



# Bullying Prevention Policy

<b>Title</b>	Carmichael College Bullying Prevention Policy
<b>Category</b>	College Operational
<b>Policy Owner</b>	Principal
<b>Approver</b>	Executive Committee
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• <i>Education (Accreditation of Non-State Schools) Regulations 2017</i></li> <li>• <i>Australian Education Regulations 2013</i></li> <li>• <i>Fair Work Act 2009</i></li> <li>• <i>Work Health and Safety Act 2011 (Qld)</i></li> <li>• <i>Privacy Act 1988 (Cth)</i></li> <li>• <i>Anti-Discrimination Act 1991 (Qld)</i></li> <li>• <i>Australian Human Rights Commission Act 1986 (Cth)</i></li> <li>• <i>Sex Discrimination Act 1984 (Cth)</i></li> <li>• <i>Age Discrimination Act 2004 (Cth)</i></li> <li>• <i>Disability Discrimination Act 1992 (Cth)</i></li> <li>• <i>Racial Discrimination Act 1975 (Cth)</i></li> <li>• Workplace Health and Safety Policy – Carmichael College</li> <li>• Anti-Discrimination Policy - Carmichael College</li> <li>• Sexual Harassment Policy - Carmichael College</li> <li>• Disability Policy - Carmichael College</li> <li>• Code of Ethics and Code of Conduct Policy - Carmichael College</li> <li>• Privacy Policy - Carmichael College</li> <li>• Workplace Harassment Prevention Policy – Carmichael College</li> <li>• Cyber Bullying Policy – Carmichael College</li> <li>• Social Media Policy – Students – Carmichael College</li> <li>• Mobile Phone Policy – Carmichael College</li> <li>• Bullying Prevention Information Sheet</li> <li>• Student Incident Report Form</li> </ul>
<b>Published Location</b>	<p><b><u>Internal</u></b> - Dropbox &gt; Carmichael College &gt; Policies &gt; Current &gt; College Operational</p> <p><b><u>External</u></b> – Carmichael College Website</p>

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<b>Revision Record</b>					
<b>Version</b>	<b>Approval Date</b>	<b>Approved By</b>	<b>Effective Date</b>	<b>Review Cycle</b>	<b>Next Review</b>
February 2023	February 2023	Executive	February 2023	Annual	January 2024

## 1. Purpose and Scope

1.1. Bullying is recognised as a serious form of victimisation and harassment in schools as well as in the workplace. Bullying in schools is not confined to bigger children bullying smaller children in the playground. Bullying can involve both males and females, staff and students, individuals, and groups.

The participants may be of the same or differing gender, age and socio-economic group.

1.2. Bullying can occur between:

- students to students.
- staff to staff.
- staff to students.
- students to staff.

1.3. Bullying is more than a disciplinary issue in schools. Because of the harmful nature of bullying behaviour in both physical and psychological terms, bullying is a health and safety issue for a school.

1.4. This Policy for the most part addresses bullying issues involving students attending Carmichael College campus and organisational sponsored external events. For staff-to-staff issues refer to “Workplace Harassment Prevention Policy”.

## 2. Policy Statement

2.1. Carmichael College is committed to:

- 2.1.1. Providing a safe learning environment for students.
- 2.1.2. Providing policies and procedures to detect and respectably manage bullying activity to staff and students.
- 2.1.3. Implementing proactive measures for the prevention of bullying.
- 2.1.4. Ensuring that systems are in place to deal with bullying situations in the school and that those systems include the provision of appropriate follow up care and counselling as needed.
- 2.1.5. Maintaining confidentiality of all issues so that those subjected to bullying will feel safe and comfortable in reporting and acting on future incidents.

## 3. Guidelines Supporting this Policy

### 3.1. Duty to provide safe workplace

Bullying is not specifically mentioned in health and safety legislation. However, most occupational health and safety legislation recognises mental health and well-being, along with physical safety, as being part of the scope of the employer's duty to provide a safe workplace and the employees' duty not to harm others in the course of their work.

A bullying incident that occurs in the workplace which results in physical and/or mental harm to the victim can be seen as a workplace health and safety issue.

Similarly, the general duty of care under the common law requires the school to provide a safe place of work and learning and to prevent foreseeable risks of injury to staff, students and others.

### 3.2. Foreseeable risk

The risk of bullying is difficult to foresee on an individual basis unless an individual is known to have a prior history of bullying. However, the risk that some people will be involved in bullying activities is foreseeable in a general sense. For example, schoolyards are notorious for students bullying other students.

As part of its general duty of care to students and staff, the College needs to have policies and programs in place to minimise the risk of bullying. Where instances of bullying have been detected, the College must ensure that adequate measures are taken to prevent further incidents and to assist the victims. For example, a teacher who fails to act on reported or observed instances of bullying by students, or a principal who fails to act when a teacher reports bullying by other staff/ student, will be in breach of the duty of care.

### 3.3. Outside the school

Bullying can also involve other people outside of the school environment, both as victims and perpetrators. This may include students from other schools or local gangs, via on-line occurrences or within the family. These instances are more difficult for the College to control and monitor. However, if it is brought to the attention of the College that students from the College are bullying or being bullied by people outside of the College, particularly near school grounds, the College has a duty to act on the matter.

### 3.4. Other laws

While there are no other laws that specifically prohibit bullying, some state and federal laws prohibit certain types of behaviour on specific grounds, which may constitute a form of bullying. These laws include:

- Racial vilification legislation.
- Sexual harassment legislation.
- Anti-discrimination and equal opportunity legislation.
- Criminal law.
- Negligence law.

## 4. Responsibilities

### 4.1. Management

The College will ensure that:

- 4.1.1. staff are aware of any mandatory requirements for a safe school environment.
- 4.1.2. incidents are appropriately and promptly dealt with.
- 4.1.3. staff and students are informed about the impact of bullying.
- 4.1.4. staff are aware of the different forms and degrees of bullying.
- 4.1.5. a recording system is in place to handle reports on bullying.
- 4.1.6. staff are designated to monitor the bullying prevention program in the College.
- 4.1.7. appropriately qualified staff are available for staff and students to receive counselling.
- 4.1.8. information will be dealt with confidentially within the framework of recognised mandatory reporting requirements.

### 4.2. Principal

The Principal is responsible for:

- 4.2.1. Ensuring that appropriate staff are available to carry out the objectives of this policy.
- 4.2.2. That resources and facilities are available to ensure the objectives of this policy will be achieved and carried out with integrity.

### 4.3. Staff

Staff are responsible for being supportive of, and cooperating with, staff responsible for carrying out the objectives of this policy.

### 4.4. Parents

Parents are responsible for:

- 4.4.1. Advising College management if they are suspicious or aware that their child is being bullied.
- 4.4.2. Counsel and guide their child if the child is participating in bullying activity.
- 4.4.3. Support and work with College staff to positively impact any situation of bullying that is identified involving their child.

## 5. Definitions

### 5.1. Bullying

- 5.1.1. The unwanted and unwarranted behaviour against a person which takes place over a period of time.
- 5.1.2. The key to bullying is an intention to hurt someone and the power to inflict that hurt - whether through physical, psychological, positional, or social power. It may include the use of electronic media (Cyber Bullying).
- 5.1.3. The bully oppresses the victim using the imbalance of power in such a way that the victim feels powerless to respond in defence.
- 5.1.4. Bullying can include ongoing:
  - annoying, repetitious incidents (e.g., name-calling)
  - aggravating, humiliating, distressing, stressful, and more extreme behaviour (e.g., pushing, or other aggressive acts, placing items designed to frighten or disgust in someone's personal belongings)
  - behaviour which may cause long-term physical and/or psychological harm (e.g., locking someone in a cupboard, physical assault)

## 6. Effects of Bullying

- 6.1. Victims of bullying may suffer serious physical injury or psychological trauma. However, even "milder" forms of bullying can have a negative impact on an individual's self-esteem, value, and enjoyment of life.
- 6.2. Victims of bullying feel powerless, intimidated, threatened, angry, depressed and/or bewildered. Bullying can impede a student's scholarly, social, and emotional growth and a staff member's social and professional development.
- 6.3. The health effects of bullying can include:
  - loss of sleep.
  - loss of appetite.
  - dread at the thought of going to work/school.
  - inability to concentrate.
- 6.4. Bullying also affects the bully. Research shows that bullies are generally disliked at school. They are likely to experience abuse at home and tend to have lower self-esteem than others. Aggressive behaviour in a young bully can lead to anti-social behaviour later in life.
- 6.5. Bullying can also have negative effects on the school culture in general, by building divisions between and alienating groups.

## 7. Recognising Bullying

- 7.1. Carmichael College does have Pastors and Counsellors specialising in dealing with bullying behaviour, however it is not their role alone to identify and help victims of bullying.
- 7.2. Such specialists will not always be in a situation to observe bullying behaviour in action or to detect changes in a person's behaviour that may suggest he or she is a victim or an aggressor. Because bullying can occur in any part of the school, it is the responsibility of all school staff, including non-teaching personnel, to be alert to bullying and report it or otherwise deal with it, as appropriate.
- 7.3. Staff need to be aware of:
  - the nature of bullying.
  - how to recognise instances of bullying.
  - how to respond when bullying behaviour is noticed or reported.
- 7.4. The ability to recognise instances of bullying, establish the level or degree of bullying involved and to respond appropriately to incidents is not a natural ability for many people. Staff and students will require information in these skills.

7.5. The minimum level of understanding for both staff and students would be awareness of:

- the existence of a school policy on bullying.
- the contents of the policy.
- the significance of bullying behaviour on individuals and the broader school culture.

## 8. Response Procedures

### 8.1. Appropriateness of Response

- 8.1.1. Any instances of bullying will be stopped, particularly if the bullying presents an immediate threat to the victim's safety. If a staff member's authority alone is insufficient to halt the bullying action, backup of other staff will be sought, or police will be called, if necessary.
- 8.1.2. All instances of bullying will be reported to a teacher or the Principal, Year Level Coordinator or Head of relevant sub-school. They will determine the appropriate response and take follow-up action as necessary.
- 8.1.3. When a bullying incident occurs, the response must be appropriate to the nature and severity of the incident. A relatively minor, isolated incident of bullying should not be ignored but may be dealt with on a one-off basis. Other incidents will require intervention on a longer-term basis. Extreme cases will require full formal reporting, possibly to outside persons or agencies such as the police or social services. The response may also result in suspension or exclusion of a student from the College.
- 8.1.4. Possible Practical steps to address student bullying include:
- Staff, students, and parents supporting the bullying prevention policy.
  - teachers to discuss the problem with students in the classroom.
  - determine action to be taken with bullies and those who are victims (punitive measures for bullies and counselling for bullies as well as victims and other students).
  - work constructively with parents on matters that concern their children.

### 8.2. Managing Bullying

Carmichael College encourages an environment in which bullying does not occur and a positive, proactive approach to minimise bullying is part of the college policy and practice. Carmichael College will respond to bullying when an obvious incident has taken place. Unfortunately, bullying is often not identified prior to an incident occurring however if the college is suspicious of such actions, the matter will also be investigated.

#### 8.2.1. Proactive Procedure

Carmichael College will:

- Develop a safe environment for the school population.
- Inform staff and students about how to recognise bullying behaviour.
- Develop and maintain a commitment to conflict management and dispute resolution.
- Inform the broader school community of the school policy on bullying.

#### 8.2.2. Reactive Procedure

Carmichael College will:

- Provide a system of reporting and recording specific incidents of bullying.
- Develop a means of classifying the seriousness of the incident.
- Will provide prompt support for the victims and perpetrators of bullying.
- Where the incident involves a student, inform the student's parents of the incident in an appropriate manner.

- Maintain information in a confidential manner.
- Involve outside specialist support where needed.
- Reporting bullying
- Reports of bullying incidents must be officially recorded to:
- Help the school to monitor and evaluate the incidence of bullying behaviour.
- Ensure that records of an individual's experiences are available for future reference>
- Show that the school policies deal with the issue and appropriate procedures are in place if a negligence action is brought against the school.

### **8.2.3. General principles for reporting**

- All bullying incidents will be treated seriously and appropriately - just as much care should be taken not to overreact as to underreact.
- The staff member to whom the incident is reported should take records from all participants where possible. (Refer to "Incident Report Form"). Records will include facts, such as when, where, and how the bullying incident happened, as well as statements about the reactions and feelings of the participants.
- Where evidence or suspicion of cases of long-term bullying are identified, the Principal will be informed and the student's family will be contacted (if appropriate) and the matter discussed. This may result in a referral to specialist personnel/ Pastor, either within or external to the school.
- Bullying incidents may develop due to other forms of discrimination (e.g., due to differences in gender, race, etc between the bully and the victim). Successful resolution of the bullying may require a consideration of these elements e.g., if a bullying incident is cross-gender i.e., boys bullying girls, then the boys' perceptions of females should also be addressed, along with the actual specifics of the bullying incident.

### **8.2.4. Incidents involving staff**

- A bullying incident involving staff, whether between staff and students or staff only, presents a more difficult situation. Any investigation will be fair, with respect to the forum and the investigation process, and in accordance with College workplace bullying policies and industrial award provisions.
- The involvement of student witnesses or students' parents are matters to be considered in each case. Also refer Workplace Harassment Prevention Policy.

### **8.2.5. External assistance**

Community help lines provide anonymous and confidential telephone counselling and support services. These services will be accessed to provide advice on dealing with habitual bullies should the need be required. Kids Help Line provides free telephone counselling 24 hours a day on 1800 55 1800, toll free from anywhere in Australia.

## **9. BULLYING COMPLAINTS PROCEDURE**

### **9.1. Complaint Report**

- 9.1.1. The reporting of a complaint may be made by a staff member, a member of the Wellbeing Team or a student and must include:
- Name of person/s involved (complainant and perpetrator) in the incident and/ or situation.
  - What was said and/or done to the complainant(s).
  - The date, time and place the incidents occurred.
  - The reaction (if any) of the complainant(s).
- 9.1.2. The person receiving the complaint will establish (if possible):
- Whether this is a bullying situation or a behavioural incident.
  - Whether the complainant has experienced bullying behaviour repeatedly and, whether the same person or group was involved.

- Whether the complainant knows of anyone else experiencing the same treatment from the perpetrator.
- Whether there were any witnesses to the incident(s).
- Record any statements from any witnesses.
- Whether the complainant has spoken to others about the matter.

9.1.3. All information obtained in this process will remain private and confidential and only be discussed with others participating in resolving the complaint.

## 9.2. Resolution

In attempting to find resolution to the complaint, Carmichael College staff/ Wellbeing team will:

- Notify the alleged bully of the complaint (and the alleged bully's parents if he or she is a student).
- Hear both sides fairly.
- Take a non-bias approach in dealing with the matter.
- Attempt to solve the problem amicably and impartially.
- Advise both sides that they may take the matter further if they are not satisfied with how it has been handled.

## 9.3. Further steps

Following successful resolution of the matter, Carmichael College staff/ Wellbeing team will take further steps to:

- Monitor the situation on an ongoing basis.
- Prevent retaliation.
- Provide counselling and support for both the victim and the bully.

## 10. Enforcement

10.1. Staff/ Students found in breach of this policy will be dealt with in accordance with Industrial legislation and related Carmichael College student codes and policy which or may not include dismissal, expulsion, cancellation of enrolment and/ or referral to Police or other enforcement agencies.



## Appendix 1 - Summary of Key Changes

Version	Key Changes
February 2023	Transfer to new template, inclusion of appendixes from previous policy.



### STUDENT INCIDENT REPORT FORM

Student Incident Report

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Form Class: \_\_\_\_\_

People involved in the incident: \_\_\_\_\_  
\_\_\_\_\_

Witnesses, if any? \_\_\_\_\_

Outline of the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What were you thinking at the time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How has this affected you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How has this affected others? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attempted resolution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What actions do you suggest you need to take to fix the problem?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What actions do you suggest others need to take to fix the problem?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## BULLYING PREVENTION INFORMATION SHEET

Bullying is **repeated** oppression, psychological or physical, of a less powerful person or group by a more powerful person or group of persons. It may be manifested in many ways e.g. harassment (verbal, sexual or psychological), victimisation, alienation, coercion, intimidation, exclusion, ostracism, discrimination. Bullying results in hurt, fear, loss of self-esteem and decreased social effectiveness for the victim.

In any form, bullying is not acceptable behaviour within Carmichael College because it is entirely contrary to the ideals of the school. In accordance with the school's Vision statement, Carmichael College seeks to eradicate bullying by developing in the classroom and publicly in assemblies:

- a) Student respect and concern for others, of all races and creeds.
- b) Student responsibility for their own behaviour.
- c) Critical and effective thinking and problem-solving skills in students
- d) Devotional program incorporating a Resilience program
- e) Life skills related to healthy lifestyles, and
- f) An environment that nurtures and promotes student self-esteem and self-confidence.

### Implementation

The following steps are a guide to dealing with reports of bullying.

- a) The staff member who has been approached will act immediately to ensure student safety. It is never acceptable to turn a blind eye to bullying.
- b) A clear account of the incident should be recorded and given to the Principal or delegate.
- c) The Principal or delegate will then work through the school's Bullying Prevention Policy.

**Students who have been bullied** will be supported by:

- a) offering an immediate opportunity to discuss the experience with a member of staff of their choice.
- b) reassuring the student.
- c) offering continuous support; and
- d) providing encouragement to form and maintain friendships with non-bullying students.

**Students who have bullied will be helped by:**

- a) discussing what happened.
- b) discovering why the student became involved.
- c) establishing the wrong-doing and the need to change; and
- d) enlisting the support of parents/caregivers to help change the behaviour and attitude of the student, where appropriate.