If you require access to this policy in a language other than English, please contact the Principal's office on 9016 2000

Policy of Mutual Respect

Our Commitment

Penleigh and Essendon Grammar School encourages all students to participate in society as proud and responsible individuals, to act with integrity and to practise the values of the School. The School is committed to support a culture of mutual respect among its members, to build resilience and to create a safe and positive environment for all students and staff.

Inappropriate behaviours including bullying, harassment, discrimination and violence are unacceptable as they are harmful to individuals. Penleigh and Essendon Grammar School is committed to working toward the elimination of these behaviours.

The school is resolved to ensure that everyone who is part of the school community - staff, students and parents - honours the school's commitment in this regard and works with the school in achieving a safe learning and working environment.

This policy should be read in conjunction with the Child Safety Policy, the Code of Conduct for staff and others working with children, the Code of Conduct for Contractors, Volunteers and Visitors and the Parent Code of Conduct. These documents refer to the professional conduct of all school personnel; measures for the employment and supervision of school staff, contractors, volunteers in all child-connected work together with procedures for responding to and reporting allegations of suspected child abuse; supporting staff, parents and students to understand, identify and report child safety matters related to the school environment; and fostering child empowerment and participation in the promotion of child safety within the school environment with reference to *Ministerial Order No 1359 – Implementing the Child Safety Standards – Managing the risk of child abuse in schools and school boarding premises* and the reportable conduct scheme administered by the Commission for Children and Young People, Victoria (CCYP)

Aims

The school will provide all members of the school community with a learning and working environment which is safe, supportive and caring and free from all forms of unacceptable behaviour.

The school will not tolerate inappropriate behaviour and will take action to prevent and stop such behaviour and to restore positive relationships. If a breach of behaviour is reported, the school will investigate the matter in a way that affords procedural fairness to those involved. The school will take such action as it deems

appropriate including but not limited to restoring student wellbeing, instigating restorative processes to establish respectful relationships and taking disciplinary action.

Creating Positive Social Behaviours

- The School implements programmes, practices and protocols that build supportive relationships.

- The Rules of the School and the Statement of Behaviour provide clear guidelines regarding the rights, responsibilities and expectations of behaviour in the School.

- Students are educated about what constitutes appropriate and inappropriate behaviour and about the harmful effects of inappropriate behaviours, including grooming for sexual conduct and any other behavior considered to put a child at risk of sexual abuse.

- Members of the school community will not condone or tolerate bullying, harassment, discrimination or violence and will report any incidents without delay.

- Communication takes place with parents in relation to the fostering of positive behaviours.

- Staff members monitor social conduct and discourage inappropriate behaviour.

Understanding Negative Behaviours

Bullying, harassment, discrimination and violence are forms of inappropriate behavior that contribute to negative social environments.

<u>Bullying</u> is aggressive, unreasonable verbal, physical, social or psychological behaviour that intimidates, humiliates or undermines a person or group. Bullying generally involves behaviour that is repeated over time. The target of bullying behaviour has difficulty in defending himself or herself often as the result of a real or perceived power differential.

Bullying can include the following types of behaviour:

- verbal abuse (e.g. being sworn at, threats, insults, continual criticism, name calling, teasing, spreading rumours);

- direct violence including physical assault and harassment;

- abusive e-mails and other forms of cyberbullying;

- inappropriate interference with personal belongings or equipment;

- threatening body language;

- unkindly mimicking;

- displaying offensive material

- playing jokes that embarrass or humiliate;

- constant, intrusive surveillance or monitoring;

- damaging someone's social reputation or encouraging social exclusion.

Genuine and reasonable disciplinary procedures are not bullying.

<u>Harassment</u> is any unwelcome or uninvited verbal, written or physical behaviour which can make a person feel offended, humiliated, victimised or intimidated. It may be an on-going pattern of behaviour or a single act. Harassment includes cyberbullying, which is harassing behaviour that is carried out through electronic communication technology.

<u>Discrimination</u> is any practice that makes unfair distinctions between individuals or groups of people, so as to disadvantage some and advantage others. Discrimination can occur on the following grounds: gender; nationality; race; cultural or ethnic origin; religion; physical characteristics; sexual orientation; intellectual impairment; age; ability or disability; political activity or belief; marital, parenting or economic status or personal association with a person having any of these attributes.

<u>Violence</u> is the intentional use of physical force or power, threatened or actual, that results in psychological harm or physical injury. It may involve provoked or unprovoked acts and can be a single incident, a random act or can occur over time.

Similarly, inappropriate behaviours via electronic communication technologies, sometimes known as cyberbullying, must be considered within this context. Refer to the School's <u>Statement on Cybersafety</u> to learn more about cybersafety issues.

Intention is not required for the conduct to constitute these inappropriate behaviours.

Restoring Positive Behaviour

Where it is believed that bullying, harassment, discrimination or violence may have occurred, the matter will be taken seriously and will be addressed promptly:

Members of staff will seek to restore positive behaviour by adopting appropriate measures at their discretion, that may include (among other things):

- notifying the relevant Year Level Coordinator and/or Head of Section;

- establishing the facts of the incident by speaking to the parties involved or other witnesses;

- mediating a resolution to the conflict to restore positive relations between the parties so that harmonious coexistence can be achieved;

- referring either or both of the parties to counselling with a school psychologist;

- stating that the behaviour is in breach of School Policy and taking appropriate disciplinary action;

- obtaining undertakings that inappropriate behaviour cease immediately and permanently;

- requesting persons involved to report any continuation or recurrence of such behaviour;

- informing parents or guardians;

- continuing to monitor the situation;

- taking the appropriate disciplinary action, which may include among other things detention, suspension, or expulsion, depending on the gravity of the circumstances;

- referring the matter to Police where the behaviour is sufficiently serious or believed to be of a criminal nature.

Refer to the Responses to Negative Behaviour Policy for additional information about steps to be followed in behaviour management and consequences of persistent or serious misbehaviour, including detention, suspension and expulsion.

Students may access procedures set out in the Complaints and Appeals Policy for Students, Parents and Others in relation to the process of behaviour management.

Related Policies

Child Safety Policy
Code of Conduct for Staff and others who interact with students
Code of Conduct for Contractors, Volunteers and Visitors
Complaints and Appeals Policy for Students, Parents and Others
Parent Code of Conduct
Responses to Negative Behaviour Policy
Statement of Cybersafety