

# BULLYING AND HARASSMENT GRIEVANCE PROCEDURES

It is the right of every member of the school community to have a working and learning environment that is safe and secure and free from bullying and harassment.

## Definitions

HARASSMENT is unwanted behaviour that targets an individual or group. Harassment may be an ongoing pattern of behaviour or it may be a single act. Types of Harassment

- Physical
- Sexual
- Verbal and written
- Face and body gestures
- Cyberbullying
- Graffiti
- Groups leaving others out, ignoring them
- Organising someone else to bully

BULLYING is a repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more people. Cyberbullying refers to bullying through information and communication technologies (such as the internet and mobile phones).

## Grievance Procedures for Students

When students are being bullied or harassed, they are encouraged to

- ask the bully or harasser to STOP
- talk about it with friends or parents/caregivers
- report it to a teacher or counsellor

Students should report incidences of harassment or bullying to a teacher or counsellor if they wish to make a formal complaint. Teachers are to document any incidences or formal complaints of harassment or bullying using the appropriate form (Bullying/Harassment Grievance Report Form on the intranet). Teachers are then to decide on the appropriate action which could include behaviour management consequences or referral to a counsellor, line manager or senior leader/Deputy Principal.

## Grievance Procedures for Staff

If you feel you are being bullied/harassed you should

- objectively ask yourself if you are the victim of bullying/harassing behaviour
- identify the perpetrator(s)
- refrain from retaliating
- do not resign or seek a transfer
- Take Action - every situation is different and how you handle bullying/harassment will depend on the situation. If you are a victim you can take a personal and informal approach aimed at resolving issues as quickly as possible in a no blame, conciliatory manner; or a more formal approach
- report incidents of workplace bullying/harassment to the Principal, WHS representative or an appropriate line manager who can approach the perpetrator(s) on your behalf or mediate/facilitate discussions and find an acceptable resolution
- be prepared to document your grievance
- a formal complaint can be lodged with Safe Work SA if necessary

## Other Options

- Employee Assistance Program (EAP) counselling services delivers free confidential and independent counselling services for DECD employees (Tel 1300 360 364 – 24/7 service)
- DECD Ethical Standards and Merit Protection Unit or Health and Safety Services also provide confidential advice and information
- Refer to *Guide to Resolving Grievances and Complaints for DECD Employee* and the *DECD Complaint Resolution for Employees - Complaint Quick Reference Guide* on DECD website for more information

N.B. Workplace bullying/harassment does not include reasonable management and administrative decisions, even if such a decision may affect an employee through demotion, disciplinary action, dismissal, refusal of a request for promotion, transfer etc.