Howayek Providence Limited trading as

MARONITE COLLEGE OF THE HOLY FAMILY

Maronite College of the Holy Family policies have a commitment to Maronite Catholic ethos and values and should be read in conjunction with other policies and procedures and with relevant legislation.

ANTI-BULLYING POLICY AND PROCEDURE

This policy supersedes all previous policies relating to matters contained herein.

ANTI BULLYING POLICY and PROCEDURE

Mission: *"Inspired by the Maronite Sisters of the Holy Family, we accompany our students in the realisation of their potential."*

Vision: *"We challenge our community to grow in faith, strive for excellence and transform the future."*

Motto: *Know Love Serve*

Ethos: *"The College strives to instil in students the teachings of Jesus. Emphasis is firstly given to providing a Maronite Catholic foundation through regular prayer, celebration of the Sacraments, commitment to the Word of God, and openness to grace.*

Secondly, all are encouraged to see the best in themselves and in one another, as Paul writes, 'Whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things' (Phil 4:8). Emphasises is on treating all with dignity, service, forgiveness, justice, and love.

Thirdly, the College is a community which promotes a sense of family among the Sisters, Board Members, staff, students, parents, and friends".

Values: *Resilience Collaboration Integrity Compassion Respect Faith*

INTRODUCTION

Maronite College of the Holy Family is committed to providing a safe, supportive and caring environment which fosters respect for others and a ***zero*** tolerance for bullying. In the light of the College Mission Statement our endeavour is to continually build a College community in which the Gospel values of faith, justice and love are reflected in all aspects of College daily life.

Bullying behaviours impact the lives of the person/people being bullied, those who are bullying and the bystanders who watch on. People who bully others are more likely to under-achieve in later life and continue to use power inappropriately. Students suffering from prolonged bullying are more likely to end up with depression and low self-esteem as young adults. Bullying incidents can be both isolated and repeated.

Thus, the College approach recognises that proactively preventing and dealing with bullying matters early, is the responsibility of every student, parent/carer, staff and community member. We believe the College has appropriate structures, policies, procedures and practices in place to educate and provide preventative strategies and the tools for dealing with incidents of bullying.

PURPOSE

The intention of the Anti-Bullying Policy (the Policy) is to clearly articulate for collective understanding what bullying means, signs of bullying, preventative measures and what is not bullying. To educate all in the College of their moral, ethical and legal obligation to only accept zero tolerance of bullying, the College expects professional responsibility to convey legislation and College expectations. The College provides resolution strategies and disseminates the information and procedures to all College stakeholders.

This Policy and Procedures resonate the NSW Child safe Standards 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10.

DEFINITIONS

Bullying is ***repeated*** and ***unreasonable behaviour*** directed towards a person or a group that ***creates a risk to health and safety***.

Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

"Upstander" is a person who will stand up for the person being bullied by telling the bully to stop, telling a teacher or completing the College "*Bullying Report Form*." Upstanders care about others!

"Bystander" is a person who witnesses the bullying actions with a legal obligation to report it.

1. WHAT IS BULLYING?

Bullying is not the same as conflict. Bullying is about people using their power to hurt or humiliate others.

"Bullying is the conscious desire to hurt, frighten or exclude someone by physical or verbal means."

Bullying can be isolated or repeated and take many forms:

- **Physical** – repeated physical harm of a person or group (punching, tripping, pushing or kicking) or physical intimidation by threatening harm, destroying or stealing belongings.
- **Verbal** – repeated verbal abuse of a person or group by; calling them unpleasant names, teasing, putdowns, sarcasm, insults, threats, writing nasty notes or messages or by using foul gestures.
- **Social** – repeatedly socially ignoring, ostracising, alienating harassing, embarrassing, making inappropriate gestures or excluding a person or group from activities.
- **Psychological** – often less obvious than other forms of bullying. Spreading rumours, hiding or damaging possessions, malicious SMS and email messages, giving dirty looks, intimidation or made to feel manipulated.
- **Cyber** – when a student/s are tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student/s using the Internet, interactive and digital technologies or mobile phones.

  The College recognises that despite the educational and social benefits of information and communication technologies there are risks associated with their use particularly for College aged students. Verbal, Social and Psychological bullying can take place through the incorrect use of these technologies.

2. IMPACT OF BULLYING

Bullying behaviour stops an individual from feeling comfortable in the College shared environment. Bullying behaviour can also affect the long term emotional and social development of the student who is bullying. Bullying impacts the College community as a whole.

Signs to look for with Individual students who are bullied.

- Have unexplained bruises, scratches or cuts that the child may not be able to explain.
- Have torn or damaged clothing.
- Have a range of physical pain and aches including headaches and stomach aches.
- Begin to feel worthless and develop poor self-esteem and self-worth.
- Experience feelings of isolation and distress in the school environment.
- Feel scared and anxious about their personal safety.
- Develop emotional and/or physical problems.
- Develop long term problems in establishing friends and social connections with their peers.
- Develop learning and academic delay or difficulties.
- Become angry and resentful as a result of their ongoing distress and social isolation.
- Have their quality of College work affected.

A bullying culture may result in:

- The development of an atmosphere of distrust and fear.
- An increase in the number and severity of violent and aggressive acts by students.
- An increased number of disciplinary incidents at the College.
- The development of a frustrated and resentful parent community.
- An increase in feelings of powerlessness by significant numbers of students, teachers and parents.
- Increased student absence.

Bullying behaviour has no place at Maronite College of the Holy Family!

3. COLLEGE PROACTIVE (Zero Tolerance) MEASURES

Maronite College of the Holy Family implements a College wide approach to preventing bullying behaviour endorsing our **Zero tolerance** to bullying.

3.1 PREVENTION

Prevention programs support the vast majority of students and identify students who require more specialised assistance. All students are explicitly taught about behaving in a safe, respectful and responsible way. The College emphasis is on educating students, staff and parents about bullying prevention and management, and encouraging positive social skills, resilience and character traits.

3.2 POSITIVE BEHAVIOUR STRATEGIES

Our College uses a positive behaviour approach to prevent bullying such as;

- Promoting a safe and supportive learning environment.
- College-wide rules and consequences known to students.
- Teacher professional learning.
- The syllabus in each Key Learning Areas has a focus on social and emotional learning which are taught to students through the curriculum.
- Promotion of a safe, positive College community through the implementation of policies, procedures and guidelines such as Student Welfare Policy and Procedures; Student Behaviour Management Policy and Procedures; Information Communication Technology (ICT) Policy and Procedures; Student ICT Acceptable User Policy; Student BYOD Policy; Student Uniform and Grooming Policy; Staff Code of Conduct Policy; annual Student Handbook (College rules included); Parent Handbook and Staff Handbook.
- Promoting safe, respectful and supportive messages in everyday College life e.g. assemblies, parent information, newsletters, displays around College grounds, Class rules K-12 and staff role modelling positive behaviours through their interactions with students, staff, parents and wider community.
- Parent Education on bullying e.g. Cyber Safety.
- K-12 Bullying Awareness Week which coincides with the National Day of Action against Bullying and Violence.
- Anti-Bullying play presented by drama students at the College.
- “R U OK” day emphasises the need for strong healthy relationships, the importance of mental health and wellbeing.

3.3 COLLEGE PROGRAMS

Embedded to promote and develop safe, respectful, responsible and supportive behaviour.

- Peer Support Program
- Kindy Buddies Program
- Playground Angels
- Students Representative Council
- Transition Program e.g. Pre-school to Kindergarten; Year 6 to Year 7

- The Resilience Project
- GEM (Gratitude, Empathy, Mindfulness) Program
- Religious Education Programs K-12
- Student Leadership
- College based programs that promote the skills of communicating, decision making, interacting, planning and problem solving.

4. RESPONSIBILITIES

This policy outlines the responsibilities of various people to promote and maintain a safe and supportive environment free of bullying.

Bullying Prevention is a Shared Responsibility!

At Maronite College of the Holy Family all those responsible in the educational setting will work towards preventing bullying through a range of strategies.

4.1 COLLEGE RESPONSIBILITIES

1. To affirm the right of all College community members to feel safe at the College through consistent monitoring of the College culture to ensure it is based on mutual trust and respect.
2. To implement policies, programmes and processes to nurture a safe and supportive College environment.
3. To promote the implemented values-based curriculum programs and activities (such as the Peer Support Program, Kindy Buddies program, Playground Angels, the Transition Program, Anti-Bullying Awareness Week and the Pastoral Care Program). that promote the skills of communicating, leadership, decision-making, interacting, planning, conflict resolution and problem-solving for students.
4. Respond to the Children's eSafety Commissioner to assist in resolving complaints involving cyber bullying.
5. To provide training programs and professional development for members of the College community.
6. To provide specific educational programs and resources for teachers to access.
7. To Provide appropriate provision of counselling and/or other support services.
8. To ensure that roles and responsibilities of all members of the College community in promoting a safe and supportive environment are explicit, clearly understood and disseminated.
9. To provide opportunities for students to learn through the curriculum the knowledge, skills and dispositions needed for positive relationships.
10. To publicly acknowledge students who demonstrate correct behaviours through weekly awards, Executive Principal's wards and participation in leadership programs.
11. To provide opportunities for students to take up various leadership roles throughout the College community.
12. Provide College-based activities where the Maronite Catholic values of the individual and community are affirmed and personal qualities such as compassion, kindness, respect and tolerance are fostered and modelled by staff and students.
13. To take action to protect children from all forms of abuse and neglect.
14. Provide support for parent/guardians through information seminars and support networks.
15. To conduct reviews and of current policies and make relevant changes and update them where necessary.

4.1.1 COLLEGE RESPONSIBILITIES to eSAFETY COMMISSIONER

If the Commissioner notifies the College of a complaint concerning students in our College, we will undertake to do the following to the extent that we are capable of doing so:

1. Acknowledge receipt of the notification within 24 hours to the email address provided
2. Inform the Commissioner of the types of actions the College proposes to take and the time period for that action within 5 working days of the notification
3. Meet any conditions that has been placed on information that has been disclosed

4. Inform the Commissioner of the outcomes of the action we have taken within 3 weeks from receipt of the notification
5. Talk to the Commissioner if we feel we are unable to resolve the complaint and/or that we have a serious concern that the bullying will continue.
6. Meet the Disclosure of Information conditions to:
    - Only discuss the information with the students involved and-with the student's consent-their parents or guardians
    - Only disclose the information to third parties with the consent of the affected students as required by law.
    - Comply with applicable privacy laws and policies in relation to the personal information disclosed

4.2 TEACHERS' RESPONSIBILITIES

1. Model appropriate behaviour and engage in College based activities where the value of the individual is affirmed and personal qualities such as kindness, respect and tolerance are fostered.
2. Promote and foster the Maronite Catholic values that advances the teachings and values of Jesus Christ which are grounded in *Love of neighbour and compassion towards the other.*
3. Work cooperatively in the development and implementation of specific policies and procedures that are appropriate to the developmental stages of students.
4. Regularly monitor and evaluate the College's Anti-Bullying Policy and Procedures.
5. Provide opportunities for cross College student leadership and involvement, such as peer support, pastoral care and student representative processes.
6. Program PDHPE and Religion syllabus coverage to ensure the teaching of all essential 'learn about' and 'learn to' units of work that may relate to bullying behaviour.
7. Provide 'Moral education' in the context of religious education, liturgies, reconciliation and assemblies where the value of the individual is affirmed and the importance of qualities such as love, reconciliation and social justice are encouraged.
8. Develop programs and activities that promote the skills of communicating, decision making, interacting, planning and problem solving.
9. Be vigilant when supervising students either before, during or after College hours.
10. Raising awareness of the importance of punctuality to class, active supervision and the need to challenge unacceptable behaviour.
11. Encouraging reporting of bullying incidents.
12. Watch for signs of distress and suspected incidents of bullying.
13. Allow students to deal with conflicts openly, peacefully and respectfully.
14. Deal with all reported and observed incidences of bullying as set out in this policy.
15. Report incidences of bullying to Stage Coordinators/ Year Advisor, Head of Wellbeing.
16. Access Cybersmart classroom resources.
    Education resources > Classroom resources

4.3 STUDENTS' RESPONSIBILITIES

1. Be aware of what bullying is and how to prevent it.
2. Contribute to a safe learning environment by respecting others and their differences.
3. Be an Upstander, assist those who are the targets of bullies – offering to help the target of bullying and identify the student/s who are bullying.
4. Be vocal and show your disapproval of bullying.
5. If you suspect that your friend/s are bullying someone, bring it to their attention. If you know someone who is being targeted get help and support for them.
6. Report all incidents to a member of the College staff.
7. Complete a Bullying Report Form

4.4 PARENTS/GUARDIANS

1. Support the College policies and processes in place by having a positive attitude.
2. Actively support the creation of a safe environment;
3. Advise your child to speak to a trusted member of staff or coordinator about the incident or any on-going issues.
4. If necessary, inform the Stage Coordinator (Primary) or the Year Advisor (Secondary);
5. Be aware that the resolution of a situation may take time; however, you will be constantly updated on the progress of the situation.
6. Encourage your child to speak at home about the incident and to look for positive and character-building strategies to deal with their feelings.
7. Parents must ***not*** at any time take matters into their own hands or contact the alleged victim or bully directly or communicate with them indirectly; other than via the school interviews. Failure to adhere to this and any subsequent breaches may lead to serious repercussions, reporting to the police and possible criminal charges.

5. IF YOU ARE BULLIED

As the target of a bully, you are the one who should take action most strongly. The more you try to ignore it and leave it, the more likely the bullying will continue and become worse and potentially reach dangerous levels. Never feel like that nothing can be done or if you want to do something never think that you will continue to be targeted.

There are many members of staff at the College who are able to assist; your teachers, your Year Advisor, Stage Coordinator, Head of Wellbeing, the Psychologist, or the College Chaplain. They can help you decide how to handle the situation and they can take action.

1. Tell the student who is bullying to stop, let them know that you are not going to put up with their bullying and that you will report it.
2. Try and be strong and show that you are not affected, the student bullying you may stop because they are not getting the reaction, they want from you.
3. Leave the area and go directly to a member of staff or to the administration offices.
4. Don't be afraid to talk about it with friends or family.
5. Talk to other students at the College, i.e. College Leaders, Peer Support Leaders, Buddies, or SRC Representatives.
6. Establish a friendship network.
7. Be smart about avoiding high risk places and times.

Always remember that you are not alone.

The College takes bullying extremely seriously and will not tolerate any form of bullying occurring at the College.

6. IF YOU WITNESS BULLYING

There is a fear that if you report the bullying incident you can become the target of bullying, or be labelled a 'dobber', but to be effective the College needs to work together with members of staff, students and parents.

If you are a witness to bullying behaviour, you **need to care enough** to want to do something about it that is be an **Upstander**. You need to have the courage to act in the following possible ways:

1. If possible, you can intervene as the bullying occurs by simply saying "cut it out", "leave him/her alone", or "Quit it", or "Stop". This is very useful if you have influence with the person that is bullying: e.g. If you are older, a friend, a member of the College SRC or Sporting Team Captain.

2. If you cannot act immediately, it is very important to report the incident to someone you trust (Teacher or Coordinator or Year Advisor) as soon as you can. You may need to establish that you want privacy and confidentiality. Alternatively, you may wish to make an anonymous report that will advise of a potential bullying incident.
3. Offer support and friendship to the victim. Encourage the victim to get help through staff, family or SRC members.

7. CYBER BULLYING

Cyber bullying can occur in different forms such as text, video or image and can be conveyed using a range of modes, such as e-mail, social websites, mobile phones, instant messaging, chat rooms, web blogs and online personal polling sites.

People using bullying behaviour will often act more boldly online than if they were facing their victim in person. Sending taunts remotely and anonymously makes the person doing the bullying feel safer. The victim's physical or emotional response, which might change or soften the bullying behaviour, can't be seen.

Cyber bulling is often done by **Cyber Predators.** These are people who use the Internet to hunt for victims to take advantage of in ANY way, including sexually, emotionally, psychologically or financially. Cyber predators know how to manipulate children, creating trust and friendship where none should exist. They often create nicknames that do not reflect their own name or anything personal in order to deceive children.

7.1 RECOMMENDATIONS for STUDENTS

If a student is being bullied online, it's great for them to feel they have some power to resolve the problem on their own. These six steps are a good way for the student to **G.E.T. R.I.D** of the bully:[1]

ACTION STEPS:

1. **G**o block or delete the person engaging in cyber bullying. Blocking from friend lists helps stop the person engaging in cyber bullying from posting or uploading offensive content about your child. If it's a text message or call, you can call the service provider and have the calls/texts monitored. If necessary, the service provider can even contact the sender since mobile phone holders breech their contract if they use their phone to bully. If necessary, you can change the phone number.
2. **E**nsure you keep evidence of bullying. Save and print out any bullying messages (Use the print screen key, at the top right of most keyboards).
3. **T**ell someone about it! Ignoring it may lead to it becoming worse. Tell an adult you trust, your parents, your class teacher, Year Advisor/Stage Coordinator or Head of Wellbeing.
4. **R**eport abuse. Reporting bullying to web administrators is usually as easy as clicking on a 'report abuse' link on a website. The website will remove the offensive content. Do not respond to the abuse. There could also be consequences for the person engaging in bullying. If it occurs at the College, it must be reported immediately to a staff member such as a teacher, Stage Coordinator/Year Advisor, Head of Wellbeing. Remember, if you have been threatened, this matter could be reported to the local police by the College.
5. **I**gnore bullying behaviour. This means not responding aggressively to taunts. It's OK to tell the person engaging in bullying to stop, but you shouldn't try to retaliate aggressively.
6. **D**elete the bullying message (after saving a copy), and don't forward via text or send chat logs to others. Never give anyone access to your accounts or give your usernames and passwords.

[1] Source: Strategies edited from Raising Children Network - http://raisingchildren.net.au/articles/cyberbullying_teenagers.html/

7.2 RECOMMONDATIONS for PARENTS

- Place and keep home computers, including use of portable devices in an open, common area of the home.
- Inform Internet Service Providers (ISP) or mobile phone service provider of any abuse.
- Keep records for evidence by saving or printing out messages or keeping a screenshot and note the time and date.
- Install parental control programs on home computers that provide filters for social websites, instant messaging, chat rooms etc.
- Report all bullying incidences to the College – especially if the bully is another student from the College.
- Report serious incidences to the Police.
- Do not take matters into your own hand.
- Provide loving support for your child throughout the resolution process and encourage them to talk about their feelings.

7.3 COLLECT EVIDENCE

A screenshot is a photograph of the computer screen and is useful for recording details you may want to use as evidence when it is reported.

- Firstly, have the information you wish to record open on the screen and press PRTSCN (Print Screen) button on your keyboard. The image will be saved in a temporary memory.
- Secondly, open a Microsoft Word document and right click and paste the screenshot.
- Thirdly, make a note of the date, time, location, e-mail address, nickname or any other information that you think might be useful and then save the file or print it.
- For Apple products you can take a screen shot by pressing the on/off button and the home button at the same time. This will capture an image of the screen and send it to your gallery as a picture. The Apple product can then be brought to the College to verify the bullying incident.

8. COLLEGE PROCEDURE DEALING with BULLYING INCIDENTS

Bullying is viewed as a major breach of the College rules and behavioural expectations which all follow up action will align with the Student Behaviour Management Policy and Procedure.

The procedures set out below outline the steps taken by all parties involved in relation to a bullying incident being reported to the College.

1. Student verbally reports the incident a member of staff. The member of staff will report the incident to the Stage Coordinator/Year Advisor.
2. The Stage Coordinator/Year Advisor will request the student to complete the *Bullying Report Form*.
3. The Stage Coordinator/Year Advisor commences investigation into the allegation and may require the assistance of a member of the Executive Team during the investigation. The Stage Coordinator/Year Advisor collates evidence and prepares a report.
4. The Stage Coordinator/Year Advisor will address all parties, including any witnesses. If the incident does not warrant further action a copy of the complaint will be recorded on the College's Management System (Sentral). The parent/guardian will also be contacted.
5. If the allegation warrants further action, the Stage Coordinator/Year Advisor will consult with the Head of Wellbeing and a formal meeting with the parents/guardians of the alleged perpetrator will take place. Parents/Guardians of the victim and witnesses (if present) will also be consulted throughout the process and provided with updates on progress.
6. Depending on the evidence and the outcome of the interviews, disciplinary action will be taken against the alleged bully and any other student who supported the bullying according to the College's Student Behaviour Management Policy and Procedure which may include:
    - Restorative Justice reflection by all students involved.
    - Completion of resources and tasks.
    - College Psychologist referral.

- Mentoring Session with College's Liaison Police Officer.
- Serious incidents may be referred to the Police.
- Placement on a Monitoring Card.
- Possible Suspension for extreme cases and repeat offenders.
- Possible termination of enrolment (depending on student's history and record) for serious incidents or repeat offenders.

7. All documentation and evidence will be recorded in the College's Management System (Sentral).
8. Follow up action will be carried out by the Stage Coordinator/Year Advisor through ongoing monitoring to ensure the outcome and resolutions reached are carried out by all parties involved.

9. MONITORING and REVIEWING

Maronite College of the Holy Family will monitor and regularly review the policy. To conduct this review, the Director of Wellbeing Secondary and Stage Coordinators Primary will distribute and collate surveys in order to collect appropriate data. This process will assist the College to assess the effectiveness of the strategies, programs, and procedures we have in place to address bullying.

10. RESOURCES

The following comprehensive resource list provides staff, students and parents/guardians with valuable organisations that may be of further assistance.

1. **The Office of the eSafety Commissioner**
   The Office of the eSafety Commissioner leads online safety education for the Australian Government and protects Australian children when they experience cyberbullying by administering a complaints scheme.
   The Office also deals with complaints about prohibited online content.

2. **NSW Department of Education and Training 's anti-bullying websites**
   https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/anti-bullying

   This site has information on anti-bullying programs and schools. It provides a proforma to use when reporting effective strategies your school has to prevent bullying.

3. **Bullying No Way**
   www.bullyingnoway.com.au
   The Bullying No Way! Website has been developed in collaboration with other government and non-government authorities from the Commonwealth, States and Territories. It showcases strategies that have proven to be successful in increasing safety and reducing bullying and harassment in schools throughout Australia. NSW schools are featured on this site. The purpose is to create learning environments where every student and school community member is safe, supported, respected, valued and free from bullying, violence, harassment and discrimination.

4. **Kids Help Line**
   www.kidshelp.com.au
   Kids Help Line is Australia's only free, confidential and anonymous, 24-hour telephone and online counselling service specifically for young people aged between five and eighteen. The 24-hour, toll-free telephone number is 1800 55 1800.

kidshelpline
Anytime | Any Reason

5. **MindMatters**
   http://www.mindmatters.edu.au/
   MindMatters is a program to support Australian secondary schools in promoting and protecting the social and emotional wellbeing of members of school communities.

6. **National Coalition Against Bullying (NCAB)**
   www.ncab.org.au
   National Coalition Against Bullying (NCAB) brings together a group of individuals from key organisations to draw national attention to the issue of bullying and to bring about a social change in our community. NCAB wants to empower individuals to realise that the issue of bullying is everyone's problem and each individual can make a difference.

7. **Racism. No Way!**
   www.racismnoway.com.au
   Racism. No Way! is designed to assist school communities develop an understanding of the nature of racism. It provides practical information and strategies to help address racism in the learning environment.

8. **Reach Out!**
   http://au.reachout.com/
   Reach Out! is a web-based service that assists young people to help themselves through tough times. The aim of the service is to create opportunities for young people to help themselves and to help others.

9. **Student Well Being Hub**
   https://studentwellbeinghub.edu.au/?origin-host=www.safeschoolshub.edu.au
   Supported by the Australian Government Department of Education, Employment and Workplace Relations

10. **The NSW Department of Education Anti Bullying Website**
    NSW Anti-Bullying website was released on 21 July 2017 as one part of the NSW Government's $6.1 million anti-bullying strategy to support schools to identify student bullying, prevent it and respond effectively when it does occur.

11. **Beyond Blue**
    www.beyondblue.com.au
    Free call: 1300224636

LEGISLATION, REGULATIONS and REQUIREMENTS

Enhancing Online Safety for Children Act 2015 Office of the eSafety Commissioner
Education Act 1990
Commonwealth Disability Discrimination Act 1992
Racial Discrimination Act 1975
Sex Discrimination Act 1984
Anti-Discrimination Act 1977 (NSW)
Commonwealth Privacy Act 1988
Privacy and Personal Information Act 1998 (NSW)
Child Safe Standards 2022

RELATED COLLEGE DOCUMENTATION

Student Welfare Policy and Procedures
Student Behaviour Management Policy and Procedures
Student Attendance Policy and Procedures
Complaints Handling Policy and Procedures for All Stakeholders
Child Protection Policy and Procedures
Risk Management Policy
ICT Policy
Student ICT Acceptable User Policy
Student BYOD Policy
Privacy Policy
Employment Relations Policy and Procedures
Staff Code of Conduct Policy and Procedures

POLICY OWNERSHIP: Head of Wellbeing			
POLICY DATES			
Implemented	August 2013	***Reviewed***	21/11/18; November 2021 2/12/2022; 6/02/2023; 1/05/2024; 19/06/2025
Next Policy Review Due	2027		
POLICY AUTHORISATION			
EXECUTIVE PRINCIPAL: Sr Margaret Ghosn	**SIGNATURE:**	**DATE:** 7/12/2022, 20/06/2025	
POLICY DETAILS			
Policy Number: 0008 Policy Version: 0001, 0002, 0003, 0004, 0005, 0006, 0007, 0008 **Tracked Changes**: 2022 Version 0005: Included all forms of bullying; added extra definitions; updated websites; added Commonwealth and State Regulations and NESA requirements; Listed related College documents and Parliamentary Acts; Updated College Form; Changed Executive Principal's name and title. 2023 Version 0006: Included College Mission, Vision and Ethos. Included NSW Child Safe Standards. 2024 Version 0007: Amended College Mission and Vision Statements. 2025 Version 0008: Inclusion of Policy ownership, College values and appendix updated. **Attachments:** Appendix 1: Bullying Report Form			

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Appendix 1

Bullying Report Form

Alleged Student/s Name and Year:					
Date of Incident:		***Time:***		***Location:***	
Witness/s					
Description of Incident:					
How did the incident make you feel?					
Has this incident happened before? How often?					
Have you reported this incident before? Who? When?					
Name of Student Completing Report				**Year**	
Signature (or initial)			**Date:**		