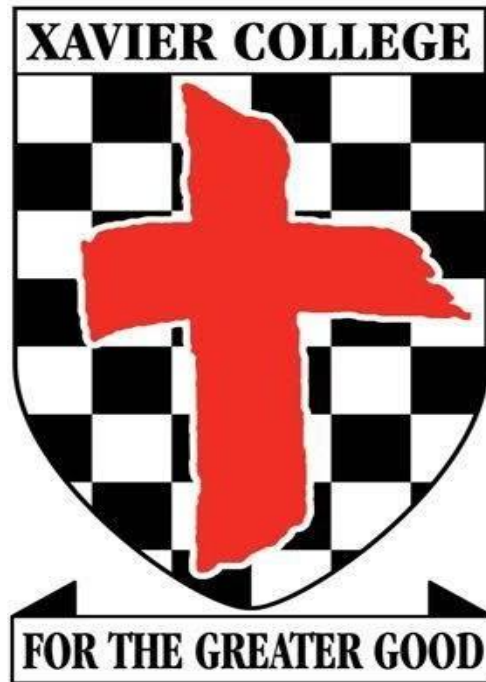


# Xavier College



## Anti-Bullying Policy

### Other Related Documents:

- Xavier College Student Management Policy
- CEDP Anti-Bullying Policy
- National Safe Colleges Framework
- CEDP Policy – Maintaining Right Relations

CONTACT PERSON	
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Assistant Principal	Ms Carol Muscat
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Deans of Students	

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2016	Working Document	June 2023
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## **Preamble**

At Xavier College we believe that all students have the right to learn in a safe environment. We commit our students to act justly by expecting “honesty and courage in their words and actions and by fostering respectful relationships.” (*College Mission statement*)

### **10.2.1 College Responsibilities**

It is the responsibility of the College to ensure the anti-bullying policy and procedures are implemented so that a culture of care is developed and maintained and that there is zero tolerance towards bullying.

Our commitment towards duty of care requires us to take all reasonable measures to ensure that the College is a safe place for students and staff. This means we have a responsibility to ensure that our College offers a safe learning environment for all our students, free from victimisation, harassment, abuse, vilification and unlawful discrimination.

### **10.2.2 What Is Bullying?**

“Bullying may be defined as a student being exposed, repeatedly and over time to intentional injury or discomfort inflicted by one or more students.” (Olweus, 1993)

Bullying behaviours include:

- direct physical attacks such as hitting, tripping, pushing, throwing things
- name calling, mocking, insulting or belittling someone
- making insulting racist or sexist comments or comments about sexual orientation
- trying to damage someone's reputation, spreading rumours
- using verbal or non-verbal put downs
- playing nasty practical jokes
- physical intimidation
- social exclusion
- cyber bullying (via electronic means such as e-mail, chat-rooms, text messages)

### **Consequences of Bullying**

Students who are victims of bullying behaviour may experience effects which range from low levels of psychological wellbeing and social adjustments, to high levels of psychological distress and adverse physical health symptoms.

### **Preventative Strategies**

The College Curriculum will be used to:

- raise awareness about bullying behaviour
- increase understanding about victims of bullying
- help build an anti-bullying ethos in the College
- explore ways for students to build resilience

Opportunities to raise awareness about bullying should occur:

- in classrooms
- at College in tutor groups and house meetings
- In all PDHPE programs
- in Year 8 RAP program
- in the Peer Support Program

Opportunities to build a positive culture in the College could include:

- award ceremonies
- merit award system
- quality teaching and learning
- presentation ceremonies
- leadership programmes

### **10.2.3 Procedures for addressing incidents of bullying**

It is essential that any student who is being bullied or witnesses incidents of bullying, feel they will be listened to and supported and that appropriate measures will be taken to ensure their physical and emotional wellbeing.

Disclosure should involve an adult/s and can be open or anonymous. All students need to be challenged to promote a culture of responsible reporting.

#### **STEP ONE**

*"Report of Bullying Behaviour" is completed.*

This response must include details of:

- the nature of the complaint
- who made the complaint
- date / time / location
- to whom the complaint was made OR what the staff member witnessed

#### **STEP TWO:**

*Report is referred to Dean of Students.*

In the case of bullying of a serious nature the Dean of Students will refer the matter to the Assistant Principal.

#### **STEP THREE**

*Interview to complete Incident Report*

The student being bullied may bring a support person (parent or friend) to the interview.

(In compiling the report from the victim confidentiality and procedural fairness must be considered.)

#### **STEP FOUR**

*Interview the bully* (Support person can be parent or friend)

Complete bullying report after consultation with relevant staff and College counsellor.

## **STEP FIVE**

### *Determination / Intervention*

- consequence issued
- restorative conference (if requested or advised)
- parents of victim and bully contacted
- follow up plan for victim

## **STEP SIX**

### *Monitoring Follow up Plan*

### **10.2.4 College Documentation**

Documentation gathered in the College's response to specific instances of bullying should indicate:

- What was allegedly said and done to the victim
- Time and place where the incident occurred
- Names of witnesses to the incident
- Reactions of the victim
- Notes relating to a bullying complaint should be kept in the student file and on Compass

Bullying of a more serious nature

In the event where the nature of the bullying warrants further action:

- serious incidents of bullying that interfere with the safety and wellbeing of other students, and that constitute aggressive behaviour, including abuse by technological means
- when bullying behaviour involves a crime, such as common assault, a report to the police will be made
- the College may request a police warning or prosecution of the perpetrator where the bullying is of a serious nature

### **What students can do**

Students should:

- remember that all students have a right to feel safe and not be bullied
- not feel ashamed if they are bullied
- report bullying when it occurs. Doing nothing can lend support to bullies
- tell someone if you are being bullied
- ask parents, teachers, the College counsellor for help and advice. A friend can help and support students to report bullying

### **What parents can do**

We acknowledge our partnership with parents/caregivers and value their support in our endeavour to make our College a bully-free environment

Parent/Carer should

- watch for signs of bullying
- listen and take seriously comments that your son / daughter make about bullying
- reassure your child that reporting bullying is the right thing to do
- encourage your child to talk to someone he / she trusts at College
- work with the College to develop strategies that will support your child at the College

### **10.2.5 Evaluation**

The policy will be reviewed periodically and not less frequently than every 3 years.

