

POLICY NUMBER: SSCPOL013:3**POLICY TITLE: Harassment, Discrimination & Anti Bullying**

Supersedes: SSCPOL013:2

Release Date: January 2020

Review Date: January 2021

1.0 PURPOSE AND SCOPE

The purpose of this policy is to ensure all Skillset Senior College Limited (SSC) staff and students are made aware of their rights and responsibilities with regards to the issue of harassment, bullying and violence.

This policy relates to all SSC staff and students.

2.0 POLICY

It is the policy of SSC to ensure that all students feel that the College is a safe place where they can learn. This means that all students and staff must respect and accept that people have different beliefs, values and backgrounds.

All students of SSC are made aware of their rights and responsibilities with regards to the issue of harassment, bullying and violence and they are asked to sign to say they understand that under the *1977 Anti-Discrimination Act* it is against the law to harass any other person in relation to their age, race, sexuality, culture, religion, marital status or gender, appearance or disabilities.

Insults and harassment related to these attributes are a form of bullying and harassment and will be handled in the same way as physical violence. This applies to both the classroom, the College grounds and where applicable, off College grounds.

Students are made aware that all staff at SSC take any form of harassment and bullying behaviour very seriously and that they, the student, have every right to feel safe and supported in our College environment therefore coming forward with any concerns they may have around these issues, either for themselves or for another student, is considered by the staff as being a positive decision and one that will be listened to and actioned on if deemed appropriate.

Staff must take any observations they make, or disclosures they hear of bullying and harassment seriously and must document (utilising the Sentral data base), any information they receive regarding bullying or harassment occurring within the cohort and bring this information to the SSC Head of College for discussion and follow-up.

In the case of one off, 'heat of the moment' instances of a student insulting and harassing another student about any issues, they will be given the choice to apologise immediately or leave the area until they have regained composure and are displaying acceptable behaviours. They cannot return to the classroom until they have discussed the matter with the SSC Head of College or Deputy Head of College (whomever is deemed most appropriate at the time).

Should this behaviour continue, the student will be placed on a mutual respect contract and may find themselves at risk of having their placement at SSC suspended or withdrawn.

In the case where a student is being severely harassed, be this in or outside of College property, and after investigation if there is serious concern for safety, welfare and wellbeing of the student being harassed/bullied, the placement of those students involving themselves in such bullying & harassing activities may be withdrawn.

Authorised by: Abbey Barrett

Position: SSC Head of College

Date: January 2020

POLICY NUMBER: SSCPOL013:3**POLICY TITLE: Harassment, Discrimination & Anti Bullying**

Supersedes: SSCPOL013:2

Release Date: January 2020

Review Date: January 2021

Types and means of harassment/bullying that will be responded to:

1. Any harassment strategies that include the use of telephone communication or text messages and/or any use of social media for the purposes of intimidating, ridiculing, insulting and/or treating others inside or outside of school hours.
2. Any intimidation tactics, this may include: staring or giving 'filthy' looks, being obstructive, wilfully invading personal space, laughing at or whispering about others to gain a reaction, or any other behaviour which may display surreptitious intimidation behaviour
3. Any harassment strategies such as students speaking about one another to any other student or teacher in any derogatory manner. This includes discussing private lives, social lives, medical status, any name calling, assumptions, rumours or anything else which may be classed as offensive.
4. Any harassment strategies which may include students encouraging, permitting or instructing any of their friends or classmates to engage in any negative behaviour, language or attitude towards another party, including the deliberate exclusion of a student or students from activities.

Types of interventions available, (but not limited to):

1. Face to face apologies are always encouraged where appropriate (minor, 'heat of the moment' insults and frustrations)
2. Mediation sessions if both/all parties are in agreement (larger misunderstandings that require more discussion and negotiation but may not require a full contract)
3. Mutual respect contracts which assists all parties to understand their boundaries with regards to interacting in a small environment and working side by side in a professional manner without needing to 'like' each other.
Note: A full contract that requires both/all parties to behave as though the others do not exist unless they must interact as part of a class and then only in a respectful and polite manner, but most importantly the contract outlines that each party may not encourage or instruct anyone else, friends of family, to participate in any ongoing negative behaviour, that they will be held responsible should this eventuate.

Many students attending SSC may be doing so because they left a mainstream school environment where bullying and harassment were significant issues for them. In light of this, the culture of the SSC will aim to be one of acceptance and celebration of diversity, and as a minimum must promote a culture of acceptance and tolerance.

All interactions and notes around any student transactions must be recorded in the SSC Sentral database

Authorised by: Abbey Barrett

Position: SSC Head of College

Date: January 2020