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|  <b>Plenty Valley</b><br><small>CHRISTIAN COLLEGE</small><br><small>In Christ: Wisdom &amp; Knowledge</small> |     | <b>Anti-Bullying/Harassment, Violence and<br/> Unlawful Discrimination Policy</b> |            |
| <b>Document Classification:</b>  |     | Board Policy  |            |
| <b>Version:</b>  | 2.1 | <b>Date:</b>  | 04/04/2019 |

## RATIONALE

At Plenty Valley, growing and maintaining relationships are a priority of our strategic direction “Community”. Our heart is to build and maintain relationships as Christ calls us. However, being humans, at times, disagreements and miscommunications can lead to difficulties in relationships and it’s important to have a clear framework when dealing with these. In light of this, servanthood, building others up, apologising, forgiveness and repentance of behaviour are key facets to maintaining positive relationships within our community. Please also refer to the College’s “Conflict Resolution Policy” for specifics regarding dealing with conflict at the College.

In the Words of Christ, our Lord: “So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets” (Matthew 7:12-14 NIV). At Plenty Valley Christian College, we should hear and seek to develop in the following aspects of our treatment of others:

- Preferring others to ourselves (Phil 2:3, 1John 4:7-8, 1Cor 13:1-13)
- Be motivated to serve others and build them up (Mat 20:26-27, 1Peter 4:11, Gal5:13)
- Use our positional or personal power to serve rather than demand service (Luke 22:26, Micah 6:8, Mat 20:26-27)

## AIMS

This policy seeks to:

- ensure that all members of the Plenty Valley Christian College Community (including staff, parents and students) are aware of the definition of bullying and harassment
- equip members of the Plenty Valley Christian College Community to recognise incidents of bullying and harassment and their responsibilities
- establish fair and consistent procedures to respond quickly and appropriately to incidents of bullying and harassment;
- establish a process that leads to restoration of relationships
- confirm that our processes comply with the relevant agreements and other requirements placed on the College by authorities.

## DEFINITIONS

**Bullying** is when someone, or a group of people, who are more powerful than the victim, ***repeatedly*** and deliberately upset or hurt that person or damage their property, reputation or social acceptance. This “power” may be derived from numbers, age, size, status, position or other reasons.

**Harassment** is bullying that is perpetuated by someone who is not more powerful than the victim.

Please click on the following link to view **definitions of bullying types**

Ways of bullying may include but are not limited to;

**Physical bullying** may be persistent pushing, hitting, bumping, kicking, obstructing, confining, practical jokes, stealing, damaging or interfering with personal property. Once off acts of physical violence can be classified as assault and battery.

**Verbal bullying** may include ***persistent*** threats of violence, name-calling, teasing, picking on, mocking, taunting, making put-down comments, belittling, insulting, constant criticism, sexual comments of a demeaning nature, unwanted sexual comments or attention, cultural and religious slurs, shouting at and swearing at.

**Indirect bullying** is often harder to recognise and can be carried out behind the bullied person’s back. It is designed to harm someone’s social reputation and/or cause humiliation. It includes: lying and spreading rumours; playing jokes to embarrass and humiliate; mimicking; encouraging others to socially exclude someone; damaging someone’s social reputation or social acceptance.

**Social Exclusion:** Unreasonably and deliberately being left out of groups, ignored by friends or excluded from social activities.

**Cyber bullying** is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. Note: Some acts of inappropriate use of technology can be deemed as a crime. Please refer to technology policies for intricacies regarding this area.

### **Examples of what bullying is not**

Many distressing behaviours are not examples of bullying even though they are unpleasant and may require intervention and management. They should not be ignored. Please click on the following hyperlink to view these examples and definitions:

Mutual conflict: involves an argument or disagreement between people but not an imbalance of power. This conflict should be managed in concert with the PVCC Conflict Resolution Policy.

Social rejection or dislike: is not bullying unless it involves deliberate and repeated attempts to *cause* distress, exclude or create dislike by others.

Single acts of nastiness or physical aggression are not the same as bullying. If someone is verbally abused or pushed on one occasion they are not being bullied.

Nastiness or physical aggression that is directed towards many different people is not the same as bullying.

Holding a subordinate accountable for fulfilling their duties.

**Violence** is any incident where someone is physically attacked or threatened. A threat occurs when a statement of behaviour causes a person to believe they are in danger of being physically attacked.

**Unlawful discrimination** is any discriminatory action applied to a person on the basis of a characteristic that contravenes legislation. This may include race, religion, gender identification, sexual orientation, gender preference or disability.

**Direct Discrimination** occurs when people are openly treated differently based on characteristics.

**Indirect Discrimination** occurs when practices and procedures, that appear to be impartial, have an unequal or adverse effect on someone because of certain characteristics.

## **POLICY**

This policy applies to all members of the Plenty Valley Christian College community including parents/caregivers, students, staff and leaders and governors.

- Plenty Valley Christian College does not tolerate bullying or harassment
- Students, Staff and Parents will be informed of their general responsibilities for their behaviour and helping to moderate the behaviour of others as part of the community.
- Students, Staff and Parents will be informed of how to identify instances of Bullying/Harassment, Violence and Discrimination and the procedure to report instances.
- Community members will be informed of their responsibilities should they be involved in an instance as victim, bystanders, observer, administrator, or receiver of a report.
- All reports will be dealt with promptly and confidentially according to procedure.
- Students will be exposed to workshops, productions, programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving.
- Students, Staff and Parents will be made aware of support people available to assist with bullying issues.

## **PROCEDURE**

### **Communication:**

- Staff Members – covered in staff induction, directed to policy on the LAN network Staff meetings.
- Parents – will be informed in College Connections (College Newsletter).
- Students - Examples of focus includes: pastoral sessions, assemblies, workshops, curriculum, incident follow up, workshops.

### **All reports will be taken seriously and investigated.**

1. Report made via attached incident form and submitted to (students – HOSS/Assistant HOSS; Staff – Please see conflict resolution policy) Note: 24 hour cool off period may be used for complainant to reconsider informal resolution of the issue(s).
2. Recipient of report stores the report on Seqta under relevant student files, notifies parents and begins investigation within 2 days of the incident (or 2 days after the cooling off period if this option was taken).

3. If the report meets bullying criteria as per this policy, please skip to point 4. If not, restoration of relationship occurs as per PVCC Conflict Resolution Policy and report outcome to parents.
4. Bullying case: Students: Investigation takes place by HOSS or their delegate with the reporter and their family involved. Consequences determined by HOSS and parents of parties notified the issue has been resolved. Restoration session conducted with students if parties agree to do so. Consider ongoing counselling support for students involved. Staff: Please see conflict resolution policy. Information recorded on Seqta.
5. Appeal: Students/parents may appeal to the Deputy Principal if they choose to. If they disagree with that outcome, they may then take it to the Principal

#### Vexatious Complaints

Inaccurate, misleading, malicious or false accusations have negative consequences for all persons concerned and affect the morale of the College community. If it is found that a complaint has not been made in good faith, disciplinary consequences may be taken.

#### **Please click on the following link to view Resources for Parents, Staff and Students**

- The Office of Children's eSafety Commissioner (online bullying education resources) <https://www.esafety.gov.au>
- Bully Free World (Special needs anti-bullying toolkit) <http://specialneeds.thebullyproject.com>
- Racism. No Way! (Anti- racism education for Australian schools) Kids Helpline – 1800 55 1800
- Bully Stoppers (general information and resources) <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>
- Raise them Strong Program – Brooks Gibbs <https://brooks-gibbs.mykajabi.com/store/97335cvs>

#### **Resources for Staff**

- FairWork Ombudsman <http://www.fairwork.gov.au/employee-entitlements/bullying-andharassment>
- Raise them Strong Program – Brooks Gibbs <https://brooks-gibbs.mykajabi.com/store/97335cvs>

# **ROLES AND RESPONSIBILITIES**

## **All persons involved are responsible for**

- applying Biblical principles in their dealings with each other and those in authority over them.

## **Staff Members are responsible for**

- following the processes outlined in this policy, and/or allowing them to be followed.

## **Senior Staff are responsible for**

- implementing this policy with their staff as directed by the Principal.

## **The Principal is responsible for**

- implementing this policy.
- tempering the implementation of this policy with Christian love, forgiveness and speaking the truth in love.
- keeping appropriate records of actions taken under this policy.
- the review and maintenance of this policy statement and associated documentation.

## **The Board is responsible for**

- seeking independent advice in serious situations
- ensuring that Senior Staff are qualified or trained to carry out their roles under this policy.

Appendix 1

**CONFIDENTIAL**  
**Plenty Valley Christian College**  
**Incidents for Reference and / or Action**

Person making the report: \_\_\_\_\_ Status: \_\_\_\_\_

Date of report: \_\_\_\_\_ Time of report: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Report made to: \_\_\_\_\_ (Received: \_\_\_\_\_)

**Incident Report:**

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Attach documents and names of witnesses as necessary.

**Action already taken:**

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**I do / do not wish to discuss this further.**

**I do / do not want further action on this incident.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Director of Wellbeing's recommendations and actions:**

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## DOCUMENT HISTORY & VERSION CONTROL RECORD

**Name of Document:** Anti-Bullying/Harassment, Violence and Unlawful Discrimination Policy  
**Responsible Officer:** Principal  
**Approved by:** Principal  
**Assigned review period:** Biennial  
**Date of next review:** April 2021  
**Category:** Community

| Version Number | Version Date | Responsible Officer | Amendment Details   |
|----------------|--------------|---------------------|---|
| 1.0            | 17/07/2016   | Principal           | Initial issue as a controlled document  |
| 1.1            | 28/03/2008   | Principal           | Updated minor changes as per Document History and Version Control Policy                              |
| 2.0            | 20/03/2017   | Principal           | Major Revision<br>Name changed from Harassment, Bullying, Violence and Unlawful Discrimination Policy |
| 2.1            | 19/03/2019   | Principal           | Changes made to wording.  |
| 2.1            | 04/04/2019   | Principal           | Approved and Signed   |

Approved By:

Date:



\_\_\_\_\_  
Mr. John Metcalfe  
Principal

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