



Balaklava High School

Bully & Harassment Policy

Rationale

We at Balaklava High School understand the danger and implications of bullying and harassment for both the victim and the perpetrator in both the immediate and the long term. It is for this reason that Balaklava High School has developed, in accordance with State and Federal Government Legislation and DECD Policies; the Balaklava High School Harassment Policy.

Everyone has the right to be treated with respect

Everyone has the right to be treated as a worthwhile person. It is the right of every student to be able to learn, and every teacher to be able to teach in an environment which is safe, secure and free from bullying and harassment. It is the responsibility of all those who are part of the school community to establish and maintain this safe and secure environment. Balaklava High School is committed to promoting healthy relationships and preventing bullying and victimisation of children and youth.

Anti-bullying code

Bullying interferes with learning and will not be tolerated at Balaklava High School. *It is not an acceptable part of growing up.* The Department of Education recognizes bullying as an inappropriate behaviour, which can be dealt with according to the school's discipline policy and suspension code. Every student has the right to enjoy learning and leisure free from intimidation. Students should support each other by reporting all instances of bullying. Bullying is too important not to report. Reports of bullying will be taken seriously and appropriate action will be taken. Each member of the Balaklava High School community shares the collective responsibility to ensure every member feels safe, supported and valued at all times.

Aims of the policy

- To provide a safe, supportive, positive and productive learning environment for all.
- To create an open and honest supportive environment in which bullying and harassment can be freely reported and break the practice of secrecy.
- To raise awareness of the issues involved with bullying and provide information to students, staff and parents.
- To ensure that the needs of both targets and bullies are addressed.
- To implement procedures to address bullying behaviour and so develop in those involved, respect for others.
- To impart information, skills and strategies to students, staff and parents.
- To minimise/eliminate bullying and harassment from Balaklava High School

Bullying and harassment is recognised in state legislation and is against the law!

What is Harassment?

Harassment is behaviour that targets an individual or group due to their, race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parenting or economic status; age and/or ability or disability, and that creates a hostile environment. Harassment may be an ongoing pattern of behaviour, or it may be a single act.

Definitions of bullying and harassment

Bullying is not the same thing as a disagreement between two people.

Bullying is the misuse of power, position or privilege. It is done to intimidate, coerce, create fear, control, embarrass, exclude, or cause pain or discomfort.

It is deliberate, repeated hurtful behaviour.

Bullying is:

The repeated verbal, physical or social behaviour that is harmful and involves the misuse of power by an individual or group towards, one or, more persons. Cyber-bullying refers to bullying through information and communication technologies.

Conflict or fights between equals and single incidents are not regarded as bullying.

Bullying in any form or for any reason can have long-term effects on those involved including bystanders.

Bullying can be recognisable or hidden. Bullying is about power. A person or a group engages in bullying behaviours towards another person to establish or maintain a position of power over them.

Harassment is negative behaviour intended to annoy or trouble another person. It may be based on obvious differences such as gender, race, religious or cultural beliefs, physical difference, sexual orientation, ability or disability and socio-economic status. It may be a one off incident between two people or groups or may continue over time.

Bullying and harassment may be:

Verbal - name calling, personal comments, racial abuse, gossip, saying unwelcome comments, e.g. put-downs, threats, teasing, spreading rumours.

Social - not being spoken to or being deliberately/maliciously left out of activities by an individual or group.

Property - when possessions are stolen or damaged or extortion takes place e.g. hiding, throwing, stealing, dumping or intentionally damaging someone's property; forcing others to do things, such as hand over lunches, money

Mental - when pressure to conform is applied, intimidation (verbal e.g. threats) or nonverbal (e.g. glaring or laughing at others)

Physical - physical assault. Throwing objects at others, pushing, shoving, fighting, pinching or any other unwelcome physical contact used intentionally to intimidate or hurt someone.

Written - graffiti, text messages, web sites, or other misuses of technology, writing comments or notes intended to embarrass or upset someone.

Sexual - unwelcome and/or inappropriate touching or brushing up against someone; verbal or written sexual remarks; commenting on someone's body in a sexual way;

pestering someone to go out with them or asking someone for sex when the person has said no; showing or sending pictures or texts/emails of a sexual nature, inappropriate comments about or questioning of someone's sexual identity/preferences.

Racist - any of the above types of bullying directed towards people on the basis of their racial/cultural group.

Cyber - using e-technology as a means of victimising others; using an internet service or mobile technologies - such as email, chat room discussion groups, instant messaging, webpage, in boxing, clicking 'Like' button to someone's comments or SMS (text messaging) with the intention of harming another person.

Indirect – influencing, encouraging or organising someone else to be involved in any type of bullying or harassment.

Discrete – when there are no witnesses or in ways which are not noticed by others.

How do students know about the schools bullying policy?

Home group sessions, diary, regularly revisited in Middle and Senior years curriculum, pamphlets/posters around school, school website, SAPOL visits (e.g. Cybersafety sessions).

What can I do if bullying is occurring?

Ignore it, walk away; Deflect with humour; Show it doesn't upset you. Stay close to friends – avoid being isolated; Tell the bully to stop; Tell yourself you are not to blame, you don't deserve to be bullied. For all of the above, stand up for yourself and act confidently, hold your head up, look the other person in the eye, stand straight with shoulders back, stand your ground when you are talking react calmly not aggressively.

If you witness or know/hear of someone being bullied, support them. Bullies feed off the power they have over a target. By not intervening when you witness bullying or harassment, you are supporting the behaviour, giving the bully an even stronger sense of power, which may lead to an increase in bullying.

You can stop bullies in their tracks by:

Refusing to participate, even passively, in bullying behaviour

Not laughing or accepting comments that make fun of or hurt others

Telling the bully on the spot that the behaviour is wrong.

Standing up for the person being targeted

If the bullying continues

- Seek help from someone you trust (parents/caregivers/teacher/counsellor/sports coach/student leader)
- DO NOT put up with behaviour which makes you feel embarrassed, uncomfortable, afraid or upset.
- follow '**Harassment Intervention Procedure**' - which can be found on the school's website, the school's '**Bullying & Harassment Brochure**' and in each classroom.
- Consult the Balaklava High School '**Bullying & Harassment Brochure**' - which can be found on the school's website, the Front Office, Student Services Office and the Student Counsellors Centre.

To access these documents from the school's website go to; www.balakhs.sa.edu.au

General Information >> Student Counsellors >> Harassment Intervention Procedure or Bullying & Harassment Brochure

Silence and secrecy nurture bullying- Report any bullying or harassment!

Reporting or Dobbing?

Reporting bullying is about acting responsibly by trying to prevent further harm. Dobbing is deliberately trying to set someone up, to get them into trouble.

Dobbing – No one is being hurt, no one is afraid and gets someone into trouble

Reporting - You or someone else is being hurt by the bully's behaviour, you or someone else is afraid and gets someone out of trouble

Student reporting of bullying

- Students can report bullying to any member of staff **or to a student leader.**
- Students seeing others being bullied are encouraged to report it.
- It is important to give as much information as possible:
- Who did the bullying?
- What happened?
- When did the bullying start and how long has it been happening?
- Where did it take place?
- Were there any witnesses?

Bullying should be reported to;

- Home group teacher or Subject teacher
- Parent or SSO
- Student Counsellor
- Coordinator
- Deputy Principal
- Principal

When bullying is reported, the teacher or student leader will deal with it immediately. Further appropriate action and follow up will then take place as soon as practicable.

Every incident of bullying is unique. Bullying varies in its severity and consequent impact on those involved. Staff should follow the existing school discipline procedures when dealing with bullying . In general- first warning is a verbal, second is a letter home and third is suspension.

The following steps will be taken:

- The person the bullying is reported to will organise a discussion with those involved and the situation will be reviewed. Records to be made in anecdotal comments on EDSAS of both the victim and perpetrator for each incident.
- Sanctions used to take into account the severity and the frequency of the bullying.
- Bullying behaviours is confronted clearly and pursued beyond the mere application of sanctions. Students who persist in bullying, despite counselling and support, may be suspended and ultimately excluded from school.
- A report to police will be made in the case of suspected criminal behaviour, (eg- verbal/physical/sexual assault, serious property damage, sexting, theft).
- More severe bullying behaviours will result in suspension and/or possible exclusion.

ROLE OF STAFF- Steps for them to follow

Everyone in the school should be aware of the indications of potential bullying and should act in response.

- All staff must ensure that harassment, bullying or threatening behaviour is not tolerated in school.

All staff must respond to bullying:

- Listen.
- Reassure.
- Continue to offer help, advice and support to those involved.
- Record incident on EDSAS- anecdotal comments section.
- Pass information onto counsellor and coordinators.
- Mandatory notify and/or contact parents.

Duty of care

To respond to incidents of harassment, bullying or threatening behaviour. The following strategies should be considered by staff:

- Take action as quickly as possible such as moving the bully or target, detentions, parent contact.
- Make it clear to the bully that such behaviour is not acceptable.
- Establish whether or not the incident is part of a pattern.
- Encourage the bully to see the target's point of view.
- Explain why a consequence is given.
- Document the incident and give to Middle or Senior year coordinator
- Parents are informed of actions taken in bullying incidents.

**Please Note: Situations involving violence or sexual harassment/interference must be reported immediately (Contact)*

The coordinator will decide whether the following should occur:

- Referral to counsellor
- Referral to Coordinator for recommendation of suspension for behaviour if necessary.

Role of parents

If you believe your child is involved in bullying, either as a target or as an aggressor, it is appropriate to communicate this information to the school by contacting students home group *teacher* or *coordinator* as soon as possible.

Advice for parents:

Remind your child that they are a worthwhile and highly valued individual and assist them in maintaining positive self worth.

Discuss positive strategies rather than getting even.

Advise your child to tell a trusted teacher.

Watch for signs of distress and behavioural changes in your child such as:

- Unwillingness to attend school
- A pattern of headaches or stomach aches
- Personal items or equipment that have gone missing.
- Damage to clothing or bruising

- If you suspect that your child is involved in bullying at school, either as a target or as an aggressor, encourage them to talk to you about it.
- Never dismiss the matter by saying it is the child's responsibility to deal with it, either by standing up to the bully or ignoring it.
- Don't be too over-protective either. Encourage your child to come to school after the school is made aware of the situation.
- Listen carefully and sympathetically. Try to get the relevant facts without interrogation.
- Encourage your child to tell someone at school about it.
- Describe accurately what has been happening to your child to your contact at the school.(home group teacher, middle or senior years coordinator, school counsellor)
- Be prepared to work with the school to resolve the issue/s.

Support through the curriculum

Balaklava High School works actively through subject-specific curriculum and the Wellbeing Program to raise awareness concerning the issues related to bullying, and to reduce the frequency and severity of bullying incidents within the school community.

Subject Specific Curriculum:

Responsible Living Curriculum includes dealing with bullying and conflict resolution

Other Key Learning Areas Identify specific opportunities to reinforce conflict resolution and anti-bullying.

Wellbeing Program

As part of their scheduled home group and enrichment/pastoral care activities the students are led, in small groups, through a series of workshops that focus on what bullying is, the effects of bullying, the reasons people bully, the resources available in the school, and the responsibilities of all school community members. The students participate in groups structured specifically to build group awareness and associated skills. A bullying survey will be used with each year level to record incidents of bullying and to monitor any such incidents. This will be used to record and monitor bullying behaviour.

Evaluation

An anti-bullying policy alone will not stop bullying. Bullying is an aspect of life that can only be reduced through raising awareness and appropriately empowering all members of the school community. This policy will be reviewed annually through the implementation of surveys, updating information and analysis. The review will be conducted by representatives from Balaklava High School's Wellbeing team, in collaboration with the Student Representative Council, the Parents and Governing Council.

Every person at Balaklava High School has a responsibility to:

- Choose behaviour that does not cause another person embarrassment, discomfort or distress.
- Choose behaviour that does not disrupt learning.
- Point out to bullies that their behaviour is not acceptable.
- Report incidents of bullying.

Review Date:

The staff at Balaklava High School can help you to resolve bullying and harassment problems – but they may not know you need help if you don't tell them.

Please – make sure you report instances of bullying or harassment, in written form, so that we can maintain a school where you can learn and teachers can teach, in a safe, secure environment.

TYPES OF HARASSMENT

SEXUAL	RACIST	CYBER	BULLYING
<ul style="list-style-type: none"> • Unwanted touching or deliberate brushing against someone. • Calling you by rude names, ridiculing, leering, wolf whistling or making sexual comments. • Commenting on the size or shape of your body. • Pestering you to go out with them or persistently making unwelcome requests for sexual favours. • Telling you offensive jokes or making suggestive comments or rude gestures. 	<ul style="list-style-type: none"> • Put-down remarks about your physical appearance or your culture. • Teasing and name calling. • Making fun of your accent. • Threatening to hurt you. • Hurting you. • Taking or damaging your property. • Making racist jokes or writing racist graffiti. • Racially derogatory language and paraphernalia 	<ul style="list-style-type: none"> • Is using E-technology as a means of victimising others. • Posting another person's personal details or photographs on line without consent. • Spreading rumours, calling people names on line or via phone, prank phone calls. • Setting up someone for ridicule or harassment by others. • The taking of or passing on of video or photographic images of another person. • Vandalising images and walls on social networking sites • Using email, voice or text messages to threaten or abuse others. 	<ul style="list-style-type: none"> • Calling you names, teasing, or putting you down. • Threatening you. • Getting together in a group to frighten you. • Hiding or destroying your property. • Hitting, punching or pushing you. • Writing rude or unpleasant notes about you. • Annoying you (and your parents/caregivers) by making nasty phone calls. • Demanding money or possessions. • Deliberate exclusion from group. • Staring, glaring or stalking. • Stealing, damaging or hiding other's belongings.



HARASSMENT INTERVENTION PROCEDURE

Step 1

If harassment continues

What can I do?

- Ignore it
- Show it doesn't upset me
- Ask them to stop
- Tell them how I feel



Step 2

If harassment continues

I should now go to a teacher, parent/caregiver or trusted adult, Student Counsellor or report it via, email/ text or ballot box.

They will:

- Help make a plan to deal with the issue
- Formally record the harassment
- Document any action – this may be
 - a warning to the perpetrator (recorded)
 - a restorative conversation



Step 3

Conflict has not been resolved. Report to Year Level Coordinator, Student Counsellor or Deputy Principal/ Principal. They will (depending on the severity):

- Give an SD (School Detention) to the perpetrator
- Contact parents of all parties involved
- Suspend perpetrator
- Recommend parents to contact police if warranted

Serious breaches of the Harassment Policy will result in immediate suspension.
eg. physical violence (and/or threat of) sexual harassment



Government of South Australia

Department for Education and Child Development