



At Hope Christian College all members of the community are encouraged to consider their behaviour in the context of the whole community and how their actions affect others. It is our desire that we work together to develop a school community in which students are able to carry out their responsibilities in a happy, safe and secure environment.

There are several guiding principles, as found in the Christian Bible, that inform our attitudes towards each other.

1 Thessalonians 5:11We are to encourage one another and build each other up.

Philippians 2:4.....We should think of others’ needs as well as our own.

Matthew 7:12.....Jesus taught us to treat each other the way we would like to be treated or as one Bible translation says, “Do unto others as you would have them do unto you”.

The Biblical precept of doing unto others provides both the name and foundation for our Anti-Bullying and Anti-Harassment policy.

Harassment is the repeated words or actions that are designed to cause hurt, offence, discomfort, fear, insecurity, embarrassment or humiliation. It is usually deliberate but can be thoughtless or careless.

Harassment or bullying can be face-to-face or it can be written or in electronic media via phones, smart devices or computers. Where harassment occurs outside of school hours between two members of the College community, the College will follow its procedures. We recognise that outside events may create an impact on daily life at school. It is also possible that unacceptable behaviour outside of school may result in consequences at school.

Harassment or bullying can be:

Student to Student	Student to Staff	Staff to Parent	Parent to Student
Staff to Student	Parent to Staff	Staff to Staff	Parent to parent

FORMS OF HARASSMENT AND BULLYING

Harassment and bullying may take many forms. Harassment and bullying includes but is not limited to the following examples and includes all similar actions:

- Hitting, punching, jostling, pushing or spitting
- Threats
- Hiding, damaging or destroying property
- Using offensive names or abusive language
- Sexual abuse, including making suggestive comments, touching or grabbing
- Making insulting comments about another’s culture, gender, religious or social background, including sarcastic comments or laughter
- Putting a person down about his or her body, face, abilities or achievements
- Writing graffiti about others, including writing crude notes or making crude drawings
- Insulting or spreading rumours about people or their families
- Deliberate exclusion in order to hurt
- Offensive gestures, sounds or body language
- Making photographic, video or sound recordings and using them to harass or bully
- Posting material online in order harass/bully or where it can be reasonably foreseen that it will result in another person feeling bullied or harassed
- Using social media to do any of the above



ROLE OF PARENTS SUPPORTING THEIR CHILDREN

Parents are to support Hope Christian College in its efforts to provide a safe, nurturing and caring environment. Parents will encourage their children to be open to staff in matters regarding harassment and bullying. They will encourage their children where necessary to report matters to staff. They will not encourage their children to retaliate. Parents are not to engage in any behaviour towards students and staff that would be considered harassment and bullying. Parents are not to engage any student directly over matters of discipline, bullying/harassment or any matter where they or one of their children are aggrieved but are to report the matter to the relevant teacher/staff member.

IF A STUDENT IS HARASSED OR BULLIED

Students are to treat all members of the community with care and respect. They are to actively avoid bullying or harassing students or staff or parents. If they are harassed or bullied, they are to follow established behaviour management procedures.

If harassment or bullying occurs, towards a student the student is to:

1. Tell the person who has harassed them to stop
2. Refrain from retaliation in any way
3. If the matter does not stop, they are to report it to their Home Group teacher or the duty teacher
4. The student is to report when the incident occurred, what happened and who might have witnessed it
5. The student may bring a support person or witness to help in the reporting of the matter
6. The student may bring a support person to any subsequent meeting
7. A student is to tell their parents or caregiver about the matter
8. A parent or caregiver, when they become aware of a matter, is to inform the College of harassment of bullying behaviours
9. The student is not to talk to other students about the matter by way of gossip
10. The student is not to refer to the matter directly or indirectly on an social media or through texting, messaging of similar

IF A STAFF MEMBER IS HARASSED OR BULLIED

If the matter involves a student, parent or staff member harassing or bullying a staff member:

1. The staff member must report the matter to the relevant line manager, Coordinator, Deputy or to the Principal
2. The staff member is to approach the person over the matter in a calm manner, explain their point and ask the student or parent or staff member to stop the behaviour
3. If a staff member is harassed or bullied by a parent or staff member and they wish to make first contact to resolve that matter by email, they may CC the relevant Deputy into the email
4. If the matter does not stop, they are to report it to the relevant Deputy Principal
5. If a mediatory meeting is called may bring a support person to it and all subsequent meetings
6. The staff member is to report when the incident occurred, what happened and who might have witnessed it
7. The staff member is not to comment about the matter to other persons
8. The staff member is not to refer to the matter directly or indirectly on an social media or through texting, messaging of similar



IF A PARENT IS HARASSED OR BULLIED

If the matter involves a student harassing or bullying a parent:

1. If a student harasses or bullies a parent, the parent is NOT to approach or the student or respond to the student
2. The parent must report the matter the Coordinator or Deputy for the relevant year level of the student (the Deputy may discuss the matter with the Principal)
3. The parent may bring a support person to report the matter and or to all subsequent meetings
4. The parent is to report when the incident occurred, what happened and who might have witnessed it
5. The parent is not to comment about the matter to other persons
6. The parent is not to refer to the matter directly or indirectly on an social media or through texting, messaging of similar

If the matter involves a staff member harassing or bullying a parent:

1. If a staff member harasses or bullies a parent, the parent is NOT to approach them in the yard or in front of students
2. The parent must approach the staff member in a calm manner, they may choose to make contact first by email and they may choose to CC the relevant Deputy into the email, explain their point and ask the staff member to stop the behaviour
3. The parent may bring a support person to report the matter and to all subsequent meetings
4. The parent is to report when the incident occurred, what happened and who might have witnessed it
5. The parent is not to comment about the matter to other persons
6. The parent is not to refer to the matter directly or indirectly on an social media or through texting, messaging of similar

If the matter involves a parent harassing or bullying a parent:

1. It is not the role of the College to resolve parent conflict
2. The College may, at its discretion assist parents to resolve a matter where the College or students are directly related
3. If a parent harasses or bullies a parent, the parent is NOT to approach the other parent in the yard or in front of students
4. The parent may approach the parent in a calm manner off site, they may choose to make contact first by email and they may choose to CC the relevant Deputy into the email, explain their point and ask the other parent to stop the behaviour
5. The parent may bring a support person to report the matter to the relevant Deputy, and to all subsequent meetings
6. The parent is to report when the incident occurred, what happened and who might have witnessed it
7. The parent is not to comment about the matter to other persons
8. The parent is not to refer to the matter directly or indirectly on an social media or through texting, messaging of similar

ROLE OF THE COLLEGE

1. To implement the anti-bullying and anti-harassment policy.
2. To develop, implement and review periodically practices that will minimise incidences of bullying and harassment as outlined below.

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POLICY PAPER

Anti- Bullying /Anti-Harassment Do Unto Others...

If the matter involves a student harassing or bullying another student the College is to:

1. Investigate the matter, which may involve speaking with students, parents and student or staff members
2. Speaking with witnesses
3. Keeping appropriate documentation on the matter
4. The bully will often be interviewed last
5. Witnesses mentioned by the bully will also be interviewed
6. Where a student has been identified as exhibiting harassing or bullying behaviours, the investigating teacher/staff member will make an on balance decision as to how to proceed based on the information gathered and the nature of the matter and by referring to the Behaviour Management Policy and in consultation with more senior staff as needed
7. The matter may be referred on to the appropriate Section Head, Deputy or the Principal
8. Parents or caregivers of the victim and bully will be notified as appropriate
9. Students will be provided with support through their Home Group teacher, school chaplains and, where appropriate, counsellors.
10. If the matter is a criminal one Police will be notified

If the matter involves a staff member harassing a student or parent the College is to:

1. Investigate the matter
2. Seek staff and student witnesses
3. Inform the staff member of the matter and interview the staff member
4. The staff member may bring a support person to subsequent meetings
5. If the complaint against the staff member is substantiated the resolution may include the staff member being counselled, reprimanded, suspended or dismissed.
6. If the matter is a criminal one Police will be notified

If the matter involves a student or parent harassing a staff member the College will:

1. Investigate the matter
2. Refer to the grievance policy
3. Seek appropriate witnesses
4. If the complaint against the student is substantiated the student will be dealt with according to the Behaviour Management Policy.
5. If the matter against the parent is substantiated negotiations regarding the family's continuance at the College will be entered into.
6. If the matter is a criminal one Police will be notified

If the matter involves a parent member harassing a student or staff member the College is to:

1. Investigate the matter
2. Seek witnesses
3. Inform the parent of the matter and interview the parent
4. The parent may bring a support person to subsequent meetings
5. If the complaint against the parent is substantiated the resolution may include the parent being excluded from the campus
6. If the matter is a criminal one Police will be notified

If the matter involves a parent harassing a parent the College will:

1. It is not the role of the College to resolve parent conflict
2. The College may, at its discretion assist parents to resolve a matter where the College or students are directly affected

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3. Where parents cannot resolve a matter, the College may take action such as banning parents from being present on the campus and College activities

THE OFFENDER

The offender is to:

1. Cease all bullying or harassing behaviours
2. Refrain from commenting on any matters to friends
3. Submit to disciplinary measures in good faith
4. With guidance and support reach an amicable resolution with the victim.
5. If the matter is a criminal one Police will be notified