

COATESVILLE PRIMARY SCHOOL

Policy for Dealing with Bullying or Harassment of Community Members

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1. PURPOSE

Coatesville Primary School recognises that it is part of the broader community and values the partnership formed with members of the community.

The school will provide a positive and safe environment where bullying is not tolerated.

All members of the school community have the right of respect from others, the right to learn or to teach and a right to feel safe and secure in the school and broader environment.

It is recognised that staff in schools and related workplaces may be victims of bullying or harassment in the workplace that is perpetrated by another staff member, parent or student.

The school will act swiftly in dealing with any form of identified bullying or harassment.

2. SCOPE

This policy applies to all members of the school community and will be made available on request.

3. REFERENCES

DE&T Complaints and Procedures, Awards and Acts covering the Workplace and Occupational Health and Safety, including the Worksafe report entitled "Prevention of Bullying and Violence at Work"

School Charter and listed Codes of Practice where all responsibilities and roles are clearly outlined.

www.eduweb.vic.gov.au/HRWeb/ohs/accp/guide.htm>

www.workcover.vic.gov.au/vwa/home.nsf/pages/b&vintro

4. DEFINITIONS AND ABBREVIATIONS

Bullying may:

- take the form of a person being exposed regularly and over time to negative actions on the part of one or more persons.
- include but is not limited to name-calling, sarcasm, insults, putdowns territorial ownership, physical violence, emotional hurt, exclusion and demands for money or possessions.
- involve electronic equipment such as mobile phones or computers.
- be planned or unintentional.

5. RESPONSIBILITY AND AUTHORITY

This policy and procedure shall be issued under the authority of the Coatesville Primary School Council and was adopted at the School Council meeting on 13 September 2004.

6. POLICY/PROCEDURE

6.1 Aims

To reinforce to the whole school community that no form of bullying is acceptable whether this be adult to adult, student to student, adult to student or student to adult.

Residents and community members have a right to privacy and peaceful lives.

Everyone within the community should be alert to signs and evidence of bullying and to take responsibility to report bullying whether as an observer or victim.

To ensure that all reported incidents of bullying are followed up and that support is put into place to both victim and perpetrator.

To uphold the school's five Values at all times in all circumstances and settings within the school setting.

To seek parental support at all times.

6.2 Implementation

The school community will be made aware of, and provided with, a copy of this policy upon request.

School community members should feel free to report incidents to the school in the knowledge that they will be investigated conscientiously.

Investigation will be carried out in accordance with DE&T guidelines and may involve other appropriate personnel such as regional or central DE&T management, School Support Service Officers or Worksafe personnel.

Protocols will be developed to avoid situations where inappropriate behaviours may occur eg. reinforce school Values at school/wider community occasions eg. carnivals, concerts etc.

If a parent is involved in such behaviours the Principal will advise the person concerned in writing to advise them of the implications of their actions. If necessary, prohibition notice powers will be invoked and the police contacted.

Community members who have been bullied will be offered the opportunity for counselling.

Compensation may be sought for direct damages caused to property.

7. RECORDS

All records of all communication regarding workplace bullying will be maintained and stored securely by the Principal and forwarded to relevant DE&T bodies and other organisations as required.

8. TRAINING

School Council will be advised of relevant information updates via formal monthly School Council Correspondence

11. REVIEW

This policy and procedure is to be reviewed as part of the Triennial Review cycle.