

STUDENT BULLYING, DISCRIMINATION AND VIOLENCE MANAGEMENT - POLICY AND PROCEDURE

DOCUMENT PURPOSE:

To inform NBCS Staff, parents/guardians and students of NBCS Policy, and the Procedures to be implemented, in response to student bullying, discrimination and violence.

DOCUMENT HISTORY:

This document version:	2019-10-29
This version reviewed and approved by:	Tim Watson - Principal Craig Linfoot - Deputy Principal Emily Shanahan – Director of Co-Curricular Mick Norsa – Assistant Principal Welfare
Supporting documents:	'Complaint Management – Policy' 'Complaint Management for NBCS Community – Procedure' 'Parent Handbook'
This document due for review;	2021-October

1. POLICY

NBCS recognises the importance of a positive and supportive community. All students are expected to be respectful and to tolerate individual differences in all people. NBCS seeks to provide a safe environment, with clear guidelines for behaviour and a clear commitment from families. Respect for everyone in the community is expected and where bullying, harassment and/or violence occur, there are appropriate ways NBCS will seek to resolve the matter.

Bullying is *repeated, targeted, negative actions and behaviours by a person or group towards someone, rather than one-off meanness or rudeness*. Conflict or fights between equals and single incidents are not defined as bullying. Bullying behaviour is not 'children not getting along well', situations of mutual conflict, single episodes of nastiness, nor random acts of aggression or intimidation. NBCS uses definitions from the 'Bullying No Way' government website: <https://bullyingnoway.gov.au/Resources/FactSheets/Documents/bnw-factsheet-1-bullying-definitions.pdf>

Any concerns related to bullying, harassment or violence should be reported immediately to the appropriate staff. Refer to the '*NBCS Complaint Management – Policy*' and '*NBCS Complaint Management for NBCS Community – Procedure*' to identify the best staff member to approach. These documents are available on the NBCS Website, in the Parent Portal's 'Parent Resources'.

2. PROCEDURE

In response to written or verbal notification of a concern regarding bullying, discrimination or violence, the appropriate staff will undertake an investigation in a way that is procedurally fair to all involved. The outcome of the investigation is to be communicated to the parents by interview, phone call or letter and documented on the students' files.

	PROCEDURE	RESPONSIBILITY
STEP ONE	<p><u>Preliminary Warning</u></p> <ul style="list-style-type: none"> Investigation has substantiated that some level of bullying, harassment or discrimination has occurred but specific responsibilities in the incident are uncertain. Student involved in an act of violence that is considered minor. <p>Resolution plan put in place, including clear boundaries and confidentiality.</p>	<p>Assistant Principal Student Welfare <i>or delegated Community Leader</i></p> <p>Deputy of Primary <i>If relevant to that section</i></p>
STEP TWO	<p><u>Formal Warning</u></p> <ul style="list-style-type: none"> Investigation has substantiated a student has clearly engaged in actions or attitudes that are deemed as bullying, harassment or discrimination. Student involved in an act of violence that is not considered minor or is exhibiting a pattern of physical response to conflict. This step may include a SUSPENSION if considered appropriate. <p>Resolution plan put in place, including clear boundaries and confidentiality.</p>	<p>Assistant Principal Student Welfare <i>or delegated Community Leader</i></p> <p>Deputy of Primary <i>If relevant to that section</i></p> <p>Principal notified</p>
STEP THREE	<p><u>High Level Formal Warning</u></p> <ul style="list-style-type: none"> Investigation has substantiated that a student has been involved in an incident of bullying, harassment, discrimination or violence that is considered highly significant or is a repeat offence. Student has broken the clear boundaries put in place at STEP 2. This step may include a LONG SUSPENSION if considered appropriate and will place ongoing enrolment in question. Interview with Principal. <p>Resolution plan put in place, including clear boundaries and confidentiality.</p>	<p>Assistant Principal Student Welfare Working with Deputy of Primary <i>if relevant to that section</i></p> <p>Principal involved</p>
STEP FOUR	<p><u>Long Suspension and/or Termination of Enrolment</u></p> <ul style="list-style-type: none"> Investigation has substantiated that a student has been involved in repeated incidents of bullying, harassment, discrimination or violence and has already been issues with a STEP 3 High Level Warning. Student is responsible for an act of violence that is malicious and purposeful and has caused significant injury or harm to another student. Interview with Principal. 	<p>Assistant Principal Student Welfare Working with Deputy of Primary <i>if relevant to that section</i></p> <p>Principal involved</p>