1. Purpose
The word “kindness” is derived from the notion of kinship, from the idea that people of the same family or clan are bonded together by natural affection and mutual goodwill. With the advent of Christianity, this idea was turned into a positive commandment that people should love one another.

The requirement is not that people should like one another, for liking cannot be enforced, but that they should treat each other as they would wish to be treated themselves, and that their attitude to all people should be based on goodwill. That is the true meaning of love: a source of kind activity rather than a selfish gratification.

2. Scope
This policy applies to all members of the Hutchins School community.

3. Objectives
This policy aims to promote and establish a school and working environment that are based on the principles of “kindness”.

4. Definitions

<table>
<thead>
<tr>
<th>Kindness</th>
<th>By definition, kindness excludes unkindness in thought, word and deed.</th>
</tr>
</thead>
</table>

Relevant Legislation

<table>
<thead>
<tr>
<th>Relevant Legislation</th>
<th>Work Health and Safety Act 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement Date</td>
<td>25 March 2015</td>
</tr>
<tr>
<td>Review Date</td>
<td>25 March 2018</td>
</tr>
</tbody>
</table>
5. **Policy Information**

   Every member of The Hutchins School community has a collective responsibility to be kind to every other member and also to all members of the public.

5.1: **Responsibilities**

   1. **Responsibilities**
      
      All members of the School community are responsible:
      
      - For setting an example of kindness in the way they speak and act and in their attitude of goodwill to all members of the community,
      - For actively promoting kind words and deeds among the community,
      - For dealing with unkindness which is especially applicable to senior or stronger students when protecting junior or vulnerable students, and
      - For reporting any unkindness they are unable to correct, students are expected to report unkindness to a member of staff or senior student.

   2. All members of the School community benefit by the positive examples put before them and by extending good will throughout the community.

   3. Intervention - will be necessary when the unkindness of some makes life difficult or distasteful for others. Cases of severe unkindness must be reported to the highest school authority.

   4. Counselling - can involve both the initiators of unkindness and the victims of it and can be undertaken individually or in groups by all members of Staff and leading students. Professional counselling is also available from the Counsellor and qualified psychologists.

   5. Follow up - is necessary by those in authority to ensure that initiators have learned from the process and that reprisals do not occur.

   6. The Bullying Policy - will be undertaken at the discretion of the relevant member of Staff. In extreme cases the Headmaster will intervene.

   7. Reformation - is the aim of the Kindness Policy. Once commenced, no reference should be made to former offences unless they are repeated.

6. **Supporting Procedures and/or Guidelines**

   Guidelines for Parents and Staff for Dealing with Harassment and Bullying

7. **Related Documents/Systems**

8. **Record Keeping**

   This procedure is to be kept for three (3) years until review unless there is a significant legislative organisational change requiring earlier review.

   The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

9. **Policy Owner**

   The Headmaster

10. **Policy Review Details**

   21 Feb 2014 Placed into new policy template; review of policy; scope and objectives added

---

© Headmaster
Document Title: Kindness Policy
Document Version: 2
Online Location: ~

~ Page 2 of 2 ~