



THE HUTCHINS SCHOOL

Student Harassment, Bullying & Discrimination Policy

Relevant legislation	Anti-Discrimination Act 1991 (Tas) (the Act) Australian Human Rights Commission Act 1986 (Cth) Age Discrimination Act 2004 (Cth) Racial Discrimination Act 1984 (Cth) Disability Discrimination Act 1992 (Cth) Equal Opportunity for Women in the Workplace Act 1999 (Cth) Fair Work Act 2009 (Cth)
Commencement date	01 May 2019
Last review date	15 March 2021

1. Purpose

The Hutchins School (the School) is committed to providing a safe and healthy environment where every student is treated in a manner consistent with our values (kindness, respect, humility and courage). This policy exists to highlight the School's commitment to providing educational services free from harassment, bullying and discrimination.

2. Scope

This policy applies to all students engaged with or studying at the School, including those from other schools who attend classes or activities at Hutchins.

3. Objectives

The objective of this policy is to outline the School's commitment to providing learning environments and services free from harassment, bullying and discrimination; to provide clear definitions, and to establish procedures for reporting victimisation, that action may be taken.

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4. Definitions

Adverse action	Disadvantaging a person on the basis of certain characteristics (e.g. sex, race, or religion).
Bullying	<p>The inappropriate use of power by one or more persons over another less powerful person or group, generally repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include:</p> <ul style="list-style-type: none"> • <i>Verbal</i> (name-calling, put-downs, threats) • <i>Physical</i> (hitting, punching, kicking, scratching, tripping, spitting) • <i>Social</i> (ignoring, excluding, ostracising, alienating) • <i>Psychological</i> (spreading rumours, stalking, dirty looks, hiding or damaging possessions) <p>Bullying relates strictly to interpersonal conduct, and does not involve the 'adverse action' inherent to discrimination.</p>
Discrimination	<p>Unlawful discrimination occurs when someone, or a group of people, is treated less favourably than another because of their race, colour, national or ethnic origin, sex, pregnancy or marital status, sexual preference, trade union activity, or some other characteristic specified under anti-discrimination or human rights legislation. Discrimination is distinguished from bullying by the 'adverse action' taken.</p> <p>It is unlawful to discriminate on the basis of the following:</p> <ul style="list-style-type: none"> • age • race • disability • irrelevant medical records • gender • gender identity • intersex • breastfeeding • pregnancy • sexual orientation • relationship status • lawful sexual activity • marital status • family responsibilities • parental status • irrelevant criminal record • religious belief or affiliation • religious activity • political belief or affiliation • political activity • industrial activity • association with a person who has or is believed to have any of these attributes.
Harassment	The systematic and/or continued unwarranted action of one party or a group toward an individual. Harassment causes mental or emotional suffering through repeated contact without a reasonable purpose; insults; threats; touching or offensive language.
Repeated behaviour	Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

Unreasonable behaviour

Unreasonable behaviour means behaviour that a reasonable person (having regard to the circumstances) would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

5. Policy statement

The School is committed to providing learning environments and services whose culture is typified by acts of kindness and gratitude. The School expects that all staff and students will treat one another with dignity, fairness and respect. Harassment, bullying and discrimination are unacceptable, and will not be tolerated.

The School is committed to:

- fostering a culture of inclusion, kindness, humility and respect, in which bullying, harassment and discrimination are minimised;
- implementing strategies to minimise and prevent harassment, bullying and discrimination, with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/carers to recognise victimisation and respond appropriately;
- tailoring strategies to respond to the specific circumstances of incidents of harassment, bullying or discrimination;
- establishing a staff culture that presents positive role models to students, emphasising the School's no-bullying culture; and
- reviewing strategies for the prevention of bullying, harassment and discrimination regularly.

Student responsibilities

Students at the School are expected to:

- conduct themselves in a manner consistent with the [School Rules](#);
- support, encourage and respect other students, in keeping with values expressed in the School's [Guiding Statements](#);
- contribute to the creation of an inclusive school culture that is typified by kindness and gratitude; and
- demonstrate courage by reporting discrimination, harassment or bullying, where witnessed.

Staff responsibilities

Staff at the School are expected to exemplify the [Commitment to Kindness](#), which forms part of our induction process and underpins all of our policies, procedures and practices. All staff are therefore required to:

- act according to the School's [Code of Conduct](#), demonstrating the School's values of humility, kindness, courage and respect;

- deal with incidents involving harassment, bullying and discrimination fairly, upholding the principles of procedural fairness;
- treat everyone they come in contact with through the course of their work fairly, professionally, and with respect and kindness;
- avoid making decisions based on unlawful grounds; and
- demonstrate courage in reporting instances of discrimination, harassment or bullying.

The School's commitment

The School is committed to dealing with all reports of harassment, bullying and discrimination seriously, promptly, confidentially and impartially. We encourage staff and students to exemplify a spirit of kindness and gratitude toward one another, and to act courageously in confronting injustice wherever it occurs through the mechanisms outlined in this policy.

The School takes reasonable steps to prevent discrimination through:

- the development and implementation of this policy;
- the education and training of staff, to assist in the prevention of instances of harassment, bullying and discrimination;
- the education and training of students, to assist both in the prevention of instances of harassment, bullying and discrimination, and to provide strategies for dealing with such behaviour;
- the provision of systems and processes that may be utilised, either identifying the victim or anonymously, to report and record instances of harassment, bullying and discrimination;
- the removal of discriminatory or offensive materials, rules and practices; and
- encouraging staff and students to contribute to a culture of kindness and gratitude.

The School's counsellors are available to staff and students who feel they have been victimised by harassment, bullying or discrimination.

Harassment, bullying and discrimination prevention strategies

The School recognises that the implementation of whole-school prevention strategies is the most effective way of eliminating, or at least minimising incidents of harassment, bullying and discrimination within our community.

The following initiatives form part of the School's strategy:

- a structured curriculum and peer group support system that provides age-appropriate information and skills relating to harassment and bullying (including cyberbullying) to students over the course of the academic year;
- education, training and professional development of staff in bullying prevention and response strategies;

- regular provision of information to parents/carers to raise awareness of bullying as a school community issue to equip them to recognise signs of bullying, and to provide them with clear paths (e.g., the [Inappropriate Conduct Report Form](#)) for raising any concerns they may have relating to bullying directly with the School;
- the promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;
- the promotion of responsible bystander behaviour amongst students, staff and parents/carers;
- reporting of incidents of alleged harassment, bullying and/or discrimination by students, bystanders, parents/carers and staff is encouraged, and actively promoted as an ‘act of courage’;
- records of reported bullying incidents are maintained and analysed to identify persistent bullies and/or victims and to implement targeted prevention strategies where appropriate;
- anti-bullying posters are displayed strategically within the School; and
- the promotion of student awareness and a ‘no bullying’ environment by participating in events such as the National Day of Action Against Bullying and Violence.

Reporting incidents

One of the keys to the School’s harassment, bullying and discrimination strategy is to encourage the reporting of inappropriate behaviour, as well as assuring students (and their parents/carers) that:

- bullying is not tolerated within the School;
- their concerns will be taken seriously; and
- the School has a clear strategy for dealing with bullying issues.

Incidents of harassment, bullying or discrimination may be reported directly or in writing to:

- a teacher;
- one of the school counsellors;
- a sports coach;
- a year co-ordinator, mentor or Head of School;
- the Headmaster or Deputy Headmaster;
- through the [Inappropriate Conduct Report Form](#); or in severe cases
- through the [Complaints and Grievances Form](#).

The [Inappropriate Conduct Report Form](#) provides an avenue for anonymous reporting. If a student believes that they are the target of ongoing, or more serious instances of harassment, bullying or discrimination, they are encouraged to report those issues through the [Complaints and Grievances Form](#). This form commences a formal investigation into the behaviour and involves strict record-keeping and follow-up.

Both the [Inappropriate Conduct Report Form](#) and the [Complaints and Grievances Form](#) are structured around a workflow that will escalate the issue to the most appropriate staff member for resolution. Opportunities are provided to the person filing the report to avoid conflicts of interest, or to choose a specific recipient for their report.

Accountability is built into these forms through the workflow, and all reports are monitored by the Policy & Compliance Manager and the Headmaster (at a minimum).

Responding to harassment, bullying and discrimination

Harassment, bullying and discriminatory behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with based on the challenges presented. The School is committed to:

- taking all incidents seriously;
- assuring the victim that they are not at fault and their confidentiality will be respected;
- taking time to properly investigate the facts including discussing the incident with the victim, the perpetrator and any bystanders;
- taking time to understand any concerns of individuals involved;
- maintaining records of reported incidents; and
- escalating its response when dealing with persistent problems and/or severe incidents.

Actions that may be taken in response to harassment, bullying and discrimination include:

- notifying of and/or consultation with parents/carers;
- offering counselling to persistent perpetrators and their victims;
- implementing effective follow-up strategies; and
- disciplinary action at the Headmaster's discretion (including suspension and expulsion where necessary, according to the [Enrolment and Exclusion Policy](#)).

6. Supporting/related documents

[Code of Conduct](#)

[Complaints and Grievances Procedure](#)

[Commitment to Kindness](#)

[Counselling Policy](#)

[Complaints and Grievance Form](#)

[Enrolment and Exclusion Policy](#)

[Complaints and Grievances Policy](#)

[Inappropriate Conduct Report Form](#)

[Student Behaviour Guidance and Support Policy](#)

7. Record keeping

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

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

8. Policy owner

Headmaster

9. Version Control

Version Number	Author	Purpose/Change	Date
1.0	People, Culture & Safety Manager	Initial release as 'Anti-Bullying Policy'	11/4/2018
2.0	Policy & Compliance Manager	Full textual review and update; significant changes made to procedure to reflect changes in the Complaints and Grievances Policy, procedure and form; introduced expectation of kindness and gratitude. Policy broadened to incorporate harassment, bullying and discrimination. Added detail regarding the 'Inappropriate Conduct Report Form', for use in (relatively) minor incidents.	22/07/2021