POLICY STATEMENT
St Martin de Porres School is a Catholic Primary School serving the educational needs of boys and girls from Reception to Year 5 in the South West Region of Adelaide. The following policy provides direction to all aspects of school life.

UNDERLYING ASSUMPTIONS, PHILOSOPHY AND RATIONALE INCLUDE:
- we are all created in the image of God
- we all have the right to feel safe
- we all have the right to feel a sense of belonging
- we all have the right to learn and work in a safe environment
- we all have the right to feel happy about who we are
- we all have the responsibility to keep ourselves and others safe
- we all have the responsibility to respect ourselves, others, and the property of others

SCOPE:
This policy affects the whole St Martin de Porres community.

PURPOSE AND AIMS:
Through the application of this policy we at St. Martin De Porres School aim to:
- respond to harassment and bullying which includes: ‘Repeated intimidation over time of a physical, verbal or psychological nature of a less powerful person by a more powerful person or groups of persons’
- respond to any harassment and bullying in a manner that reflects the Catholic Ethos of the school
- respond to any form of harassment and bullying in an informed and supportive manner
- maintain the respectful functioning of school life at all times.

This policy contemplates harassment & bullying between students. Should a situation arise where a student is harassed or bullied by an adult this will be referred to the Principal

GUIDELINES:
Types of Harassment and Bullying might include:
Physical
- Fighting, pushing, shoving, gestures.
- Stand-over tactics, gangs, picking on others.

Verbal
- Name calling, put downs, pay outs.
- Offensive language.
- Slander (Putting people down behind their back.)
- Teasing, making fun of others.
• Saying nasty things about others.
• Threats to “get” others.
• Pressuring people to do things against their will.

**Sexual**
• Inappropriate sexual comments.
• Touching or brushing against someone after being asked to stop.
• Unwelcome staring, whistling, gesturing or making comments about someone’s body, looks or clothing.
• Writing and distributing rude or unpleasant notes about someone.
• Telling jokes or showing reading matter or pictures that are offensive.
• Making comments about another person’s sexuality.

**Racial**
• Making degrading comments or gestures about another person’s culture, background or language.
• Calling someone names because of their race.
• Telling jokes or showing offensive material.
• Deliberately excluding others because of their race.

**Libel/Slander**
• Spreading rumors or stories about someone or their family.
• Writing anything offensive or untrue about someone or about groups to which they belong.
• Offensive notes or graffiti about others.

**Cyberbullying (Text Messaging, SMS)**
• Threatening or offensive language.
• Put downs and/or pay outs.
• Teasing.
• Saying nasty things.

**IN SUPPORT OF THIS POLICY THE PRINCIPAL WILL:**
• provide clear guidelines and procedures to staff
• provide relevant professional development in harassment and bullying management
• ensure that the values of justice and respect are modeled and supported in all harassment and bullying incidents procedures
• communicate with families in a sensitive manner

**HOW THE SCHOOL WILL RESPOND TO THOSE WHO HARASS OR BULLY OTHERS**
• the school will counsel the student to determine what is happening and tell them to stop
• as soon as the school becomes aware of a student experiencing harassment & bullying the parents/carers will be notified to discuss the situation and to determine a plan of action
• repeated episodes could instigate a special play program or internal suspension
• external suspension could follow if behaviour has not been modified
• review of enrolment conditions could occur if continued episodes occur
HOW THE SCHOOL WILL RESPOND TO THOSE WHO EXPERIENCE HARASSMENT AND BULLYING

- ensure they listen seriously to all students who bring harassment and bullying issues to their attention
- assist students to develop strategies to manage harassment and bullying incidents
- work with students and families to help resolve harassment and bullying incidents.
- Refer to SAFE Flow Charts: Appendix 1A - Student Grievance Wheel Reception to Year Two and Appendix 1B – Student Grievance Flow Chart Year 3-5.

HOW STAFF WILL RESPOND TO A STUDENT EXPERIENCING HARASSMENT & BULLYING:

- staff will listen to you and take you seriously
- staff will help you to stop the harassment and bullying (they will talk to the people involved)
- staff will deal with the persons harassing and bullying and let the Class Teacher know
- staff will help you to have a plan of action to deal with it if it happens again.
- Refer to SAFE Flow Charts: Appendix 1A - Student Grievance Wheel Reception to Year Two and Appendix 1B – Student Grievance Flow Chart Year 3-5.

IN SUPPORT OF THE POLICY STUDENTS WILL:

- adhere to the anti-harassment policy
- ensure they communicate to a responsible adult their concerns if they find themselves or others being harassed or bullied
- learn to develop and implement strategies to deal effectively with harassment and bullying
- Refer to SAFE Flow Charts: Appendix 1A - Student Grievance Wheel Reception to Year Two and Appendix 1B – Student Grievance Flow Chart Year 3-5.

IF A STUDENT IS BEING HARASSED AT SCHOOL:

- Initially ignore it and walk away
- Tell the person to stop. (You may need a friend to help you.)
- Tell them how the behaviour makes you feel
- Tell them it is a serious offence
- Tell an adult. Tell them exactly what happened and what steps you have taken. (You may need a friend to help you.)
- Tell your Class Teacher if the behaviour continues as the school will take all steps to work with you and your family to ensure your protection and well being.
- Refer to SAFE Flow Charts: Appendix 1A - Student Grievance Wheel Reception to Year Two and Appendix 1B – Student Grievance Flow Chart Year 3-5.

IF YOU ARE HARASSING OR BULLYING SOMEONE AT SCHOOL:

- Stop! Harassment is not acceptable in our school.
• Think of other acceptable ways to get what you want. You may need to discuss these with someone you trust.

PARENTS/CARERS WILL:
• will work cooperatively with teachers and students in dealing effectively with bullying and harassment issues
• will promptly communicate to the school if they become aware of any bullying and harassment incidents involving their child at school
• support their child(ren) in developing strategies to effectively deal with bullying and harassment.

WHAT CAN PARENTS DO?
If your child is being harassed:
• stay calm and listen carefully when they tell you about it.
• affirm that they have the right to feel safe and that you will help them.
• notify the school as soon as possible with the Class Teacher being the first point of contact.
  plan an assertive, non-violent course of action towards harassment and bullying with your child.
• rehearse with your child ways of responding to harassment and bullying.
• watch for signs of harassment and bullying: eg reluctance to go to school; unexplained injuries; extra hungry; unaccounted for pocket money; moodiness; nightmares; wanting lifts to and from school

IF YOUR CHILD IS HARASSING OTHERS:
Tell them to stop. Talk to them about why harassing and bullying is unacceptable and discuss alternative ways of getting their needs met.

Appendix 1:
SAFE Flow Charts:
• Appendix 1A – Student Grievance Wheel Reception to Year 2
• Appendix 1B – Student Grievance Flow Chart Year 3-5

ENDORSEMENT DETAILS:

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<td>Endorsed by School Board:</td>
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  (Chairperson) | April 2011 (Date) |
  (Principal) | April 2011 (Date) |