ANTI HARASSMENT POLICY

Jesus said, “Love God and love one another.” (Mark 12: 30-31)

APPROVAL OF ANTI HARASSMENT POLICY

Principal

College Board Chair

Date: 26 February 2013

Review Date: February 2016
VISION STATEMENT
We nurture in our endeavours God’s gifts of holy friendship, a passion for learning and celebration of personal excellence.

OUR MISSION
St Francis de Sales College is a learning community that works together to build an environment in which faith is nurtured in a Catholic Christian tradition. It does this by recognising individuals’ skills and talents while appreciating and accepting their uniqueness.

The College is committed to promoting community and personal fulfilment through life enhancing relationships.

St Francis de Sales, as patron, symbolised the high hopes that are held for every St Francis de Sales student so that, inspired and guided by his example, each child may:

• promote a culture of life through courage in responding to the challenges that life brings
• foster the engagement of faith and reason
• develop a love of learning and independent thinking
• value and respect individuals, irrespective of position, wealth, racial origin or religious beliefs
• become a socially responsible contributor in the community and to society
• acquire virtue and wisdom and respond generously to others throughout life.

INTRODUCTION
St Francis de Sales College is a Catholic school that bears witness to Gospel values. As a community we value the charism of St Francis de Sales, in particular the emphasis he placed on Holy Friendship and lifelong learning.

All members of the College community are responsible for their own learning and personal development. The purpose of this policy is to provide strategies that enable individuals to grow towards their full potential.

We foster the development of personal responsibility by:

• nurturing positive relationships where human dignity and respect are valued
• providing an environment where all members of the community feel safe
• fostering a positive and dynamic learning environment that takes into account the needs of individuals
• recognising the uniqueness of individuals and empowering them to develop their own sense of self
• basing the development of personal responsibility upon the values of justice and reconciliation
• fostering the seven heart values that were identified by the College community: Faith, Compassion, Respect, Integrity (Truth), Perseverance, Justice and Wisdom.

ACKNOWLEDGING AND ENCOURAGING APPROPRIATE BEHAVIOUR
As a community we consider it important to acknowledge and encourage personal responsibility and appropriate behaviour.

We believe that by positively reinforcing appropriate behaviour we build and maintain meaningful relationships.
This policy states the rights, responsibilities and rules for members of our College community. It provides guidelines and procedures for addressing harassment at St Francis de Sales College.

RATIONALE

As members of the St Francis de Sales College community, we enjoy the benefits of being part of a caring and nurturing Christian environment. Each of us plays an important role in helping to support and maintain our community. This Anti Harassment Policy provides guidelines that are fundamental to maintaining these ideals and is framed within the Vision Statement for Catholic Schools.

DESCRIPTION

Harassment may involve bullying, sexual harassment, racial discrimination, libel/slander and cyberbullying. Information and Communications Technology (ICT) has revolutionised the educational landscape and provided a powerful communication tool for people in our society. While the educational efficiency of ICT enhances cognition and presents considerable gains for student learning, it has the capacity to expose young people to risks associated with cyberbullying.

BULLYING

A bully is someone who tries to build their own sense of worth by intimidating or abusing others. The behaviour of a bully may involve acts of a physical, verbal or non-verbal, psychological, social or inappropriate sexual misconduct / harassment and may involve:

- **verbal** e.g. name calling, teasing, abuse, put downs, sarcasm, insults, threats
- **physical** e.g. hitting, pushing, pinching, kicking, scratching, tripping, spitting
- **social** e.g. ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological** e.g. spreading rumours, hiding or damaging possessions

Sexual misconduct

This may include:

- touching or brushing against a person after being asked to stop this behaviour
- unwelcome staring, whistling, gestures or comments about a person’s body or sexuality
- telling offensive jokes or showing offensive material
- critical remark by gender
- exclusion by gender.

Racial discrimination

This may include:

- making degrading comments or gestures about culture, background or language
- name calling because of race
- telling jokes or showing offensive material
- isolation because of race.
Libel/slander
This may include:
- spreading rumours / information about people or their families
- writing unpleasant notes, graffiti or cyberbullying through Facebook etc.

Cyberbullying
This may include:
- defaming or harassing individuals through messaging, emails, posting of blogs, Wikis and/or images, defamatory comments on web based sites
- unauthorised use or publication of individuals and organisations
- sending or receiving offensive text messages
- writing offensive comments on MSN or other chat lines
- establishing offensive websites about others and defaming or saying offensive things about the College
- sharing personal information e.g. names, addresses, phone numbers on electronic technology without consent.

WHAT CAN YOU DO ABOUT HARASSMENT?
- Tell the person to stop it and say you do not like it
- Talk to a close friend
- Tell your parent/caregiver
- Tell a trusted staff member or Homeroom teacher; they may record the incident and help you talk to the person
- Lodge a formal complaint with the Student Counsellor, Head of School, Deputy Principal or the Principal
- If you are still being harassed, tell a staff member again. This time the offender will be further counselled and/or disciplinary action will take place and be recorded.

CONSEQUENCES
Consequences for harassment are in accordance with the Personal Responsibility Policy, Cyber Safety Policy and ICT Acceptable Use Policy (includes Reception – Year 2, Year 3-5, Year 6-12).

MANDATORY NOTIFICATION
All registered teachers and staff members are obligated by law to report physical, sexual or emotional abuse of young people aged under 18 years. The Child Abuse Report Line (CARL) in South Australia has phone lines open 24 hours on 13 14 78 or visit http://www.dcsi.sa.gov.au for advice about what you should do if you are not sure.

The Mandatory Notification Report template is a means of record keeping. This document would not be stored on the student's file, but in a separate file in the Principal’s office for Suspected Abuse Reports. It is best practice to record notes CARL reports and the proformas provided are to assist with this process.
PARENT RESPONSIBILITY

Parents are integral members of Catholic school communities and as a College we expect parents to:

- be attentive to the content that they and their children are generating, sharing or drawing to the attention of others and to abide by the College’s ICT Acceptable Use Policy
- respect and support school policies and regulations
- work collaboratively and cooperatively with teachers and staff
- respect the skills, knowledge and experience of College leaders and teachers
- work toward resolving grievances appropriately and with respect
- contribute to a culture where privacy and confidentiality are assured
- act as positive advocates for their child
- contribute to the development of a safe school environment for students, staff and parents.

MONITOR AND REVIEW

This document will be reviewed within three years of the date of issue. Changes in legislation or Catholic Church Policy may necessitate earlier review and subsequent amendment or re-issue.

SUPPORTING DOCUMENTS

Personal Responsibility Policy
Cyber Safety Policy
ICT Acceptable Use Policy Reception – Year 2
ICT Acceptable Use Policy Year 3 -5
ICT Acceptable Use Policy Year 6-12
APPENDIX A: STUDENT TO STUDENT

What can you do about harassment or bullying?

**Do nothing**

- Ignore it.
- Show it doesn’t upset you.

**Result?**

- Harassment stops
- Satisfactory result

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**Confront the person who is harassing you (if you feel able to)**

- Ask them to stop.
- Tell the person how their behaviour makes you feel.
- Tell the person that the behaviour is unwanted.
- You may wish to speak to the College Counsellor for appropriate strategies.

This step increases your control of the situation.

**Result?**

- Behaviour stops.
- Satisfactory result.

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See your Homeroom teacher/College Counsellor

- Talk openly about the problem.
- Make a plan with your helper to deal with the problem.

**Result?**

- Behaviour stops.
- No more action needed.

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Go back to the Homeroom teacher and your situation could be referred to the Head of School or College Counsellor.

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Deputy Principal/Principal
APPENDIX B: PARENT TO STAFF

What can you do about harassment or bullying?

Act professionally

- Ignore it. (serious breaches of the law may need to be reported)
- Show it doesn’t upset you.

Result?

- Harassment stops
- Satisfactory result

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Confront the person who is harassing you (if you feel able to)

- Ask them to stop.
- Tell the person how their behaviour makes you feel.
- Tell the person that the behaviour is unwanted.
- You may wish to speak to your line manager for appropriate strategies.

This step increases your control of the situation.

Result?

- Behaviour stops.
- Satisfactory result.

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Speak to the Deputy Principal

- Talk openly about the problem.
- Make a plan with your helper to deal with the problem.
- You may wish to contact ACCESS counselling for further support.

Result?

- Behaviour stops.
- No more action needed.

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Speak to the Principal
What can you do about harassment or bullying?

**Act professionally**

- Ignore it. (serious breaches of the law may need to be reported)
- Show it doesn’t upset you.

**Result?**

- Harassment stops
- Satisfactory result

**Confront the person who is harassing you (if you feel able to)**

- Ask them to stop.
- Tell the person how their behaviour makes you feel.
- Tell the person that the behaviour is unwanted.
- You may wish to speak to your line manager for appropriate strategies.

*This step increases your control of the situation.*

**Result?**

- Behaviour stops.
- Satisfactory result.

**Speak to the Deputy Principal**

- Talk openly about the problem.
- Make a plan with your helper to deal with the problem.
- You may wish to contact ACCESS counselling for further support.

**Result?**

- Behaviour stops.
- No more action needed.

**Speak to the Principal**