



SACRED  
HEART  
COLLEGE

## CONTEXT

As a Marist School, the Sacred Heart community believe that all human beings are created equally in the image of God.

Through Jesus' words "to do unto others as you would have them do to you", "love your neighbour as yourself", and "love others as I have loved you" each person is called to give witness to these Christian values.

## PRINCIPLES

EVERY PERSON AT SACRED HEART HAS A RIGHT TO:

- be treated as an individual and with dignity,
- be able to feel safe,
- be able to learn, free from anxiety.
- feel the strength of community, consistent with Christian living.

## DEFINITION

### WHAT IS HARASSMENT?

Harassment is an act of aggression causing embarrassment, pain or discomfort to another person.

Harassment can take a number of forms

- psychological
- physical
- sexual
- verbal
- exclusion
- extortion
- individual or group

Harassment may be planned or unintentional.

Passive harassment in the form of watching others involved in bullying and not doing anything about it, is damaging and contrary to the spirit of the school.

Harassment is unlawful and may have serious consequences.

### Examples of Harassment:

- hitting
- pushing
- spitting
- stealing
- hiding property
- excluding
- teasing
- spreading rumours
- name calling
- damaging property
- ridiculing success, failure or appearance
- using IT to insult or abuse
- writing offensive graffiti
- making degrading comments about culture, race, gender, age, disability or social background
- standing by and watching it happen to others

## PROCEDURES

Sacred Heart College encourages the reporting of complaints related to bullying and harassment, either formally or informally. All complaints must be dealt with consistently, fairly and quickly.

### Grievance Resolution Procedure

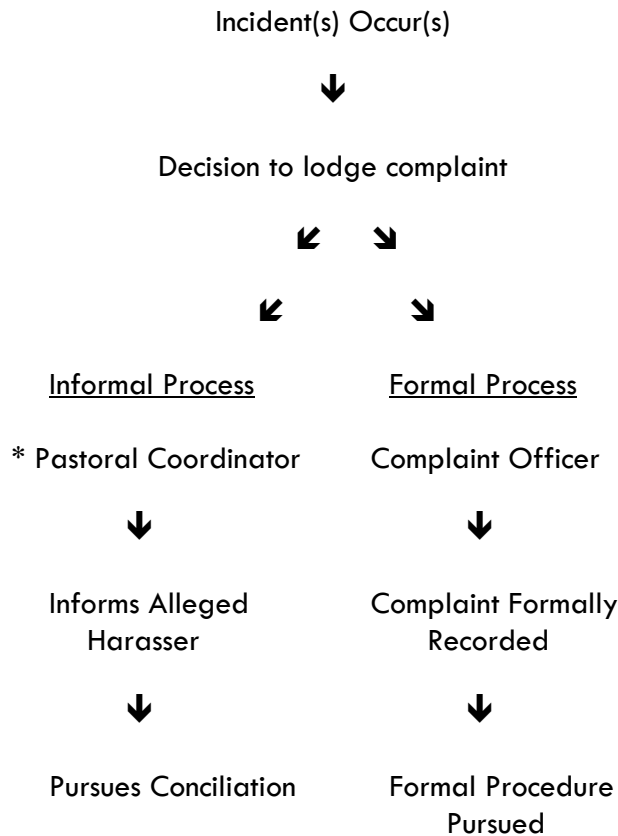
1. If a person is being harassed they must ask the person who is responsible to STOP. Make it clear that the behaviour is causing discomfort and that it is unacceptable.
2. If the behaviour does not stop, or if the person who is responsible is too intimidating to approach, then the matter should be discussed with a Pastoral Coordinator and/or a Home Room teacher. The following process can be entered into:

Some of your choices are:

- To take the matter no further
- To ask someone to speak for you (Informal process)
- To ask that the matter be dealt with formally (Formal process)

Please see flowchart on page 4.

## BEING HARASSED?



\* Cases of sexual harassment will always be referred to the Complaints Officers.

## CONSEQUENCES FOR HARASSMENT

**H**arassment is a very serious matter.

All episodes of harassment are required to be reported and will be dealt with.

Depending upon the nature and frequency of the behaviour, consequences for harassment include:

- ◇ *Formal interviews between the school and persons involved*
- ◇ *a formal written apology*
- ◇ *Counselling*
- ◇ *Disciplinary Action*
- ◇ *Where necessary, termination of enrolment*

In cases of significant and ongoing harassment police action may well be involved.

Other outside agencies, such as the Police, Catholic Education Office, Equal Opportunity Commission of South Australia and the Commonwealth Human rights and Equal Opportunities Commission may also become involved in cases of serious and ongoing harassment.

DATE PASSED: March 2011

DATE FOR REVIEW: March 2014



**SACRED  
HEART  
COLLEGE**

## POLICY STATEMENT

**BULLYING  
&  
HARASSMENT**

**(Students)**