

THE HUTCHINS SCHOOL

Student Harassment, Bullying & Discrimination Policy

Relevant legislation	Anti-Discrimination Act 1991 (Tas) (the Act) Australian Human Rights Commission Act 1986 (Cth) Age Discrimination Act 2004 (Cth) Racial Discrimination Act 1984 (Cth) Disability Discrimination Act 1992 (Cth) Equal Opp.1 (t)-19Tg... 01 May 2019

4. Definitions

Adverse action

Disadvantaging a person on the basis of certain characteristics (e.g. race, sex, age, disability, marital status, pregnancy, etc.)

Unreasonable behaviour	Unreasonable behaviour means behaviour that a reasonable person (having regard to the circumstances) would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.
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5. Policy statement

The School is committed to providing learning environments and services whose culture is typified by acts of kindness and gratitude. The School expects that all staff and students will treat one another with dignity, fairness and respect. Harassment, bullying and discrimination are unacceptable, and will not be tolerated.

The School is committed to:

fostering a culture of kindness, respect, dignity and fairness, and respect for all.

deal with incidents involving harassment, bullying and discrimination fairly, upholding the principles of procedural fairness;

treat everyone they come in contact with through the course of their work fairly, professionally, and with respect and kindness;

avoid making decisions based on unlawful grounds; and

demonstrate courage in reporting instances of discrimination, harassment or bullying.

The School's commitment

The School is committed to dealing with all reports of harassment, bullying and discrimination seriously, promptly, confidentially and impartially. We encourage staff and students to exemplify a spirit of kindness and gratitude toward one another, and to act courageously in confronting injustice wherever it occurs through the mechanisms outlined in this policy.

The School takes reasonable steps to prevent discrimination through:

- the development and implementation of this policy;
- the education and training of staff, to assist in the prevention of instances of harassment, bullying and discrimination;
- the education and training of students, to assist both in the prevention of instances of harassment, bullying and discrimination, and to provide strategies for dealing with such behaviour;
- the provision of systems and processes that may be utilised, either identifying the victim or anonymously, to report and record instances of harassment, bullying and discrimination;
- the removal of discriminatory or offensive materials, rules and practices; and
- encouraging staff and students to contribute to a culture of kindness and gratitude.

The School's counsellors are available to staff and students who feel they have been victimised by harassment, bullying or discrimination.

Harassment, bullying and discrimination prevention strategies

The School recognises that the implementation of whole-

regular provision of information to parents/carers to raise awareness of bullying as a school community issue to equip them to recognise signs of bullying, and to provide them with clear paths (e.g., the [Inappropriate Conduct Report Form](#)) for raising any concerns they may have relating to bullying directly with the School;

the promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;

the promotion of responsible bystander behaviour amongst students, staff and parents/carers;

reporting of incidents of alleged harassment, bullying and/or discrimination by students, bystanders, parents/carers and staff is encouraged, and actively promoted as an ‘act of courage’;

records of reported bullying incidents are maintained and analysed to identify persistent bullies and/or victims and to implement targeted prevention strategies where appropriate;

anti-bullying posters are displayed strategically within the School; and

the promotion of student awareness and a ‘no bullying’ environment by participating in events such as the National Day of Action Against Bullying and Violence.

Reporting incidents

One of the keys to the School’s harassment, bullying and discrimination strategy is to encourage the reporting of inappropriate behaviour, as well as assuring students (and their parents/carers) that:

bullying is not tolerated within the School;

their concerns will be taken seriously; and

the School has a clear strategy for dealing with bullying issues.

Incidents of harassment, bullying or discrimination may be reported directly or in writing to:

a teacher;

one of the school counsellors;

a sports coach;

a year co-ordinator, mentor or Head of School;

the Headmaster or Deputy Headmaster;

through the [Inappropriate Conduct Report Form](#); or in severe cases

through the [Complaints and Grievances Form](#).

The [Inappropriate Conduct Report Form](#) provides an avenue for anonymous reporting. If a student believes that they are the target of ongoing, or more serious instances of harassment, bullying or discrimination, they are encouraged to report those issues through the [Complaints and Grievances Form](#). This form commences a formal investigation into the behaviour and involves strict record-keeping and follow-up.

Both the [Inappropriate Conduct Report Form](#) and the [Complaints and Grievances Form](#) are structured around a workflow that will escalate the issue to the most appropriate staff member for resolution. Opportunities are provided to the person filing the report to avoid conflicts of interest, or to choose a specific recipient for their report.

Accountability is built into these forms through the workflow, and all reports are monitored by the Policy & Compliance Manager and the Headmaster (at a minimum).

Responding to harassment, bullying and discrimination

Harassment, bullying and discriminatory behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with based on the challenges presented. The School is committed to:

- taking all incidents seriously;
- assuring the victim that they are not at fault and their confidentiality will be respected;
- taking time to properly investigate the facts including discussing the incident with the victim, the perpetrator and any bystanders;
- taking time to understand any concerns of individuals involved;
- maintaining records of reported incidents; and
- escalating its response when dealing with persistent problems and/or severe incidents.

Actions that may be taken in response to harassment, bullying and discrimination include:

- notifying of and/or consultation with parents/carers;
- offering counselling to persistent perpetrators and their victims;
- implementing effective follow-up strategies; and
- disciplinary action at the Headmaster's discretion (including suspension and expulsion where necessary, according to the [Enrolment and Exclusion Policy](#)).

6. Supporting/related documents

[Code of Conduct](#)

[Complaints and Grievances Procedure](#)

[Commitment to Kindness](#)

[Counselling Policy](#)

[Complaints and Grievance Form](#)

[Enrolment and Exclusion Policy](#)

[Complaints and Grievances Policy](#)

[Inappropriate Conduct Report Form](#)

[Student Behaviour Guidance and Support Policy](#)

7. Record keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

