

Bullying and Harassment Policy

Upon voiding of this policy individuals will be withdrawn from all programs

Purpose

This policy must be read in conjunction with the Gtec Training and Development Zero Tolerance Policy. If bullying amounts to harm as referred to in the Zero Tolerance Policy, then the matter must be dealt with under the Zero Tolerance Policy.

Gtec Training and Development Pty Ltd. are committed to providing a safe and secure community for all of its members and will therefore not tolerate any action that undermines a person's rights in relation to this. Gtec Training and Development Pty Ltd. will take whatever steps are necessary to prevent, or intervene in, such behaviour.

Every member/client of Gtec Training and Development Pty Ltd. has the right to be free from bullying. Therefore, all members/clients of Gtec Training and Development Pty Ltd. have a responsibility to actively practise and promote:

- tolerance for individual differences the values of courtesy, respect, compassion, and care for others
- a supportive and encouraging climate where the achievements and efforts of others are celebrated
- a commitment to adhering to, and upholding, all aspects of this policy.

Commencement of Policy

This procedure will commence from the date of approval. It replaces all other Bullying and Harassment Policies of Gtec Training and Development Pty Ltd.

Application of the Policy

This policy applies to all staff members and clients of Gtec Training and Development Pty Ltd.

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<https://kidshelpline.com.au/teens/tips/understanding-bullying>

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Definitions

What is bullying?

Bullying is a systematic abuse of power. It typically involves repeated acts of aggression that aim to dominate and cause hurt, fear, or embarrassment in another person. Bullying is generally deliberate and planned, but can also be a result of thoughtlessness. It can be perpetrated by an individual or by groups.

Bullying may take many forms, for example:

Physical bullying: pushing and shoving (where hurt is intended), kicking, invasion of personal space, the destruction of property, tripping, punching, tearing clothes, standing over someone, pushing books from someone's hands, shooting/throwing objects at someone.

Verbal bullying: any comment of an offensive nature that refers to ability, race, religion, gender or sexuality; including name-calling, offensive language, spreading of rumours, using words that suggest stupidity or physical problems, mocking, imitating, teasing, abusive phone calls, laughing at someone's mistakes, using unwelcome nicknames (this can include electronic and digital forms of communication).

Gesture bullying: includes making gestures (physical, verbal and written) to intimidate or to embarrass.

Exclusion bullying: includes the deliberate isolation (both explicit and implicit) of an individual student from his peer group.

Extortion bullying: the use of force to obtain money, food or personal belonging from other students; harassing other boys to do tasks e.g. buying lunch, carrying materials.

Cyber bullying: the use of any information and communication technologies that supports deliberate, repeated, and hostile behaviour by an individual or a group that is intended to harm others.

Effects of Bullying

Bullying can affect many aspects of a person's life, including their psychological, emotional and physical wellbeing. Depending on the extent and frequency of the bullying, these effects can last for a long time.

Young people who are bullied may:

- feel stressed, anxious, depressed, sad and/or angry
- feel alone and alienated from others
- feel sick (possibly vomit), experience headaches, lose their appetite
- experience negative effects on one's ability to cope and function e.g. with work, or concentration generally
- have difficulty getting to sleep at night, including worrying about going to work or seeing the bullying person/people

Bullying can also lead to:

- lowered self esteem
- shame and embarrassment
- thoughts about wanting to run away
- thoughts of suicide or hurting themselves

Strategies for Prevention

As a community all members have the responsibility to work actively towards the prevention of bullying.

Staff

This requires staff to:

- be positive role models at all times, in both words and in deeds

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- be vigilant in monitoring for signs of bullying behaviour
- make efforts to remove occasions for bullying by proactive supervision during breaks
- take steps to help victims by removing sources of distress;
- actively seek appropriate assistance
- to help students develop resilience
- recognise instances of bullying and be able to differentiate them from playful
- activity report suspected incidents of bullying to the Senior Manager or other appropriate staff member
- create curriculum materials to develop students' awareness and coping skills

Students

When a student who is being bullied has the courage to speak out he will reduce the distress being experienced by him and possibly others. When a student who is being bullied has the courage to speak out he may create an opportunity for a long-term solution to the problem.

When a student who witnesses bullying has the courage to speak out he helps reduce the distress to the victim and he contributes to the building of a safe and secure learning environment.

This requires the students to:

- make a conscious decision not to be involved in any incidents of bullying
- take some form of preventative action, if present, when a bullying incident occurs
- report any incidents of bullying (including suspected incidents) to a member of staff or senior student.

Support for Victims of Bullying

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Gtec Training and Development Pty Ltd. will provide support to all victims of bullying. A victim may be assisted by:

- counselling to help develop strategies for dealing with any potential bullying
- receiving an explanation, apology and/or reimbursement (where appropriate) from the bully
- receiving a report as to the outcome of the Gtec Training and Development Pty Ltd. intervention/investigation procedures.

Reporting bullying

It is essential that all forms of bullying be reported. All reports of bullying will be dealt with on a confidential basis. To ignore bullying is to give your approval to bullying and will only serve to foster its existence within the facility.

Procedures for reporting

Anyone who is bullied or who witnesses an incident of bullying behaviour should report the incident no matter how minor. Stakeholders should follow the procedures below.

As a Member/Client: Alert a member of staff as soon as possible.

As a Staff member: After ensuring the safety of the victim, discuss the incident with the student and organise a plan of action for dealing with the situation.

Investigation procedures

All reports of bullying will be investigated by the appropriate member of staff. The nature and extent of the investigation will depend upon the seriousness of the

bullying. As far as is reasonably possible the investigation and its outcome will be kept confidential although parents of students involved will be informed.

Outcomes

Following the completion of an investigation into bullying Gtec Training and Development Pty Ltd. will implement such measures as are appropriate which could include one, or more, of the following:

- conflict resolution/mediation with students, and or families involved
- counselling
- restitution
- an agreement regarding standards of future behaviour
- suspension
- withdrawal from the program