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A CO-EDUCATIONAL SCHOOL IN THE ANGLICAN TRADITION - ELC TO YEAR 12

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- physical abuse including fighting, pushing, pinching, tripping, shoving, kicking, spitting, punching, hitting, gestures or invasion of personal space and damaging property;
- verbal abuse including threats, insults, name calling, teasing, offensive language or comments, putting people down, and spreading misinformation or malicious rumours;
- initiation practices;
- aggressive and/or intimidation conduct;
- belittling and humiliation;
- victimization;
- undermining and threatening behaviour;
- sabotaging someone's work or deliberately excluding someone from work-related activities;
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Behaviour that is consensual, based on mutual attraction, friendship and respect is not sexual harassment. Behaviour must also comply with the School's Child Safety Policy and Child Protection Code of Conduct, Student Code of Conduct and Parent Code of Conduct, and relevant professional standards, including the Victorian Institute of Teaching Code of Conduct and Ethics.

The School treats all students and staff members as individuals and celebrates diversity in the School Environment. The School is committed to treating all students and staff members equally, without unlawfully discriminating against any person.

Generally, discrimination is unfavourable treatment towards an individual based on a personal characteristic or attribute protected by law in the area of education or employment. It can be direct or indirect. Protected attributes in Victoria include:

- age
- breastfeeding
- disability
- employment activity
- gender identity
- industrial activity
- lawful sexual activity
- marital status
- parental status or status as a carer
- physical features
- political belief or activity
- pregnancy
- race, culture or ethnic origin, including Indigenous or Torres Strait Islander people
- religious belief or activity
- sex
- sexual orientation/characteristics
- an expunged homosexual conviction
- a spent conviction
- personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.

Direct discrimination occurs if a person treats, or proposes to treat, a person with an attribute unfavourably because of that attribute.

Indirect discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice— that has, or is likely to have, the effect of disadvantaging persons with an attribute; and that is not reasonable.

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If you feel that you are being bullied, harassed, or discriminated against, you are encouraged to speak up. The School treats all complaints seriously and will respond appropriately depending on the particular circumstances.

#### *Confront the issue*

Persons covered by this policy who believe they are the subject of violence, bullying, harassment or discrimination should take action at the earliest possible opportunity. Where appropriate, the person should make the perceived perpetrator(s) aware that they find their behaviour offensive, unwelcome, unacceptable, and that it needs to stop immediately.

#### *Report the issue*

If the behaviour continues or if the person feels unable to speak to the perceived perpetrator(s) directly, the person should speak to the relevant Head of School or, if the Head of School is not available, the Corporate Services Manager or Risk and Compliance Manager.

The complainant may be asked to put their side of the story in writing.

The complainant's wishes will be taken into account when deciding on a course of action, but will not be the determinative factor.

If a person discloses to a staff member other than the Head of School that they are being bullied, harassed or discriminated against, the staff member is required to notify the Head of School or if the Head of School is not available, the Corporate Services Manager or Risk and Compliance Manager. This will help to ensure that the School can appropriately respond to the report.

In some circumstances it may be necessary for the School to notify a relevant authority or agency (e.g. the VIT or the Police) immediately.

#### *Informal Intervention*

If a person discloses to the Head of School or other nominated person that they feel they have experienced violence or are being bullied, harassed or discriminated against, the Head of School or other nominated person will take the complaint seriously by listening to what the complainant is saying, and ask further questions to find out more about the complainant's concerns.

There are a range of informal intervention measures available for the Head of School or nominated person to address the issue including:

- Discussing the issue with the person against whom the complaint is made;
- Facilitating a meeting between the parties in an attempt to resolve the issue and move forward;
- Discussing strategies to handle a situation;
- Arranging a follow up meeting with the complainant to see how things are going;
- Offering access to the Employee Assistance Program, for staff, or the Head of Student Wellbeing or the School Chaplain, for students.

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The informal complaint procedure is more suited to less serious allegations that does not warrant disciplinary action being taken.

Whilst the Head of School

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facilitated the violence, bullying, harassment or discriminatory behaviour, and therefore may be subject to disciplinary action.

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