates someone.
- When an individual or a group uses her/his/their power to "target" or hurt another person repeatedly.
- Behaviour that clearly shows the intention to cause fear, distress and/or harm.
- Whether or not the person or person(s) intend to harass or to bully, it is termed harassment/bullying if it has this effect on someone else.
- Harassment/bullying can occur between students, but also between adults and between adults and students.

Examples of Harassment/Bullying might include any of the following - which might involve "face to face" situations or misuse of technology via a social media group:

- Teasing
- Name-calling and "put downs"
- Spreading rumours
- Making threats
- Deliberately excluding others from activities or groups, including on-line groups.
- Physical aggression, such as: shoving, hitting, tripping up, throwing things at someone else, pushing, damaging or hiding someone's property.
- Making threatening or offensive gestures.
- Deliberately ignoring or staring at others.
- "Rolling your eyes" or "sniggering" at the conversations of others.
- Cyberbullying of another person by threatening, hurtful or offensive language, discussions or references, or through offensive digital pictures or images sent via: SMS, e-mail, Facebook, web-site postings (including blogs) or any other electronic or social media.
- The forwarding of private e-mails, messages, pictures or videos or otherwise inappropriately communicating personal or private information belonging to another person or logging on and pretending to be someone else.
- Sending sexually explicit images ('sexting').

Useful Advice for dealing with Harassment/Bullying:

- Tell the person or persons that you don't like what they are doing or saying. Tell them to stop it. Look at them directly and say confidently: "Stop it" or "Cut it out" or "That is not okay" or "I don't like what you are doing or saying to me"
- Avoid trying to "get even" – this often makes the problem worse
- Avoid the person who is harassing you
- Take a deep breath and remind yourself this is not your fault. Use self-help talk like: "This is about them, not me". Walk away
- Act confidently, even if you are not. Imagine hurtful comments bouncing off you
- If the behaviour continues, tell your parents, Form Teacher, or other staff member you trust. This is not "dobbing", it is expressing your right to feel safe and be treated with respect. Staff will deal with your complaint in a confidential manner
- Stay away from any place where you feel uncomfortable and let a staff member know of such places
- Have a variety of friends to mix with at recess or lunch time. Extend new friendships by inviting them to your home after school or at weekends
- Make sure that you have the correct privacy settings on your social media

- Continue to make wise choices about who are your friends and who you befriend online when using social media

As a Student - What can I do to stop Harassment/Bullying?
- Show care and respect for others at all times, both inside and outside the classroom and inside and outside the School
- Be courageous. If you witness harassment/bullying don't join in. Take a stand by telling the person to stop doing it
- Tell someone on staff, a parent or a trusted adult about what you have seen
- Always make a special effort towards any student who seems lonely or who is having a "hard time" by inviting her/him into your friendship group
- If you find that you have somehow got yourself involved with others who are harassing/bullying, consider how you would feel to be treated unkindly. Say sorry and stop it immediately!
- Ensure that you maintain the effective and safe social media practices as directed by the School
- Students who feel that they have been the victims of cyberbullying, or other misuses of technology, should save and store the offending material on their computer, mobile phone or other device. They should then print a copy of the material and immediately report the incident to a teacher, a parent or other trusted adult

As a Staff Member - What can I do to stop Harassment/Bullying?
- Be a positive role model to students in both your behaviour and communication style
- In your use of social and electronic media, ensure all online communications are in keeping with the School's expectations in relation to appropriate and respectful interactions and that your students are aware of this
- Maintain positive classroom management strategies
- Ensure that you are always on time and visible when on Yard Duty and Bus Duty. Always arrive on time for classes
- As you walk around the School from one class to another be prepared to check any locker areas you may pass and to investigate/challenge any students who are not moving to class
- Intervene immediately on any witnessed or reported harassment incident and follow-up regularly
- Be familiar with how Tintern Grammar deals with harassment and social media issues and emphasise this with your students regularly
- Report harassment incidents to the appropriate Year Level Co-ordinator(s), the Head of School, a Vice-Principal or the Principal
- Staff who may have experienced cyberbullying or threats online should immediately report such incidences to their Head of School, a Vice Principal or the Principal

As a Parent or Guardian - What can I do to stop Harassment/Bullying?
- If your daughter/son tells you of a harassment incident she/he has witnessed or has knowledge of, in or out of School, involving a Tintern Grammar student, report the matter to: the Year Level Co-ordinator, Head of School, Vice-Principal or Principal
- Be alert for signs that may indicate your daughter/son is being bullied/harassed. These may include: reluctance to go to School, mood swings, sleep disturbance, social withdrawal, reluctance to mix with previous friends, recurrent headaches or other physical symptoms
- Maintain vigilance and supervision relating to computer and smart phone usage. At home your child should preferably access computers in open areas where you are able to ensure

- that internet or social networking sites are accessed sensibly and that sensible and safe social media practices are being maintained
- If your daughter/son reports that she/he is being bullied/harassed, encourage them to discuss the matter with you freely. Take note of as many details as possible and discuss strategies for addressing the problem. It is advisable to contact the School as soon as possible to discuss possible courses of action
- Assess how they have been affected by this harassment/bullying. It is important to reassure them that the harassment/bullying is not their fault and, in instances of cyberbullying, to support their safe use of the internet at this time
- In instances of cyberbullying, if your child has not already done so, please ask them to block the perpetrator and make sure their Social Media account(s) is/are set to Private
- Discourage any form of retaliation and do not take matters into your own hands. Either of these actions can make the situation worse. In extreme cases (for example if threats have been made), at your discretion, you might contact the Police directly.
- Once you have a clear idea of how your daughter/son would like the matter handled, contact the School. The Form Teacher, Year Level Co-ordinator or Head of School are all appropriate staff members who could be contacted. Having made contact with the School, you can expect to be consulted and informed about interventions taken to resolve the issue.
- Contact the School Counsellor if you feel your son or daughter needs further assistance/counselling.

Key Contact Staff at Tintern Grammar to deal with Harassment/Bullying
- Form Teacher/Mentor
- Year Level Co-ordinator
- Head of School
- School Counsellor
- a Vice-Principal
- Principal

Other Key Contacts/Resources available:
There are several government and commercial web-sites and publications that Tintern Grammar can suggest for students, families or staff to refer to regarding harassment/bullying matters:
- https://esafety.gov.au/education-resources/classroom-resources/stand-alone-lesson-plans-for-primary-schools - this site contains a great lesson plan on cyber safety aimed at upper Primary/early Secondary students
- http://www.takeastandtogether.gov.au/index.html
- https://www.esafety.gov.au/education-resources/parent-resources/esafety-for-parents-cyberbullying
- http://www.connectsafely.org/a-parents-guide-to-cyberbullying/
- https://esafety.gov.au/esafety-information
- http://www.bullyingnoway.com.au/
- http://www.cybersmart.gov.au   and then follow the links to the News Article: I thought this was just meant to be fun.aspx
- kidshelp.com.au
- www.acma.gov.au/cybersaftey
- www.cybersmart.gov.au/outreach.aspx

Actions/consequences that Tintern Grammar might use in incidents involving Harassment/Bullying

- Harassment/Bullying is regarded as a serious offence by Tintern Grammar and therefore any report of it will be followed up promptly

- Whether the harassment or cyberbullying incident(s) occurs during school time or after school hours, it will constitute a breach of School policy and, as such, a Tintern Grammar student will be subject to disciplinary action
- In cases of cyberbullying we will invariably advise the social networking site of the incident and of the offending social media accounts, with the request that they remove the content entirely and shut the offending account down promptly
- The School will regard the matter very seriously and will take appropriate action including: counselling; detention(s); an interview involving the offending student(s) and her/his/their parents with the Head of School and/or a Vice-Principal and/or the Principal
- More serious sanctions may be considered, if deemed necessary: these can include one or more of: loss of computer access rights; suspension for a period of time, expulsion from the School and/or the direct involvement of the Police
- **All members of the School Community need to be aware that in circumstances where a crime has been committed, a criminal investigation by the Police may result, over which the School will have no control**
- **Specifically, all reports of cyberbullying and other technology misuses will be investigated fully and may result in a notification to Police where the School is legally obliged to do so.**

Policy Approved By: Tintern Grammar Executive
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