

PROCEDURES FOR PREVENTING AND RESPONDING TO BULLYING AND HARASSMENT

PROCEDURES FOR PREVENTING BULLYING AND HARASSMENT

- Students, staff and parents are involved in an ongoing way in the development of policy and strategies to prevent and respond to all forms of bullying.
- All students and staff of the college are educated about the [Bishop Druit College anti bullying and harassment policy](#). The policy is explained during class time, tutor group and assemblies, and publications for parents are included on the college website.
- Sessions promoting positive peer interactions are included in the college's pastoral programs.
- Relevant areas of the curriculum are used to examine aspects of bullying.
- The message 'It's OK to report bullying' is promoted to students, staff and the wider community.
- Posters are used around the college to raise awareness of the issues relating to bullying.
- Teachers are vigilant for signs of bullying behaviours when they observe students in and out of the classroom.
- Staff receive ongoing professional development relating to the prevention of and response to bullying.
- Students are consulted regularly to identify and monitor potential types of bullying behaviour that can exist in school and social contexts - including cyber bullying.
- A bullying and harassment awareness brochure has been developed for parents and students.
- A bully reporting email address has been set up for students to report incidents to staff: bullybox@bdc.nsw.edu.au

PROCEDURES FOR RESPONDING TO BULLYING AND HARASSMENT

How a report can be made

Students

Students can report incidents of bullying and harassment either:

- Verbally to a teacher, their tutor, head of faculty, year coordinator, assistant year coordinator, chaplain, counsellor, the Director of Pastoral Care, or the Assistant Principal (Head of Primary or Head of Secondary).
- Reports can be made [by email to any of the above staff](#) or email to: bullybox@bdc.nsw.edu.au



Parents/carers

Parents/carers are encouraged to report allegations of bullying and harassment:

- Verbally to their child's tutor, year coordinator, assistant year coordinator, the Director of Pastoral Care or the Assistant Principal (Head of Primary or Head of Secondary) via a phone call or face to face meeting.

Management of reports

Bishop DrUITT College considers bullying and harassment serious matters. Staff at the college will engage in the following procedures when dealing with a report of bullying and harassment:

- Staff will record an initial report in the TASS.web Teacher Kiosk in the pastoral care notes section and refer the allegation for investigation to the relevant year coordinator in secondary or the Assistant Principal (Head of Primary) in primary.
- An investigation into the allegation will be conducted by either the year coordinator, assistant year coordinator, the Director of Pastoral Care, counselling staff, the Assistant Principal (Head of Primary or Head of Secondary), or a combination of these. The investigation will assess the power, frequency and intent to harm, interviewing both the alleged victim and the alleged perpetrator(s). The investigation will determine if the negative behaviour is bullying, harassment or a single incident.
- Investigation notes including conclusions and consequences will be updated in the student's file in the TASS.web Teacher Kiosk by either the year coordinator, the Director of Pastoral Care, or the Assistant Principal (Head of Primary or Head of Secondary).

Consequences

In all cases disciplinary action will be applied fairly, proportionately and consistently (see the [Bishop DrUITT College statement on procedural fairness](#)). Each situation will be dealt with on a case by case basis without favour. If the incident is found to be bullying, appropriate consequences will be determined for the perpetrator(s).

Consequences for bullying behaviour

Consequences may include but are not limited to:

- Traditional disciplinary action such as:
 - detentions (both Friday afternoon or Saturday morning)
 - suspensions (both internal or external)
 - withdrawal from college activities
 - cancellation of enrolment.
- Counselling for some or all involved.
- Undertaking an education program about the effects bullying and how to avoid bullying behaviours in the future.
- Conflict resolution strategies, including meetings.
- Restorative justice conferences.
- Referral to NSW Police, if appropriate.



BDC
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COFFS HARBOUR

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Consequences for single incidents

- In cases where the incident is found to be single in nature, appropriate consequences will be determined in accordance with the *Bishop DrUITT College behaviour management policy* for either primary or secondary.
- Parents will be informed either through a phone call or face-to-face meeting.

At Bishop DrUITT College, regardless of the background of the student(s) concerned, the focus of disciplinary action for both bullying and single incidents will be to educate and impress on the perpetrator(s) that their behaviour is unacceptable; to deter them from repeating the behaviour; and to signal to other students that the behaviour is unacceptable, with the aim of deterring them from doing it in the future.

RESOURCES

Further resources about bullying and harassment can be found at:

www.ncab.org.au (National Centre Against Bullying)

www.bullyingnoway.gov.au

esafety.gov.au/?from=cybersmart

kidshelpline.com.au (1800 55 1800)

www.safeschoolscoalition.org.au

CONTACTS

Bishop DrUITT College Director of Pastoral Care, Jamie Murgatroyd
jmurgatroyd@bdc.nsw.edu.au

NSW Police School Liaison Officer, Bernadette Snow (02) 6691 0799

NSW Police Youth Liaison Officer, Jo Brooker (02) 6691 0799

RELATED DOCUMENTS

[*Bishop DrUITT College anti bullying and harassment policy.*](#)

[*Procedures for preventing and responding to bullying and harassment.*](#)

[*Bishop DrUITT College statement on procedural fairness*](#)