

Bundoora Primary School Policy Manual	MANAGEMENT POLICY Harassment	Last ratified by School Council in: June 2014
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If further information is required, please refer to the DEECD Guidelines.

1. VISION

To provide a fair and supportive environment free from all forms of harassment, that promotes personal respect, as well as providing physical and emotional safety for all.

Fair – free from bias, dishonesty or injustice.

Harassment is any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcome or offensive to a person.

2. ACTION

- 2.1 All staff will be made aware of the legislative requirements relating to harassment.
- 2.2 All staff will complete the DEECD online Workplace Discrimination & Sexual Harassment training and will model and practise appropriate behaviour.
- 2.3 Staff, students and members of the school community will be familiar with the school's approach to harassment and will be provided with information relating to their rights and responsibilities.
- 2.4 School-level protocols for resolving issues or complaints will be developed and be publicised in the Staff Handbook and online via the AEU and DEECD.
- 2.5 Staff members will not allow themselves or their colleagues to be subjected to harassment from parents/carers or students – all such issues must be immediately reported to the principal.
- 2.6 Relevant information will be prominently displayed in the Staff and Community Room and other relevant information and pamphlets readily available.
- 2.7 Unresolved school-level issues may be referred by the principal, or the parties involved, to the appropriate authorities.
- 2.8 Our school abides by the values of Respect, Resilience, Excellence, Friendship and Co-operation and we acknowledge students who demonstrate these.
- 2.9 Harassment by students will attract consequences consistent with our Student Code of Conduct.
- 2.10 All claims of harassment will be treated confidentially, documented, and promptly and constructively addressed as per DEECD guidelines.
- 2.11 The rights and sensitivities of all individuals will be protected.
- 2.12 Curriculum content will investigate the effects of harassment and assist students to develop attitudes and skills that discourage, challenge, counter-act and report harassing practices appropriate to each year level.

3. REVIEW

The *Harassment Policy* will be reviewed regularly, as part of the school's policy review process.