



ROCKHAMPTON GIRLS GRAMMAR SCHOOL

Anti-Bullying and Harassment Policy

PURPOSE OF THE POLICY

Rockhampton Girls Grammar School (RGGS) considers bullying and harassment to be an unacceptable form of behaviour which will not be tolerated under any circumstance. Such behaviour has no place in an organisation which espouses and promotes values and respect for the individual and the community.

The aim of this policy, in conjunction with the School’s Values Statement and Behaviour Management Policy is to develop each student’s self-respect and self-esteem: respect for the feelings; rights and property of others; to learn how to make appropriate behaviour choices and to take responsibility for her own actions.

RGGS aims to build within its student body mutual respect and consideration of others and an acceptance of people’s differences.

POLICY

1. Scope:

This policy applies to all staff, volunteers, Board Members, students and parents/guardians of RGGS.

This policy should be read in conjunction with the RGGS Child Protection Policy. If bullying amounts to “harm” as referred to in the Child Protection Policy, it will be dealt with under that policy.

2. Definitions used in this policy:

Bullying (also referred to as harassment or, in the case of staff, workplace harassment) is repeated behaviour (or threatened behaviour) that is humiliating, intimidating, undermining or threatening. It may be: verbal, non-verbal, emotional, social, electronic or physical, and conducted by an individual or group against others. Bullying may be carried out by anyone in the School community.

PHYSICAL	VERBAL	RUMOURS/SOCIAL	NON-VERBAL	EXTORTION
Stand over tactics Hitting / punching Property taken and thrown around Taking and hiding property Borrowing without permission Tripping Grabbing Pushing / jostling Unwelcome touching	Name calling Threats Abuse Unwanted requests Suggestive or unwanted comments Obscene or vulgar language Teasing / taunting Intimidation	Use of electronic media, verbal or written, to spread misinformation, and rumour, or to threaten Being left out Being ignored Rejecting Ostracising Instilling fear	Threatening body language Hand or body gestures Exclusion Facial expressions	Demanding money, possessions or services

Important elements of bullying and harassment are:

- It is repeated over time as part of a pattern of behaviour
- It results in offence, injury, embarrassment or isolation of another person or persons
- It targets a specific person or persons
- It involves an imbalance of effect i.e. bully is calm, victim is upset



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Bullying and harassment may also breach the RGGGS Anti-Discrimination Policy. For example, bullying of a person with a disability, or the associate of a person with a disability, may contravene anti-discrimination legislation. In relation to student with disabilities, refer also to the RGGGS Disability Policy.

3. Legislation

- *Workplace Health and Safety Act 1995 (QLD)*
- *Workplace Health and Safety Regulation 1997 (QLD)*
- *Prevention of Workplace Harassment Advisory Standard 2004*

4. Principles

RGGGS will uphold the following principles under this policy:

- Seek to prevent bullying and harassment from happening in our community.
- Regularly raise awareness about bullying and harassment so that everyone knows what their rights and responsibilities are.
- Deal with any bullying or harassment complaint seriously, sympathetically, quickly, impartially (fairly) and confidentially.
- Ensure that no-one is victimised for either making a bullying or harassment complaint or for supporting someone who has made a bullying or harassment complaint. RGGGS will help to provide whatever reasonable support is necessary.
- Action may be taken against anyone who victimises another person because they made a bullying or harassment complaint or supported someone who has made a bullying or harassment complaint. RGGGS will not tolerate victimisation.
- Implement appropriate action to ensure as far as possible the risk of bullying or harassment is eliminated or significantly reduced.

5. What should you do about bullying and harassment?

Anyone within the RGGGS community observing or having knowledge of bullying or harassment must act and not ignore the behaviour. The complaints procedure is set out in section 7 below.

The prevention of conduct that is in breach of this policy is the responsibility of all members of the RGGGS community. Each person must ensure that they fully understand this policy and must notify if they become aware that bullying and harassment may be occurring at the school.

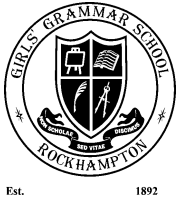
If you or someone else is being bullied, *tell someone – this is reporting abuse, NOT DOBBING.*

You can seek help from:

- Your Care Mentor
- The Director of Student Wellbeing
- A member of the boarding staff
- A friend
- Other members of staff
- The Health Centre Coordinator
- Your parents / guardians
- The school counsellor

Bullying and harassment will not be tolerated by RGGGS. The following courses of action may need to be taken by RGGGS to address bullying and harassment:

- Temporary removal from group – class/grounds
- Community service
- Detention
- Suspension
- Counselling or mediation
- Disciplinary action
- Expulsion / dismissal



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6. Education and information:

- RGGS will ensure that students receive information and training about their rights and responsibilities in maintaining an environment free from bullying and harassment during the Care Meetings within Year levels.
- RGGS will ensure that staff (including volunteers) receive training about their rights and responsibilities in maintaining an environment free from bullying and harassment, and how to deal with and identify instances of bullying and harassment upon commencement and biannually.
- Information will also be supplied to parents/guardians, students and volunteers regarding their rights and obligations and the RGGS policies and procedures relevant to bullying and harassment issues.

7. Complaints procedure:

The RGGS Grievance Procedure applies to complaints of bullying and harassment. A person will not be victimised for making an allegation or a complaint.

POLICY RELEASE DETAILS

Date of Policy	September 2011
Reviewed by	RGGS Executive
Review Date	Biennially
Access	Public Availability – RGGS Website

RELATED POLICIES AND DOCUMENTS

RGGS Values Statement
RGGS Grievance Procedure
RGGS Anti-Discrimination Policy
RGGS Staff Handbook
RGGS Parent and Student Handbook
RGGS Student Planner
RGGS Confirmation of Enrolment Contract