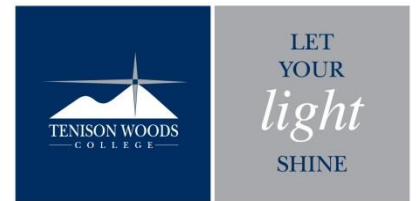


# TENISON WOODS COLLEGE

## ANTI-HARASSMENT POLICY

| ANTI-HARASSMENT POLICY reviewed by:     |  |              |  |
|---|--|--------------|--|
| SIGNED (Principal or Delegate)          |  | Date:        |  |
| SIGNED (Board Chair)                    |  | Date:        |  |
| SIGNED (Responsible Leadership Member)  |  | Date:        |  |
| POLICY TO BE REVIEWED BY (person/role): |  | Review Date: |  |

# ANTI-HARASSMENT POLICY



## Rationale

At Tenison Woods College we aim to educate our students in the Catholic faith therefore we will not tolerate harassment in any form. All members of the College community are committed to ensuring a safe, caring school environment, which promotes personal growth and positive self-esteem and in which the dignity of the individual is nurtured and respected.

This policy applies to all members of the school community, including teachers, students, sport coaches, instructors, parents, ancillary staff, voluntary workers and student teachers.

## Kinds of Harassment

**Harassment of any kind is unacceptable.**

If a particular behaviour is unwanted and unwelcome and embarrasses, hurts or upsets another person, then it can be called harassment, whether face to face or via cyber sites. It may be planned and organised or it may be unintentional. Individuals or groups may be involved.

Harassment may include (but is not limited to):

- Aggressive bullying
- Derogatory comments about another person's gender, race, culture, religion or appearance
- Offensive name-calling
- Rude messages or pictures
- Sexual harassment
- Rumours or slander

## Preventing and Stopping Harassment

**Harassment affects a person's well-being, self-confidence, work and relationships with others.**

It is totally against the College's ethos and may also be against the law. We believe that all members of the school community have an equal right to:

- be treated fairly by other people;
- feel safe and secure;
- learn and grow towards their full potential; and
- feel valued, accepted and cared for as unique individuals.

The College will be proactive in promoting general awareness of the issues of harassment through regular meetings, assemblies, newsletters, focus days, health education classes, films, videos and written materials.

Students, staff and parents are encouraged to be respectful of other members of the school community, and to uphold the rights of all individuals to work and learn in a safe, secure and comfortable environment.

## Procedures for dealing with Harassment

1. The College suggests that individuals initially attempt to resolve incidents through discussion with the instigator of the harassment. This process may involve consulting a friend, parent, teacher, counsellor or the Wellbeing Coordinator.
2. If the grievance persists, a formal complaint may be made to the Head of School, Director of Wellbeing, Deputy Principal or Principal
3. When a formal complaint has been made, the following procedures will be followed:
  - a) The incident report will be reviewed by the Principal, Deputy Principal, Head of School and/or Director of Wellbeing.
  - b) The person against whom the complaint has been made will be interviewed to determine:
    - The level of their acknowledgment of the impact of their behaviour;
    - The level of concern for other party;
    - Their willingness to address and stop the behaviour; and
    - Their willingness to respect the other party's rights and privacy.

4. Where incidents involve students, consequences will include a combination of those listed below, depending on the number of previous incidences and the severity of the incident:

- Further counselling
- Written reflection on the behaviour
- Restitution to the other party where appropriate
- Written agreement for future behavioural expectations
- Parent contact through a letter or telephone call
- Parent contact through a formal meeting
- In-school suspension
- Out-of-school suspension
- Monitoring future behaviour with a set review period.
- Expulsion

The College views harassment as a serious matter and will intervene quickly to stop the unwelcome behaviour. All parties to a complaint will be given the opportunity to put their case separately and be assured of a fair conciliation.

**5. The College will deal very seriously with those who retaliate against a person reporting harassment.**

**6. The College will maintain confidentiality.**