

# POLICY DOCUMENT



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Anti-Bullying Procedure	SCW002

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## Anti-Bullying Procedure

Blakes Crossing Christian College does not tolerate harassment or bullying and is committed to providing safe and caring learning environments for all students.

Our College acknowledges every person is unique and created by God, in His image. Therefore, all members of the College community are to be treated with the utmost respect and courtesy – regardless of their race, gender, religion, physical appearance, socioeconomic status, or academic ability. This includes students with disability and those experiencing gender dysphoria or incongruence, as well as their families.

All reports of harassment and bullying are taken seriously and will be investigated.

### Core Beliefs

We believe that:

- Everyone has the right to feel safe, valued, and respected.
- Bullying and harassment are unacceptable and will not be tolerated.
- Students should be taught how to build positive relationships, manage conflict, and avoid hurtful behaviours.
- Open discussions about bullying help raise awareness and promote a culture of respect.
- Students are encouraged to report any incidents of bullying – whether they are victims or witnesses.
- All confirmed cases of bullying will be addressed promptly, appropriately, and recorded.

Harassment and bullying are behaviours that are unwelcome, unwanted, unsolicited and usually persistent. It embarrasses, hurts, humiliates, compromises or frightens people. It can be done by an individual, or a group, and whilst usually deliberate, it can be thoughtless or careless. Harassment and bullying can only grow when ignored, denied or tolerated. The best weapon against harassment and bullying is awareness.

### Biblical Foundation

The Bible instructs us to:

- **Love others:** "Love the Lord your God... and love your neighbour as yourself." – Luke 10:27
- **Live in harmony:** "How good and pleasant it is when God's people live together in unity!" – Psalm 133:1
- **Treat others with honour:** "Be devoted to one another in love. Honour one another above yourselves." – Romans 12:10
- **Resolve conflict biblically:** Matthew 18:15–17 teaches us to address issues directly and respectfully, involving others when necessary, and always seeking peace and reconciliation.

## What is Bullying and Harassment?

### Harassment

Harassment is any unwanted and unwelcome behaviour that offends, humiliates, or intimidates another person – often based on race, gender, religion, ability, or appearance. It may be intentional or thoughtless but is always inappropriate.

### Bullying

Bullying is repeated behaviour that causes harm. It may be physical, verbal, social, psychological, or online. It involves a misuse of power and can be carried out by individuals or groups (*National Safe Schools Framework, 2011*).

### Forms of Bullying

#### PHYSICAL BULLYING

Physical bullying: is the repeated, unwanted violation of another person's body through any form of physical aggression or assault. This includes, but is not limited to:

- Fighting, pushing, shoving, gesturing or invading of personal space
- Using stand-over tactics, picking on others, threatening to 'get' people, 'paying out' people
- Damaging, 'borrowing' or 'hiding' other people's possessions

#### VERBAL BULLYING

Verbal bullying is the use of words and language to cause emotional distress to another person, exclude them, or make them feel threatened by others. This includes, but is not limited to:

- Persistent name-calling, sarcasm, teasing, using offensive language, intimidation, spreading rumours or ridicule
- Harmful comments about someone's appearance or ability

#### SPIRITUAL/RACIAL BULLYING

Spiritual/racial bullying is the use of words or actions to pick on people because of their race, religious or cultural beliefs.

#### EMOTIONAL/PSYCHOLOGICAL BULLYING

Emotional/psychological bullying includes repeated threats or implied threats, threatening gestures, manipulation, emotional blackmail, offensive notes and threats to an individual's reputation and sense of safety. This includes, but is not limited to:

- Offensive notes or graffiti about others, including online activities or via any electronic device
- Staring, using dirty looks, making gestures and faces
- Deliberately excluding someone from activities or social groups
- Using other people to threaten, intimidate or humiliate someone

#### CYBER BULLYING

Cyber bullying involves the use of electronic communications such as email, messaging (text or instant), chat rooms, social networking platforms and/or websites to engage in the bullying of other individuals or groups. This could occur in or out of school time. This includes, but is not limited to:

- Using any online or electronic platform to send inappropriate, demeaning or threatening images or messages to or about another person
- Creating or posting inappropriate, demeaning or threatening information or pictures/photos on websites/social media platforms

The best weapon against cyber bullying is awareness. To this end, cyber bullying resources and information will be made available to teachers, parents and students at the College.

#### SEXUAL BULLYING

Sexual bullying includes inappropriate touching, actions, conversations or comments. This includes, but is not limited to:

- Touching or brushing against someone's body in a sexual manner
- Sexually oriented jokes, drawings and literature
- Commenting on the size and shape of someone's body
- Calling someone rude names or making comments about someone's morals
- Invitations of a sexual nature
- Asking questions about someone's private life that are not wanted

Whether this is done in person, through someone else, or through any electronic or online platform.

#### Non-Bullying Behaviour

Many distressing behaviours are not examples of bullying, even though they are unpleasant and often require intervention by College staff. These include

- Mutual Conflict: this involves an argument or disagreement between people, but not an imbalance of power
- Social Rejection or Dislike: this is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others
- Single Episode Events: nastiness or physical aggression are not the same as being bullied. If someone is being abused or pushed on one occasion, they are not being bullied. This does not mean the behaviour should be ignored.

## NOTIFICATIONS & CONSEQUENCES

#### Responding to Severe Misbehaviour

Severe breaches of the College Code of Conduct, including bullying, will result in immediate action. This may include:

- Removal from class and referral to the appropriate Deputy Principal or Head of School
- Parent notification and involvement
- Possible suspension or review of the student's place at the College

#### Examples of Severe Misbehaviour

- Threatening violence, bullying or harassment or acting in a violent or threatening manner
- Interfering with the teacher's ability to instruct the class
- Persistent and deliberate inattention or indifference to the schoolwork
- Smoking, being in possession of cigarettes or a Vaping Device
- Consumption, being in possession of or being under the influence of alcohol (automatic suspension)
- Consumption, being in possession of or being under the influence of drugs (automatic suspension)
- Acting illegally
- Truancy
- An unwillingness to follow the direction of the College Leadership
- Any other matter deemed serious by the College Leadership

The relevant authorities will be immediately notified of illegal actions, dealings or where the school has a duty of care to do so.

## Suspension/Exclusion

1. The decision is made by the Principal in consultation with the Deputy Principals
2. The suspension period will be set by the Principal in accordance with prior breaches of conduct, previous responses to discipline and other related matters
3. Exclusion may be such that, if a student is under the age of 17 years, they would need to attend another school
4. The decision to re-admit a student is made by the Principal
5. Re-entry is dependent on the student's attitude to their misbehaviour and consequences, toward the College and their place in the College community. Probationary conditions may be set in place. What the student has done in their time away from the College and the fruits of their efforts will be considered

CORPORAL PUNISHMENT is not administered by the College under any circumstances.

EXPULSION is not a term the College likes to use as it has a finality about it. We believe that if a student has repented from inappropriate actions and their life clearly demonstrates this repentance, we would be willing to meet with the student and their parents to discuss their position within the College.

## Preventative Actions & Strategies

Blakes Crossing Christian College aims to:

- Reflect Christ's love in all relationships.
- Provide a happy, safe, and secure learning environment.
- Foster openness and trust within the College.
- Integrate anti-bullying lessons into the curriculum.
- Address harassment/bullying immediately.

Harassment/bullying is unacceptable and will not be tolerated. Everyone in the College community must help prevent it.

Staff will:

- Receive training on bullying/harassment and appropriate responses.
- Educate students about harassment and bullying, emphasizing the importance of taking action.
- Clearly communicate the Anti-Bullying Policy to all stakeholders (e.g., via student diaries, handbooks, website).
- Promote a positive community spirit to prevent bullying.
- Help students build positive relationships.
- Conduct devotions and lessons to prevent bullying and foster respect.
- Gather input from students and leaders to identify any issues.

## Students with Diverse Learning Needs

The College stands against any form of bullying or harassment directed at students with disabilities or impairments, or their families. Such behaviour is unacceptable and will not be tolerated.

## RESPONSE TO BEING HARASSED/BULLIED - What Can I Do About It?

**Step 1** Ignore the behaviour. By not reacting, the harasser is not rewarded, and the harassment may stop.  
*If it does not stop or if it is too serious to ignore*

- Step 2** Confront the person who is harassing you and tell her/him that the actions are unwanted. It may stop.  
*If harassment continues*
- Step 3** Talk it over openly with an adult, parent or a trusted friend, who can help with the decision about what to do.  
*If harassment continues*
- Step 4** Report the matter directly to your Pastoral Care teacher or subject teacher who will listen to you and help you decide the best way to handle the situation, which may include discussion with parents and confronting the harasser. This is not dobbing or “snitching”.  
*If the harassment does not stop*
- Step 5** The student or teacher speaks to the Head of School or Deputy Principal and allows him/her to take the action they deem necessary. Parents will be informed.

### Response by the College

All complaints will be investigated and documented. Staff will support and protect students who make a complaint. Consequences will only take effect after an incident has been thoroughly investigated (which may include where information can be corroborated by independent sources or eyewitnesses). Where such evidence exists, disciplinary consequences will occur.

The normal consequences for bullying/harassment will be as follows, although the College leadership reserves the right to treat any single act of bullying/harassment as severe enough to skip a step, or indeed to warrant immediate suspension, exclusion or dismissal from the College. Any bullying/harassment offence will be communicated to parents.

### Consequences

While the College aims to restore relationships, bullying may result in:

- **First offence:** Discussion, counselling, apology, parent contact
- **Second offence:** Detention, withdrawal of privileges, behaviour contract, parent contact
- **Third offence:** In-school suspension and further counselling, parent contact
- **Fourth offence:** Out-of-school suspension and parent conference
- **Fifth offence:** Possible recommendation for long-term exclusion

The College reserves the right to fast-track consequences depending on the severity of the incident.

*Where harm or abuse is suspected, staff are legally required to report it to the Department for Child Protection (CARL).*

## REPORTING PROCEDURE

If a student is experiencing or is witness to harassment or bullying, they are strongly encouraged to report it and get support. All reports of harassment or bullying will be investigated and responded to in accordance with the procedure set out below.

When an incident of harassment/bullying is reported, a member of staff will deal with the problem on the spot to defuse the immediate conflict. Once the immediate incident has been dealt with, the following steps will be taken.

## STEP 1: REPORT

### **Report of bullying is made to staff member:**

- Student report to Pastoral Care/Class Teacher, Head of School, Deputy Principal, Chaplains or any other staff member
- Families report to Pastoral Care/Class Teacher, Head of School or Deputy Principal
- Staff report to supervisor/line manager

## STEP 2: INVESTIGATE

### **Investigation commences:**

- Head of School, Deputy Principal or an appropriate staff member is allocated and meets with the reporting parties
- Clarification of who, what, when, why, where of bullying events to determine frequency, intensity and duration
- Investigate and address reported events and establish monitoring system (if required)

## STEP 3: MONITOR

### **Monitoring commences:**

- All parties are contacted to inform of issues and that monitoring is being used to track events for a period of time
- If bullying is confirmed, intervention occurs

## STEP 4: INTERVENTION

### **Intervention and communication of outcomes:**

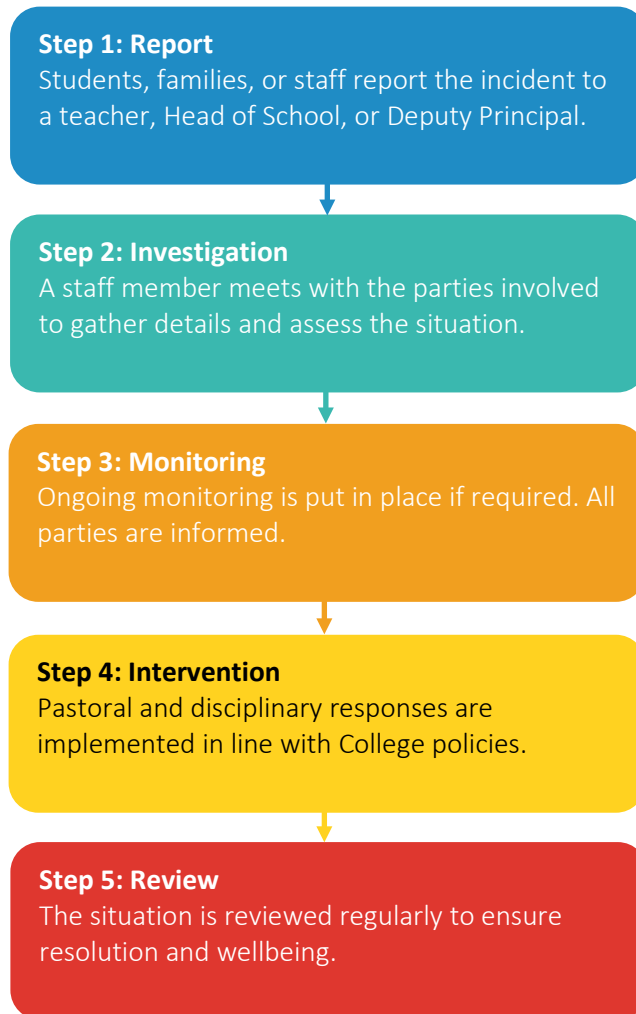
- Preventative and pastoral strategies are implemented
- Discipline enacted as per the Behaviour Management Policy
- Relevant information communicated to both parties

## STEP 5: REVIEW

### **Review the process:**

- Review dates are established
- Relevant parties are followed up

## Anti-Bullying Reporting Procedure



The College will retain records of all reported incidents of harassment and bullying to track the welfare of those involved and determine if further action is required. These records are analysed to ascertain significant areas where harassment and bullying have occurred as well as the strategies that have been successful in resolving issues. If harassment or bullying amounts to *harm*, as outlined in the Child Protection Policy, the matter will be dealt with in accordance with the Child Protection Policy.

### Final Note

At Blakes Crossing Christian College, we believe every person is loved by God and deserves to feel safe and respected. Together, we can build a community that reflects the character of Christ – one of grace, truth, compassion, and justice.