

## **HARASSMENT, BULLYING & DISCRIMINATION POLICY**

### **SCOPE**

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles. It also pertains to the use of electronic technology and electronic communication (whether it be on personal, school devices, blogs or mailing lists). This policy applies to the whole school community, including visitors and contractors to the school.

To be read in conjunction with:

WGHS Complaints Policy and Complaints Flow Charts

Preventing and Responding to Bullying at Work (March 2017)

### **PRIMARY OBJECTIVE**

The BOT of Westlake Girls High School expects that all members of school will be treated respectfully and professionally so that Westlake Girls High School is a great place to work. Staff and students must not be subjected to any sexual or racial or other bullying or types of harassment.

#### **Professionalism and climate of respect**

In the first instance, the Board trusts that staff will work to informally resolve any minor tensions or misunderstandings in a professional, confidential manner. However, conduct of a serious nature, or persistent to the extent that it has a detrimental effect on the conditions of an individual's employment and job performance, or students' learning should be reported following the appropriate procedures.

#### **Humans Rights Commission**

The Human Rights Commission considers that sexual, racial and bullying harassment in employment and education generally occurs when there is verbal or physical conduct by one person toward another AND that the conduct is unwelcome, repetitive and offensive and might reasonably be perceived as unwelcome, repetitive, unreasonable, offensive and a risk to health and safety.

#### **Serious or threatening behaviour**

If ever subjected to serious or threatening behaviour, staff or students should not confront the harasser, unless they feel safe to do so. A student or staff member should never confront anyone, without support.

## DESCRIPTORS OF UNACCEPTABLE BEHAVIOURS

**Bullying:** Unreasonable and repeated behavior towards a person or group that creates a health and safety risk.

- Intimidation, victimizing, humiliating, unjustified criticism, or isolation or exclusion;
- Yelling, screaming or covert behavior;
- Gossip or lack of confidentiality where required.

**Harassment:** Where a person is subjected to repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, at the place of work, which affects their performance or job satisfaction.

- Making offensive remarks or jokes about race, colour, ethnicity or nationality;
- Mimicking a person speech eg their accent;
- Calling a person racist names;
- Showing a person racially offensive material;
- Deliberately mispronouncing a person's name;

**Sexual harassment:** Sexual harassment may vary from rape, through to persistent sexual jibes and innuendo:

- Personally offensive comments, sexual or smutty jokes
- Unwelcome social invitations, texts, calls from work mates at work/school or at home
- Being followed home from work/school
- Offensive hand or body gestures
- Unwelcome and inappropriate patting, pinching, touching
- Inappropriately putting an arm around another's body at work/school.
- Provocative posters with a sexual connotation
- Sexual assault and rape.

**Discrimination:** Where a person is disadvantaged on the grounds of sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientation.

## RESPONSE TO ALLEGATIONS

The decision as to whether a complaint has substance will depend on the circumstances, including the nature of the conduct. The rights of all staff and students should be considered. A thorough investigation will follow the complaint and this will follow the process of natural justice.

### Student/staff behavior concerns

Allegations of sexual, racial, bullying, harassment and discrimination concerning a teacher or student will be treated as a serious complaint, for the protection of both the staff member and student. SLT, Deans or Learning Enhancement staff may be the first to receive information related to inappropriate behavior affecting a student with a staff member. This will be handled confidentially and sensitively on a case by case basis. Disciplinary actions may include, but are not limited to warnings, counseling, and loss of opportunity to

participate in school activities. The specific consequences will be consistent, reasonable, fair, age appropriate and match the severity of the incident.

**Staff /staff concerns regarding any of the above behaviours**

1. Complaints should be referred to a Harassment Officer.
2. Reports may be filed anonymously, however, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports, and disciplinary action can occur based on the results of the investigation.
3. Harassment Officers listen to the complaint and provide an opportunity to air concerns. Harassment Officers will complete a formal report.
4. A formal report will be given to the Principal to investigate further, using the most appropriate response or restorative action and in accordance with the STCA and NZEI Collective Agreements.
5. If the Principal can't resolve the matter, or it is about the Principal, it will be referred immediately to Board of Trustees Chairperson for consideration and resolution.

**HARASSMENT OFFICERS – one male and one female**

Harassment Officers listen to the complaint and provide an opportunity to air concerns. Harassment Officers will complete a formal report and forward the report to the Principal. At all times, the harassment officers must be non-judgmental of the complaints/situation.

The names of the harassment contact people and the procedures to follow must be made known to the staff in Term One each school year.

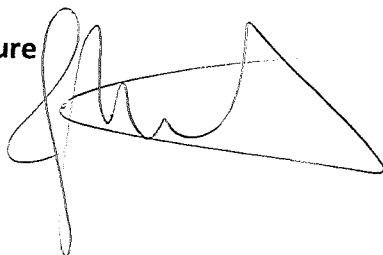
**Date (Policy effective from)**

November 2017

**Review Date**

November 2020 .

**Signature**

A handwritten signature in black ink, appearing to be a stylized name, possibly 'John' or 'Johnathan', written over a horizontal line.

## **A Report or Complaint about a student/staff member's behaviour**

Take all reports seriously. Consider the information provided:

- Get a clear description of the behaviour – the more specific information the better.
- Listen and gather information in an unbiased, empathetic and respectful way.
- Understand the issues and what's needed to resolve them.
- Explore what outcomes the person wants.

### **What approach to take?**

Low key  
approach

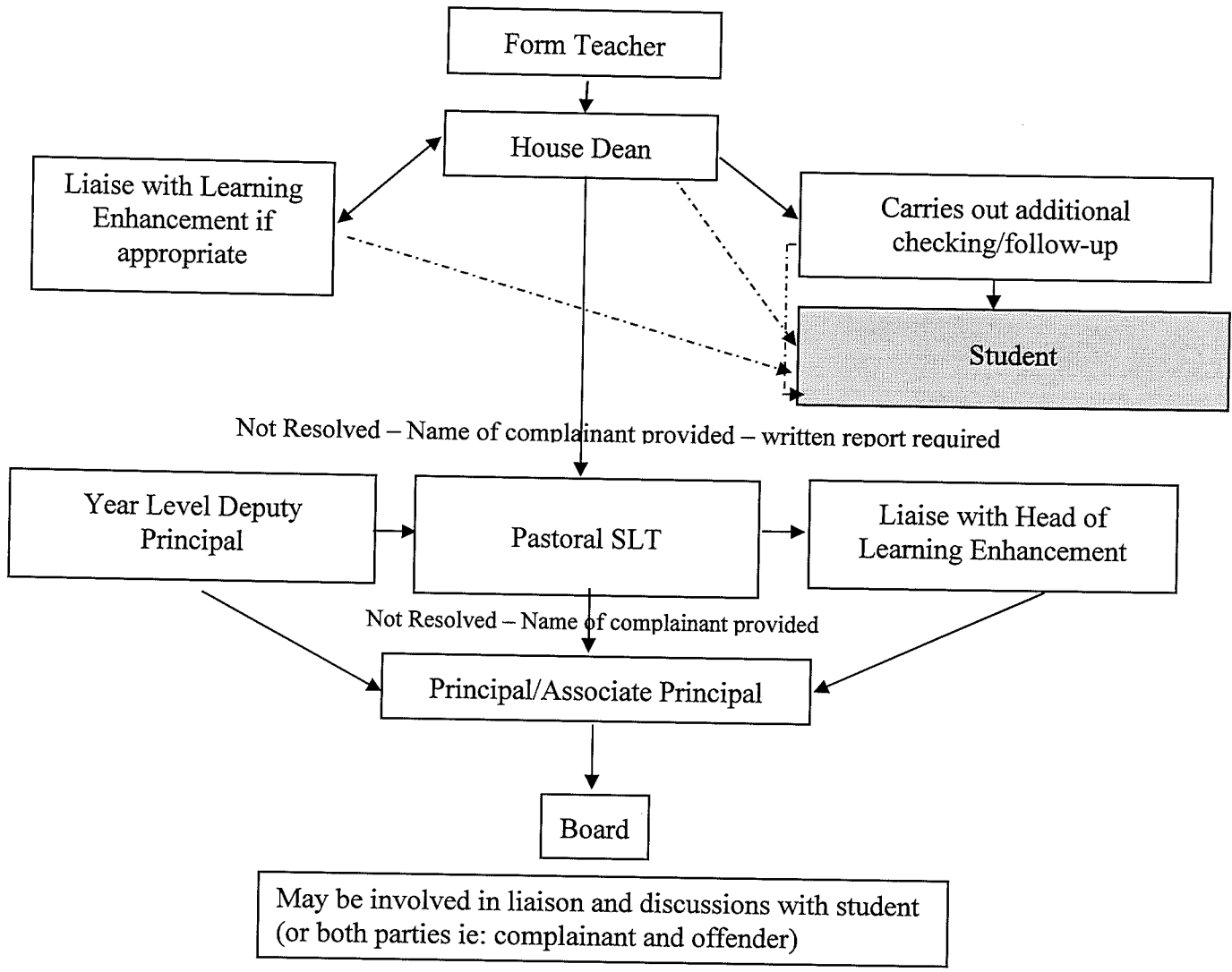
Informal  
approach

Formal approach – use this for reports of  
serious misbehaviour

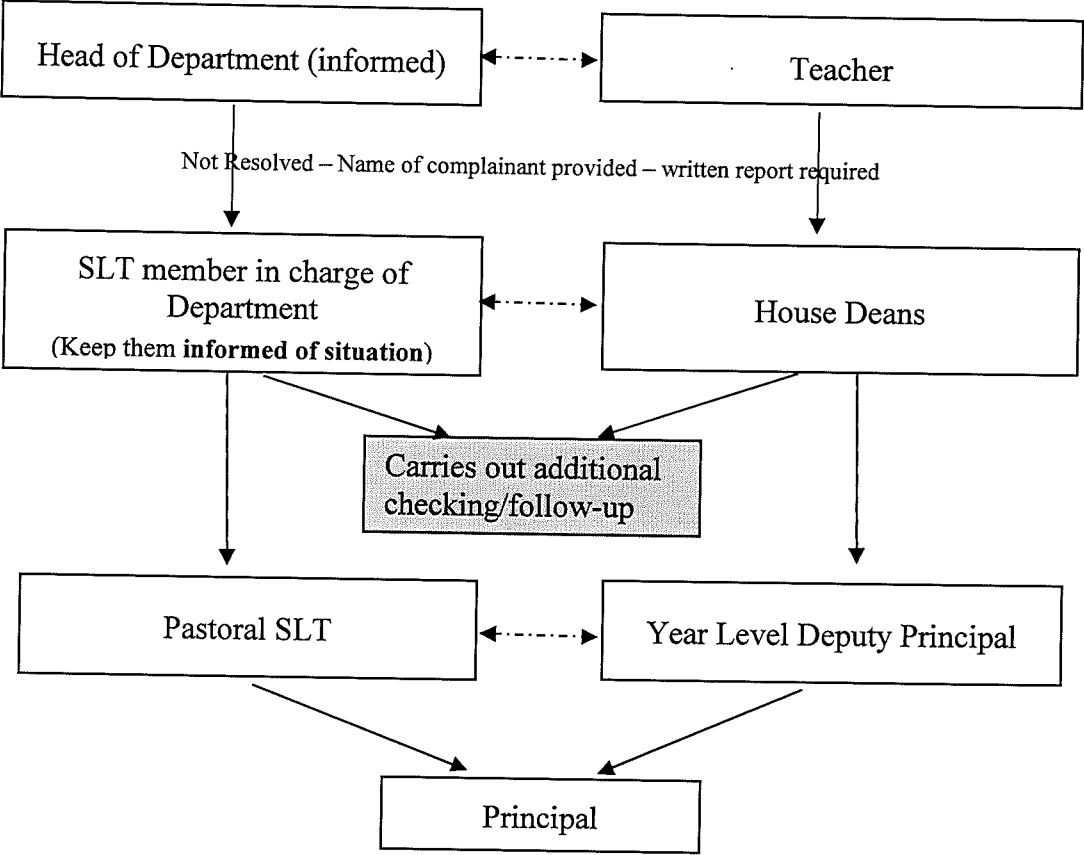
### **Decide the approach to take, taking into account the seriousness of the issue:**

- Take the views of the person making the complaint into account when deciding the approach.
- You can take more than one approach if the first attempt is not successful.
- More serious issues tend to happen over a period of time, or involve multiple people.

**Complaint about another Student**

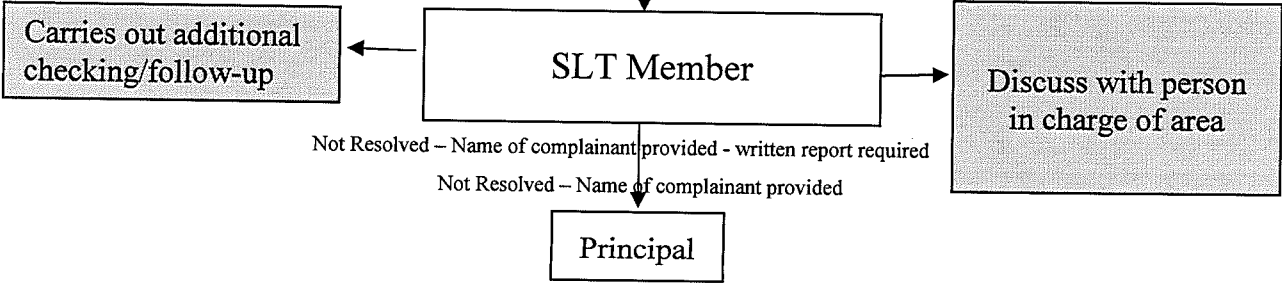


**Complaint about a Subject or Teacher**



-----> Will be involved in liaison and discussions

**Complaint about an Ancillary Staff**



# Informal Reporting of Unreasonable Behaviour

This form is to informally report behaviour that has upset you. Record the details below.

Name: \_\_\_\_\_

What has happened? (date, time, location, who was present, what happened, who did what)?

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How did this behaviour make you feel?

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How has this behaviour affected your work?

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Have you taken any actions: If so, what?

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As a result of this report, what do you want to happen?

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Formal Written Report  
To the School Harassment Officer**

**Date of meeting:**

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**Harassment Officer:**

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**Staff name:**

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**Person or Group you are reporting:**

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**Background information or events that may have led to this situation:-**

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**Please describe and/or name the behaviours you have been affected by:-**

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**What actions have been taken so far?**

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**How many people do you feel have been affected?**

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**Are there any witnesses?**

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**Please explain how it affects your work:-**

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**Please explain how it affects you personally:-**

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**Are there any other comments you wish to make?**

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**Name:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_