

**HIGHVIEW COLLEGE**  
**BULLYING AND HARRASSMENT POLICY**  
**Person Responsible – Director of Pastoral Care**



**Rationale**

Highview College is committed to the provision of a safe, nurturing environment for all members of the school community. Consequently, bullying or harassment in any form, whether by staff or students, will not be tolerated.

**Aims**

- To provide a safe environment for all students and staff
- To provide a 'positive and inclusive' environment for all
- To put in place procedures to eliminate bullying/ harassment
- To support students who are involved in bullying/harassment situations

**Definition**

- Harassment is any behaviour which hurts, upsets or distresses another person.
- Bullying is any repeated form of harassment.

**Forms of Harassment**

- **Physical**  
such as pushing or hitting someone, or damaging another person's belongings.
- **Verbal**  
saying or writing things that upset or hurt others, calling names, making fun of others, spreading untrue or humiliating stories, or threatening other people.
- **Electronic**  
cyber-bullying, phone, text messages for harassment purposes.  
(Refer to cyber-bullying policy)
- **Gesturing**  
making rude or threatening signs, pulling offensive faces.
- **Extortion**  
making someone give money, food, toys or things they own out of fear or bullying.
- **Exclusion**  
deliberately ignoring someone, or preventing them from being part of the group.
- **Sexist**  
behaviour that tries to make students behave in a certain way because they are male or female.
- **Sexual**  
behaviour that is deliberately and offensively sexual, unwelcome and repeated, which is embarrassing, humiliating, hurtful or intrusive.

**Implementation**

**Staff Prevention**

- Through Positive Education activities, Year Level Assemblies, the Health and Religion and Ethics curriculum.
- Through regular articles in the Highview College Newsletter.

### **Staff Follow up**

- Staff are to report any incident they become aware of, to the appropriate Pastoral Care Co-ordinator, as soon as possible.
- Counselling/ ongoing support will be offered to the victim.
- Students found to be involved in bullying/harassment will be disciplined as per the Behaviour Management Guidelines.

### **Students**

The following guidelines are in the Student Planner:

If you are being harassed, there are positive steps you can take:

- Stand up for yourself. Tell the person harassing you to stop.
- Seek the support of your friends, or an older buddy.
- Talk about your problem with an adult; parent, family friend, teacher or counsellor.
- Report acts of harassment against you to one of your teachers, or Home Group teacher, or Pastoral Care Co-ordinator. Your concerns will then be followed up by the appropriate staff.
- If you report harassment, be very clear and truthful because it is a serious thing to accuse someone of harassing you. It is helpful to make a report immediately or to keep a written account of what has happened.
- Be active in limiting the amount of harassment that occurs in the school by seeking to be positive and encouraging to others, and by standing up against harassment.

Developed by Jenny Wardrop – 2012  
Updated by Marion Martin – 2016