



## Policy

### Anti-Bullying & Harassment

#### Summary

This policy sets out the framework, guidelines and obligations regarding processes at Seaford Secondary College.

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## 1. TITLE

### Anti-Bullying & Harassment Policy

Seaford Secondary College adopts a “zero-tolerance policy” towards all forms of bullying and harassment. All members of Seaford Secondary College have the right to be included and have respect from others, the right to learn or be taught and a right to feel safe and secure in their school environment.

We believe that harassing people is **HURTFUL** and **WRONG** and must be **STOPPED**. People who harass are stopping others from getting as much out of school as they should. Those who are harassed find that it interferes with their learning. Sometimes they change school, or feel that they can’t join in. We **ALL** have the responsibility to take appropriate action against bullying and harassment. We, as a school, have a responsibility to teach our young people about bullying and harassment and the strategies to deal with it.

### What is bullying?

Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious or hidden.

### What is harassment?

Harassment differs from bullying in that it offends an individual or group based on certain characteristics, including (but not limited to):

- identity, race, culture or ethnic origin
- religion
- physical characteristics
- gender, gender identity and gender expression
- sexual orientation
- marital, parenting or economic status
- age
- ability or disability

Harassment is a behaviour that offends, humiliates, intimidates or creates a hostile environment. Harassment may occur even if it’s not intentional. It is the impact of the behaviour on the person concerned that is important, not the intention of the ‘harasser’.



## **Bullying and harassment happen in different ways:**

### **Physical harassment may include:**

- hitting, punching, pushing, touching, grabbing, rubbing, spitting, kicking having your possessions interfered with
- Face and body signals – looks, stares, facial expressions, hand signs
- Groups – forming groups to leave out, ignore and disrespect

### **Verbal and written harassment may include:**

- name calling or giving others a hard time because they may be good at work, or find work difficult
- threats, “put downs” and offensive comments, name calling, spreading rumours and gossip
- teasing others because of the way they look or behave, or their beliefs
- being excluded from a group of friends
- graffiti – using pictures, tags or words where others will see them

### **Cyber harassment may include:**

- using emails, voice and text messages, photographic, video images, web pages, social networking sites and chat rooms to send inappropriate messages or offensive comments
- sending inappropriate or offensive filmed or photographed images

### **Sexual harassment may include:**

- touching or brushing up against someone, often and deliberately, when they do not want this to happen
- repeatedly using names, or making personal comments, about others
- pestering someone to go out with you when they have said “**NO**”
- being shown or sent sexual, rude photos
- using names or making comments about gender or sexuality eg using “gay” as a put-down

**It is unlawful for a student 16 years of age and over to sexually harass another student or staff member.**

**Please refer to the Department for Education Cyber-Safety Guidelines**

<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/cyber-safety-bullying-and-harassment>

<https://www.sa.gov.au/topics/education-and-learning/health-wellbeing-and-special-needs/bullying-and-harassment-information-advice-and-helplines>

## **How to report being Harassed or Bullied**

When we are harassed or bullied we may feel humiliated, angry, embarrassed, frightened, uncomfortable, scared or unsafe. These feelings need to be dealt with. Each bullying and harassment incident is different. Teachers deal with bullying and harassment in different ways, depending on how serious it is.

**STEP 1:**

- If it's safe, tell the person who is harassing you to stop
- Walk away and ignore the behaviour
- Try to act unimpressed or unaffected
- Use other strategies to diffuse the situation

**STEP 2: If bullying continues**

- Tell a member of staff, (or ask a friend to tell staff) or anyone you feel comfortable with – friends, guardians, Wellbeing Leaders, teachers, CPSW, House Leader
- If you talk to staff they will discuss possible strategies with you for dealing with the harassment. They will make notes about the incident. This is called an **Incident Report**.
- Before you make a report, write down as many details as you can about the incident. This will help you recall details and make it easier to answer questions when you make the report. Take notes about:
  - What happened, when and where, who was involved and who saw it happen
- If a website or mobile phone was used, it will help with tracking and blocking people engaging in bullying behaviour if you can:
  - Save messages and details of the sender
  - Provide information about which sites or social networks were used
- Strategies to intervene include counselling for students who are bullied and who bully, student negotiated agreements to support safety and respect, assertiveness and conflict management skills, restorative practices and consequences as appropriate.
- School will contact parents to inform of what has occurred.

**STEP 3: If bullying continues****Repeat Step 2**

If you choose to take further action you make contact with Student Services:

- A teacher or Wellbeing Leader you feel comfortable with will be asked to help you sort it out at school level
- Deputy Principal or House Leaders may be involved
- Students are informed that follow up has occurred

**STEP 4: After reporting**

If the problem has **been solved** then:

- No further action taken
- Offender spoken to and provided with counselling
- Disciplinary action taken – eg formal warning, suspension for the harassers
- Parents contacted



If the problem has **not been solved** then:

- Parents contacted
- Department for Education contacted
- Advice sought from the Equal Opportunities Officer or DECD Legal and Legislation Unit  
**AND** the person who supported you will check with you to see how things are going and how you are feeling

Police may be contacted for advice, intervention or to make a formal report

Sometimes we can harass someone else without meaning to. If we are not sure about our behaviour we can:

- carefully watch how our behaviour affects others and decide whether they really like our behaviour or are just pretending to because they are embarrassed
- check our behaviour and language by asking if the person minds what we are doing
- stop behaving in that way
- apologise if we are in doubt
- always treat other people as equals
- talk about our behaviour with a friend

### **If you bully or harass...**

A teacher must respond. This response will depend on the seriousness of your behaviour. You will be given fair opportunity to show that you are willing to take responsibility for your behaviour.

- listen to the effects of your behaviour
- show that you are sorry for what you did
- make suggestions to help repair harm or damage

Remember, everyone has the right to be treated fairly and with respect. Everyone has the right to be at our school so that they can work and play and not be harassed.

## **Conclusion**

If we are aware of other students who are being harassed:

**WE have a responsibility to do something ABOUT IT**

If we work together on this problem, we will have a school which is safe, inclusive, good for learning and free from harassment and bullying.

**TOGETHER we have the power to STOP IT**



## What We Do at Seaford Secondary College to Provide a Safe Environment for All

### Prevention Strategies:

- we use our positive school values to foster an environment of respect
- we use our Pathways and Futures Program to teach students about respectful relationships and bystander behaviour
- our Houses and Year level groups foster a caring environment where students are related to as individuals
- we regularly seek feedback from all students about their safety and wellbeing
- we provide opportunities for students to have a say in their learning
- we aim to teach students about violence prevention, conflict resolution, anger management and problem solving
- we develop policies to promote student safety
- we teach about diversity and encourage school members to accept and value difference
- we provide Professional Development annually for staff in collaboration with local agencies

### Intervention Strategies Include:

- counselling for those bullied or harassed **AND** for those who feel the need to bully others
- contacting parents to discuss strategies
- consequences for bullies
- teaching students to be more responsible bystanders
- ensuring that staff know how to deal with bullying effectively, respectfully and consistently
- Restorative practices – where bullies and victims are given an opportunity to confront the offender, express their feelings, ask questions and have a say in the outcome.

### Post-Interventions:

- monitor those bullied or harassed to ensure safety and wellbeing
- monitor the behaviours of the bullies
- contact parents to assess strategies and monitor wellbeing
- review yard duty and any hot spots
- review and evaluate behaviour codes/policies

## MONITORING, EVALUATION & REVIEW

This policy will be subject to review every 3 years by the Leadership Team in consultation with relevant stakeholders, or earlier if required, to comply with any change to school policy or applicable legislation, government or departmental policy.

### Student Resources:

[www.kidshelp.com.au](http://www.kidshelp.com.au) 1800 551 800

[www.youthbeyondblue.com](http://www.youthbeyondblue.com) 1300 224 636

<https://au.reachout.com/>

<https://bullyingnoway.gov.au/YourRole/ForTeens/Pages/default.aspx>



## Parent Resources:

DfE Parent Helpline 1800 222 696

[www.parenting.sa.gov.au](http://www.parenting.sa.gov.au) 1300 364 100

Cybersafety Contact Centre 1800 880 176

[www.eheadspace.org.au](http://www.eheadspace.org.au) 1800 650 890

<http://www.thinkuknow.org.au/parents-portal> Think you know what young people see, say and do online

<https://bullyingnoway.gov.au/YourRole/Pages/For-Parents-and-carers.aspx>