



## Our policy

Darwin High School is committed to providing a positive, safe, caring and supportive learning environment. We foster a positive school culture where harassment is not tolerated and:

- everyone has the right to respect from others, the right to learn or to teach, and the right to feel safe and secure in their school environment.
- everyone has a responsibility to keep the learning environment safe for all and to show respect for others.

Harassment is prohibited by the school Code of Conduct and all reported incidents of harassment are addressed in accordance with this policy.

School staff make every effort to listen to the concerns of members of the school community, however, where staff feel that the safety of themselves or others around them is compromised, then police involvement may occur.

### **Protection from Victimisation**

Victimisation is threatening or harassing a person who intends to or makes a complaint about harassment or a witness who comes forward to confirm harassment. As a school we work proactively to protect those that report harassment from victimisation.

Victimisation is treated seriously in accordance with this policy and may result in disciplinary action including suspension.

### **Communication**

Darwin High School is committed to promoting the anti-harassment message in our school and to the ongoing education of students, staff and parents about this policy and the procedures for reporting and dealing with harassment.

## Why we have a policy

This policy articulates Darwin High School's no tolerance approach to harassment, in any of its forms.

It also assists to fulfil our obligations under relevant Territory and Commonwealth legislation, including the *Education Act (2015)*, the *Public Sector Employment and Management Act*, the *Work Health and Safety (National Uniform Legislation) Act*, the *NT Anti-Discrimination Act* and the *Racial Discrimination Act (Cwth)*; and the NT and national safe schools frameworks.

Harassment is prohibited by our school Code of Conduct and this policy outlines the responsibilities of staff and students in dealing with harassment.

This policy should be read in conjunction with our school's Code of Conduct and Behaviour Management Policy as well as the Department of Education's Safe Schools NT Code of Behaviour.

## What can you do about harassment?

Report incidents of harassment to a staff member, website or social network administrator. Refer to the student reporting process later in this document for more information. Students are also encouraged to practice protective behaviours including:

- Avoiding individuals or groups doing the harassment including when using social media.
- Staying close to staff in the yard, in corridors or the administration block.
- Staying in the library or other safe places around the school.
- Staying with friends who are willing to be witnesses.
- Confronting the harasser and pointing out that their actions are unwanted or illegal. Do this with a friend or staff member who is prepared to be a witness. This must not be done in a threatening manner and preferably in the vicinity of a staff member.

### ***Procedures for dealing with workplace harassment***

Employees of the Department of Education can talk to a senior member of staff, the Principal, their union delegate or the department's Human Resource Consultant (phone: 8999 5697). The department's procedures relating to harassment in the workplace are outlined in the Inappropriate Workplace Behaviour policy and guidelines and/or the Grievance Management Policy.

Employees of the school board (including relief teachers) can talk to the Principal or Business Manager in the first instance, or escalate their concerns to the Fair Work Ombudsman and Fair Work Australia (Infoline 13 13 94) or [www.fairwork.gov.au](http://www.fairwork.gov.au)

## Key responsibilities

**Everyone:** Members of the school community who observe or are informed of any incidents of harassment have a responsibility to report it to the School Counsellor, a Year Level Coordinator or an Assistant Principal. Students may report to a trusted teacher or staff member; in these instances staff should inform the School Counsellor, a Year Level Coordinator or an Assistant Principal as soon as possible so that they can follow up with the student.

### **Teachers:**

- Promote a supportive and inclusive classroom.
- Use behaviour management protocols to address incidents of harassment in the classroom.
- Document and inform Year Level Coordinators, Assistant Principals and or School Counsellor of incidents of harassment.
- Encourage and facilitate students to speak with the School Counsellor and/or Year Level Coordinators if they report harassment.

### **School Counsellor, Year Level Coordinators and Assistant Principals:**

- Report any harassment that may be of a criminal nature to the Principal.
- Follow up any reports of harassment using the school procedures for addressing harassment outlined in this policy.
- Maintain records of harassment and the actions taken by the school to address harassment.

### **Principal:**

- Report any harassment that is, or may be, of a criminal nature to the Police.
- Facilitate resolution of complaints/grievances as appropriate.
- Ensure this policy and the Behaviour Management Policy is implemented and enforced.

## What is harassment?

Harassment is defined as any act or series of actions intended to, or reasonably expected to, cause harm, embarrassment or offence to another person. It is behaviour which is unwelcome, unsolicited and often repeated. It may emanate from an individual or a group and from any member of the school community.

### ***Effects of harassment***

Harassing behaviour of a minor nature may seem trivial, or the person subjected to harassment may appear to be unaffected, but experience has shown when harassment occurs at school the cumulative effects may:

- erode the well-being of the individual or group targeted
- have a negative impact on the school learning environment
- lower student/staff member performance.

The person subjected to harassing behaviour does not always complain. This is not necessarily because the harassment is trivial, but because the person may lack the confidence to speak up on their own behalf; feel unable to, or feel too intimidated or embarrassed to complain; or may feel that the harassment will get worse. Some examples of harassment include:

### **Bullying**

Bullying is deliberately hurtful, is repeated, and difficult for the person being bullied to defend himself/herself. Bullying can be:

- Verbal- name-calling, putting a person down, teasing, pulling faces, using abusive language.
- Physical- hitting, pushing, pinching or threatening physically, damaging work or belongings.
- Emotional- spreading rumours, gossiping, ignoring.

### **Cyberbullying**

Cyberbullying uses mobile or online networks to be deliberately hurtful, it is repeated, and difficult for the person being bullied to defend himself/herself. Cyberbullying can be:

- abusive texts and emails
- hurtful messages, images or videos
- imitating others online
- excluding others online
- humiliating others online
- nasty online gossip and chat.

### **Libel/slander**

Spreading rumours about a person, a person's family, or a group to which they belong. Can be verbally, in writing (including email, SMS, notes, graffiti, etc), or other forms of media.

### **Sexual Harassment**

- Unwelcome touching or brushing against a person.
- Whistling, gesturing or making comments that are sexually explicit and offensive.
- Telling offensive jokes or showing offensive media.
- Making comments about a person's sexuality.
- Deliberately excluding a person because of his/her gender/sexuality.

### **Racial discrimination**

- Making degrading comments or gestures about a person's culture or background.
- Calling a person a name because of race.
- Telling offensive jokes or showing offensive material.
- Deliberately excluding a person because of race.

### **Harassment because of ability or difference**

- Making degrading comments or gestures about a person's intellectual or physical ability.
- Calling a person names.
- Making jokes about intellectual or physical abilities.
- Deliberately excluding a person because of ability or difference.

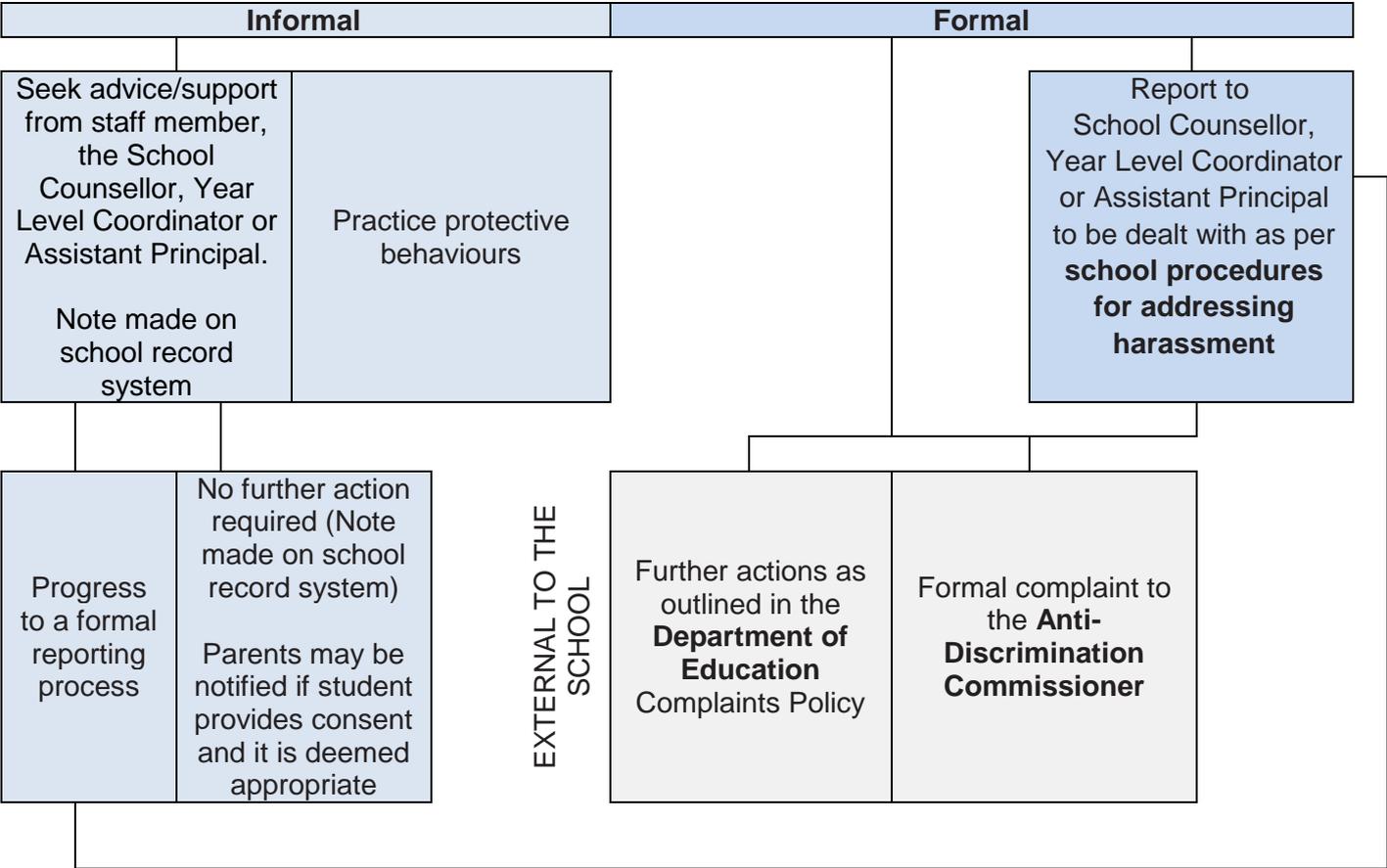
## Student reporting process

Students who experience or observe incidents of harassment have a responsibility to report it to the School Counsellor, a Year Level Coordinator or an Assistant Principal.

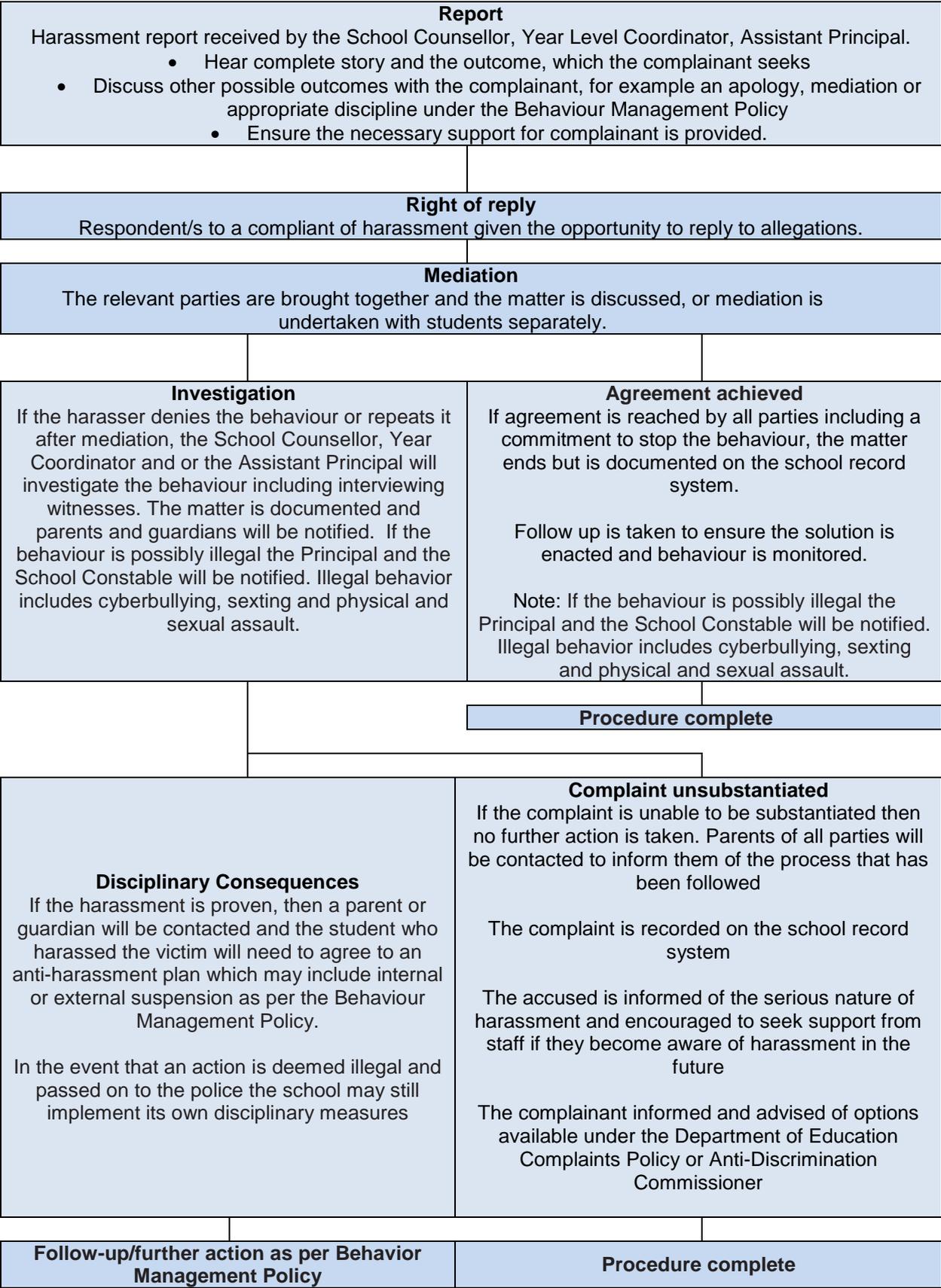
Students may also report to a trusted teacher or staff member; in these instances staff should inform the School Counsellor, a Year Level Coordinator or an Assistant Principal as soon as possible so that they can follow up with the student.

There are several options available for dealing with harassment. If conduct is deemed to be of criminal nature (e.g. physical or sexual assault) the Principal and Police will be notified.

### Options for reporting harassment



## School procedures for addressing harassment



School Board endorsed September 2016