

1. RESPONSIBILITIES OF THE EYNESBURY SCHOOLS

- 1.1 The Eynesbury schools are committed to offering every student a safe and secure learning environment free from discrimination, harassment and bullying.
- 1.2 The governing authorities of the Eynesbury schools and the teaching and non-teaching staff believe that:
- Harassment, discrimination and bullying threaten self-esteem, social development and the productivity of academic work, and have no place in a pre-university schools.
 - Every student and employee has the right to a learning/working environment free from discrimination, harassment and bullying.
 - The implementation and maintenance of the policy and procedures outlined show a healthy and co-operative school environment in which the rights of all individuals are respected.
- 1.3 The Eynesbury schools will provide ongoing training programs as required to:
- Enable members of staff to develop the knowledge, skills and strategies necessary to deal effectively with harassment in learning and working situations.
 - Inform all students of the following: the nature of harassment; its unacceptability and unlawfulness within both the school community and the wider community; their rights and responsibilities; and the schools' policy.
 - As appropriate, inform parents, guardians, caregivers and staff members of their rights and responsibilities in the matter of harassment.
 - Publicise the names of nominated harassment grievance contact people and provide appropriate training for these people.
- 1.4 To that end, the names of contact persons and the Counsellor will be displayed on notice boards and in the student diary as well as in pamphlets about discrimination and harassment used in all information sessions with students and staff.

2. HARASSMENT

- 2.1 Harassment involves someone being made to feel embarrassed, uncomfortable, upset or threatened by a person on any of the following grounds:
- *Disability/Impairment/Difference:* treating another person in an offensive manner because of a particular physical disability/difference or an intellectual impairment.
 - *Race:* hostile or offensive behaviour by a person or of one racial or ethnic group towards a person of another group.
 - *Sex/Sexuality:* unwanted attention or treatment of a sexual nature.
 - *Religion:* negative attention to a person's faith.
- 2.2 Harassment can take many forms including the following:
- *Physical:* fighting, pushing, gestures, invasion of personal space.
 - *Verbal:* name-calling, offensive language, disparaging people behind their backs, continued criticism.
 - *Intimidatory:* bullying, stand-over tactics, picking on others, threats to 'get' people, ridiculing people, or gangs trying to dominate individuals or groups.
 - *Sexual:* touching or brushing in a sexual manner, sexually orientated jokes, drawings and literature, comments on the size and shape of someone's body, calling names or making comments on morals, unsolicited invitations of a sexual nature, asking unwelcome questions about private life, leering and ogling, belittling comments based on sex role stereotyping, use of electronic mail to post comments of a sexual kind.

3. GRIEVANCE PROCEDURES

3.1 STEP 1: Lodging a complaint

To make a formal complaint the person(s) should as far as possible explain the grievance *in writing* and pass it to the nominated staff member or the Counsellor.

Upon receipt of the complaint of alleged discrimination, harassment or bullying, the nominated person or Counsellor will inform the person(s) making the complaint of:

- The process by which the complaint may be investigated ie. the nominated person or Counsellor will, in the first instance, speak at an informal level with the person against whom the complaint has been made. If a resolution cannot be reached then the matter will proceed with the steps below.
- Information regarding allegations of harassment should be kept as confidential as possible.
- The options available in making a formal complaint.

3.2 *STEP 2: Resolving the formal complaint*

The contact person or Counsellor will:

- Interview the person(s) who made the complaining and any other person (with knowledge of the matter) who may be able to assist.
- Arrange an interview with the person or group against whom the complaint is made and inform them of the grievance process.
- Seek resolution of the issue by conciliation to the satisfaction of all concerned.

If resolution through conciliation is not achieved the contact person or Counsellor will inform the Principal.

3.3 *STEP 3: Role of the Principal*

The Principal with the Counsellor or contact person will:

- Interview the person(s) who made the complaint and any other person with knowledge of matters who may be able to assist in the inquiry.
- Arrange an interview with the person or group against whom the complaint is made and inform them of the grievance process.
- Seek resolution of the issue by conciliation to the satisfaction of all concerned.

4. DIARY

The following shortened version of this policy, and the procedures flow chart shown on p.3 of this policy, will appear annually in the student **Diary**.

What Is Harassment?

Behaviour which makes you feel embarrassed or afraid. It is often repeated, always unwanted and unreasonable.

What Is Discrimination?

Unjust and unequal behaviour based on race, sexuality disability or difference.

What Is Bullying?

Seeking a sense of power by humiliating and intimidating others.

Harassment and bullying are often the result of discrimination based on:

- Age
- Family background
- Gender
- Marital status
- Physical or intellectual disabilities
- Mental or emotional disorders
- Race
- Religion
- Sexuality

There are obvious examples of harassment and bullying. These include:

- Threatening or causing fear
- Fighting people
- Insulting people
- Name calling
- Unpleasant jokes
- Showing offensive materials
- Unwanted or inappropriate touching
- Asking for sexual favours

Less obvious examples include:

- Sending offensive text messages
- Staring in an intense or obvious way
- Uninvited physical closeness
- Embarrassing someone by commenting on the way they look, their behaviour or sexuality
- Spreading rumours about a person
- Sending offensive or threatening emails
- Ridiculing someone who is successful at school or someone who struggles with study
- Deliberately isolating someone because of their sexuality, race, difference

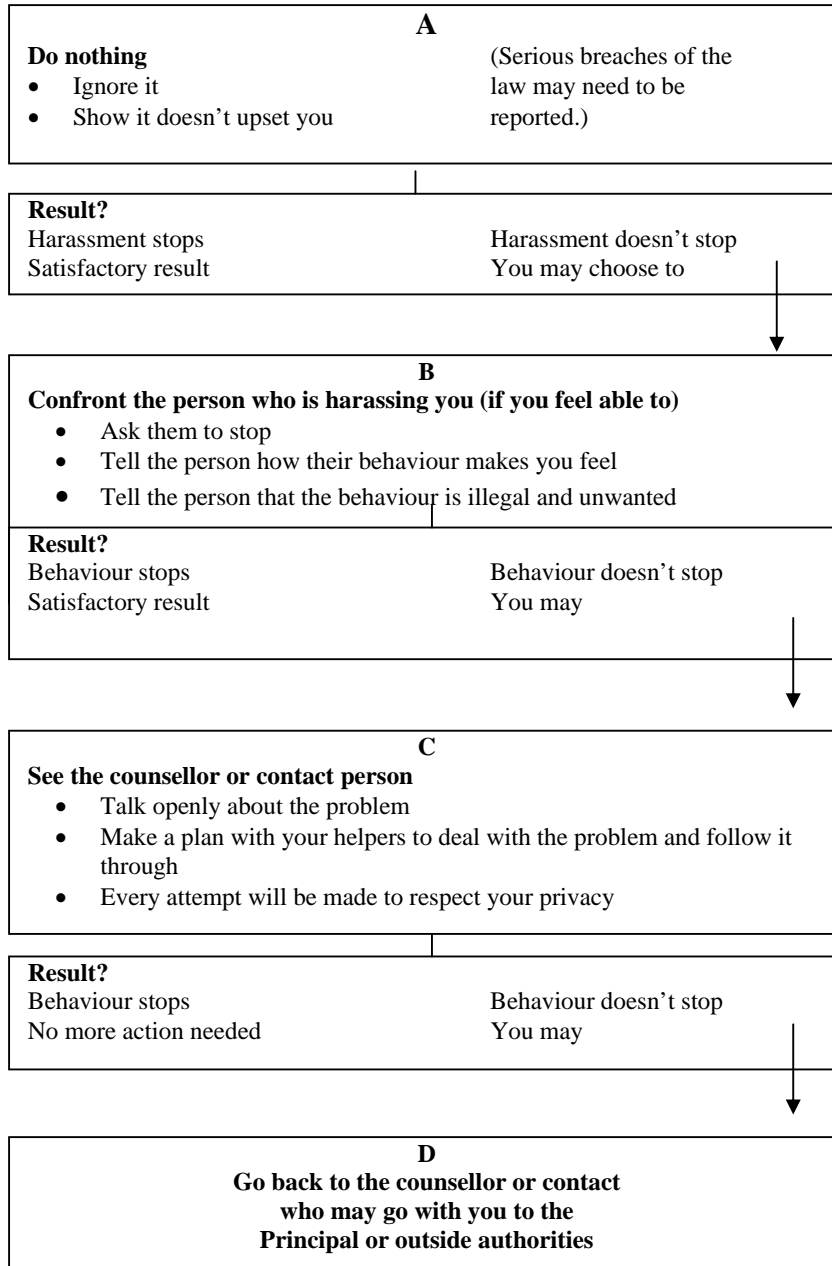
The Counsellor and other contact people can help you. If you are uncertain about what constitutes harassment, discrimination and bullying or how it will be handled if reported, see the Grievance Procedure on notice boards around the school. These also list contact names.

The procedure to be followed is as follows.

Policy Revision

This policy may be revised from time to time without notice. The current version is always available in electronic form from staff at Front Desk or on *Policies at Eynesbury* on staff computers.

WHAT CAN YOU DO ABOUT HARASSMENT?



Revenge against the person making a harassment complaint OR against a person who has been reported for the harassment offence is seen as very serious and will not be tolerated. Disciplinary action will be taken.