



## CODE OF RESPECT (Anti-Bullying Policy)

Bullying is 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 persons. Cyberbullying refers to bullying through information and communication technologies such as messages posted on social media sites, or messages sent via either email or SMS.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Bullying can happen anywhere: at school, travelling to and from school, in sporting teams, between neighbours or in the workplace.

Bullying behaviour can be:

- a) **verbal** e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- b) **physical** e.g. hitting, punching, kicking, scratching, tripping, spitting
- c) **social** e.g. ignoring, excluding, ostracising, alienating, making inappropriate gestures
- d) **psychological** e.g. spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

**\*\* Note: Conflict or fights between equals and single incidents are not defined as bullying. Bullying behaviour is not:**

- a) children not getting along well
- b) a situation of mutual conflict
- c) single episodes of nastiness or random acts of aggression or intimidation.

### Definition of Bullying

At Northholm, every individual at Northholm has the right to expect:

- a) respect for who they are by all members of the school community
- b) people to be kind in their daily behaviour
- c) to feel physically and emotionally safe and secure at school

- d) to be protected if they are intimidated by others

Equally, every individual at Northholm has the responsibility of:

- a) respecting others
- b) being kind to others
- c) ensuring that others feel physically and emotionally safe
- d) protecting other Northholm community members from intimidation

### **Consequences of Bullying**

At Northholm, all members of staff are required to consistently reinforce the importance of the Code of Respect (Anti Bullying Policy). Where an incident of bullying occurs between students, it is expected that the staff member observing the behaviour or receiving the report should take appropriate action.

This action may include direct intervention themselves or, if the behaviour warrants, reporting the behaviour to the appropriate Head/s of House or the Director of Student Development or the Director of Junior School as soon as possible after the incident(s) have occurred.

A written report outlining key aspects of the allegation is to be submitted by the staff member prior to any investigation using the appropriate form (**see Appendix 1: *School Incident Report***).

The Principal will be advised of the incident and the proposed action by the Director of Student Development or Director of Junior School once they have finished conducting the investigation.

The Principal may, at their discretion, determine a more appropriate course of action.

On occasion, the Senior Executive member or the Principal may delegate responsibility for the investigation to another member of staff. Reasons for this variation should be noted on the report.

After investigation, appropriate consequences will be applied, in consultation with parents, to reinforce the importance of the Code of Respect. These consequences may include:

- a) counselling with staff, parents, students
- b) mediation between students and their respective families
- c) peer mediation
- d) detention
- e) suspension

- f) end of enrolment
- g) possible police or legal action

Consequences will be individual to each incident or pattern of behaviour.

### **Reporting Procedures**

1. Students should report any bullying of themselves or others to their tutor, classroom teacher or other staff member.
2. Staff members should report any bullying of themselves or others to their direct supervisor or the Principal.
3. Members of the school community or broader community should report any incidents of bullying against themselves or others to the Principal.
4. The tutor/teacher will refer the matter to the Head of House and the Director of Student Development for investigation, action and follow up.
5. The Principal will be informed of any investigation and consequences arising.

Christopher Bradbury  
Principal

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# Northholm Grammar

## Attachment

### SCHOOL INCIDENT REPORT

N.B. This form is to be used for any infraction that warrants investigation by a member of the Senior Executive.

Staff member reporting incident:
Staff member receiving report:
Type of incident (please <input checked="" type="checkbox"/> tick): Uniform ( <i>ongoing breach</i> ) <input type="checkbox"/> Bullying ( <i>ongoing or</i> <i>significant</i> ) Behaviour ( <i>significant</i> ) <input type="checkbox"/>
Person/s Subject of Allegation:
Date and time of incident:
Place:
What are the main issues to be addressed?
People present:
Details of the alleged breach:
Information from initial enquiries:

