



**AL SADIQ
COLLEGE**

BULLYING & HARASSMENT POLICY

Bullying & Harassment Policy

Revised: March 2025

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BULLYING & HARASSMENT POLICY

1. DEFINITION

To bully and/or harass is to use intimidating and/or inappropriate behaviour, or to persistently subject a person to unwanted attention.

Bullying is repeated intimidation of someone or a group of people whom you mean to hurt, threaten, isolate, exclude or embarrass. It is NEVER fun.

Some examples of bullying include:

- fighting, pushing, shoving, gestures or invasion of personal space
- using offensive names, teasing or spreading rumours about others or their families
- using put-downs, belittling others' abilities and achievements
- picking on people because of their race, gender, sexual orientation or religion
- writing offensive notes, e-mail or graffiti about others
- ridiculing another's appearance
- hurtfully excluding others from a group
- using stand-over tactics or threats to "get" people
- interfering with another's property by stealing, hiding, damaging or destroying it
- making sexually suggestive comments, telling sexually oriented jokes, or commenting about someone's morals

2. OBJECTIVE

Al Sadiq College encourages staff and students to work together to maintain a safe and supportive environment where all staff, students and visitors can feel safe and free from bullying and harassment.

Al Sadiq College aims to:

1. To provide a safe, secure and supportive environment for all members of the College community by promoting positive peer relations.
2. To provide support for victims of bullying.
3. To ensure that bullies understand and accept responsibility for their behaviour.

3. POLICY

Bullying and Harassment are any form of behaviour that is unsolicited, intimidating, unwelcome, uninvited and unreciprocated, which may cause offence or distress to a person. Harassment may occur between individuals such as staff members of any position, students, visitors or contractors at the workplace. This includes conduct which occurs in the workplace or in connection with work, for example at a College function during or outside of work hours.

Bullying and Harassment includes discrimination, sexual harassment or behaviours that are considered offensive, belittling or threatening by any person. It may be verbal, non-verbal or physical behaviour which repeatedly causes the person to feel offended, humiliated or intimidated and which will also create an intimidating, hostile or offensive environment.



BULLYING & HARASSMENT POLICY

Examples include difficulties between academic, Religious and non-teaching staff, between senior staff and other staff, between male and female staff, between staff and students, between male and female students or between staff and parents.

To assist staff members, students and parents to maintain an environment that is safe and free from harassment, Al Sadiq College provides information and support through various sources:

- minimizes the risk of harm and ensure students/staff feel secure;
- supports the physical, social, academic, spiritual and emotional development of students; and
- provides student welfare policies and programs that develop a sense of self-worth and foster personal development.
- Through various training courses and presentation of seminars for staff and students
- Links to other policies
- Regular monitoring and review of work practices in consultation with staff

4. STRATEGIES TO PREVENT STUDENT BULLYING

STAFF

- Be role models in words and action
- Be observant of signs of distress and suspected incidents of bullying. Discuss your concerns with the students.
- Promote an atmosphere in Pastoral sessions which allows open discussion and invites students to speak candidly about how they are feeling
- Make efforts to remove bullying by active patrolling during supervision duty
- Be watchful for incidents in corridors between lessons
- Arrive at class on time
- Be mindful of how students are allocated in group work activities and seating plans
- Listen to a student and be sympathetic to reports of possible bullying but don't be too quick to judge guilt.
- Report suspected incidents to the Deputy Principal (Senior School) or Head of Campus (Primary), of both the bully and the victim.

STUDENTS

- When someone is being bullied try to take some positive action. Watching an incident may look as if you are supporting the bully.
- If someone is being bullied inform your Class Teacher, Head of Campus (Primary) or Class Teacher, Head of Faculty or Head of House (Senior School) or a senior student immediately.
- Make it clear to others in your friendship group that you do not agree with bullying behaviour.

If you are being bullied

- Try to ignore it and not let it show that it upsets you. The bully may stop if he/she doesn't get a response
- Confront the bully and say that his/her behaviour is unwanted and unjustified



BULLYING & HARASSMENT POLICY

- Talk it over with others such as friends or parents who may help to work out strategies for dealing with it
- Tell a senior student, a trusted teacher, Your Homeroom Teacher, Class Teacher, Head of Faculty, Head of House, Director of Wellbeing (Senior School) or the or Class Teacher Head of Campus (Primary)

PARENTS

- Watch for signs of distress in your child, e.g. unwillingness to attend College, a pattern of headaches, missing equipment, requests for extra money, damaged clothing or bruising
- Take an active interest in your child's social life and acquaintances
- Advise your child to tell a trusted teacher or his/her Homeroom Teacher or Head of House. If possible, encourage your child to report the problem himself/herself. Much self-respect can be gained by taking the initiative and dealing with the problem without parental involvement
- Inform your child's classroom teacher, Homeroom Teacher, Head of House, Director of Wellbeing, Head of Primary Campus or the Deputy Principal if bullying is suspected
- Do not encourage your child to retaliate
- Communicate with your child that, as a parent, your involvement will be appropriate for the situation
- Be willing to attend interviews at the College if your child is involved in any bullying situation

5. PROCESS TO BE FOLLOWED IN DEALING WITH A BULLYING INCIDENT INVOLVING STUDENTS

First Pathway - Open Discussion/ "No Blame Approach"

When an issue of bullying is first reported in our College, the parties involved will be interviewed separately and written statements will be obtained and later filed. The parties will then be brought together to allow each to communicate their position and to understand the position of the other in the presence of the interviewer. The party or parties at fault will apologise and will be asked to modify their behaviour without retribution. A letter will be sent to parents of the parties involved documenting the process.

Second Pathway – Formal Interview (punitive response and counselling offer)

A repeat of an issue dealt with via the first pathway will lead to a formal interview comprising the following people:

- Students involved (victim and perpetrator). Parents of both students.
- Class Teacher/s
- Deputy Principal (Senior School) or Head of Campus (Primary)

Punitive measures will be implemented as deemed appropriate along with the suggestion that either internal or external counselling be sought by both parties. The process will be documented by letter to all parties involved.



BULLYING & HARASSMENT POLICY

Third Pathway – Suspension

A repeat of an issue dealt with via the second pathway will lead to the guilty party / parties being suspended from the College. Parents will be contacted by telephone and asked to come to the College to meet with the Deputy Principal or Head of Campus (Primary). This whole process will be documented by letter confirming the above.

Fourth Pathway – Withdrawal / Exclusion

A repeat of an issue dealt with via the third pathway will lead to the Principal asking that the guilty party / parties be withdrawn from the College. Failure to withdraw would lead to official exclusion from the College. This decision would not be made lightly and would involve the College taking all reasonable steps to assist the family of the effected student pastorally in rebuilding their child's educational opportunities elsewhere.

Shades of Grey

It is fair to say that degrees of bullying need to be taken into account when the College decides its response. For example, should a Year 6 student deliberately physically assault a Year 1 student without provocation, then it would not be prudent for the College to deal with the resolution through the first pathway only. Conversely, the first pathway would be ideal for a situation where for the first time one Year 5 student was teasing another without realising the hurt that this was causing.

The College therefore reserves the right to assess each situation on its merits and respond via the most appropriate pathway.

6. STAFF BULLYING AND HARASSMENT GUIDELINES

Staff have a responsibility to promptly raise suspected incidents of harassment when it is witnessed or if they become aware of it. The prompt rise of the issue helps to maintain a safe environment.

Allegations of harassment may result in an investigation being undertaken. Appropriate action will be taken based on the outcome of the investigation. This action may include coaching and/or counselling, an apology, an undertaking that the behaviour will not occur again, training, work adjustments or disciplinary action up to and including dismissal.

Depending upon the circumstances, a staff member may be suspended from duty whilst an investigation is being undertaken.

Al Sadiq College does not tolerate the raising of false, vexatious or malicious claims of harassment. Such behaviour may result in disciplinary action up to and including dismissal.

6.1. What are some examples of harassment?

The following list of behaviours could be considered as intimidating and inappropriate. (This is a guide only and unacceptable behaviour is not limited to the following).

6.1.1 Threat to professional status

- Persistent attempts to belittle and undermine work
- Persistent criticism and lack of respect for judgments, skills or opinions of a person
- Persistent attempts to humiliate in front of colleagues (put downs and name calling)
- Intimidatory use of discipline or competence procedures (Note that this does not preclude supervisors using performance management processes in a legitimate way)



BULLYING & HARASSMENT POLICY

6.1.2 Threat to personal standing

- Undermining personal integrity
- Destructive innuendo and sarcasm (including rumours and gossip)
- Verbal and non-verbal threats, threat of complaints when people stand up for themselves; use of private information inappropriately
- Inappropriate or overly forceful language (including jokes, sarcasm, insults and crude language)
- Intimidating behaviour (shouting, invasion of personal space, such as entering someone's office without knocking, physically standing over another person, rifling through personal files and drawers; reading information on someone's desk without permission; blocking someone's exit, banging a desk)
- Physical violence
- Violence to property

6.1.3 Isolation

- Withholding necessary information or passive non-cooperation
- Freezing out, ignoring, excluding or cutting off in conversation

7. STAFF BULLYING AND HARASSMENT PROCEDURES

If staff believe they are being harassed or bullied, they are encouraged to approach the person and tell them their behaviour is not acceptable and ask him or her to stop immediately. It is possible that by not voicing concerns on an issue, it may give the perpetrator the impression their behaviour is acceptable.

If staff do not feel comfortable with this approach, or if staff feel resolving their concerns informally is not appropriate, staff may need to resolve the issue in a more formal manner by using the Grievance/Complaint Procedure.

Before staff raise a grievance, there are a number of matters to consider:

- Ensure you have a full understanding of the facts of the situation and how you will communicate your grievance.
- Think about the way you feel the grievance should be resolved, and what outcome you are seeking.
- What are the consequences of the grievance being substantiated or not.

If staff have a concern involving their supervisor or manager and feel they cannot approach them directly, staff should arrange a confidential meeting with the College Principal or delegate at the relevant campus.

If staff are being harassed by a student, visitor or contractor, staff should notify their supervisor, the Principal or delegate at the relevant campus immediately.

If staff are approached by another party informally accusing that staff member of harassment, the staff member may need to consider the following:

- Satisfactory resolution of the matter with the person directly and informally.
- Offer an apology if your actions were misunderstood.
- Do not worsen the situation by alienating, victimising or through the spread of malicious rumours.

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BULLYING & HARASSMENT POLICY

- If you feel the informal accusation is unfounded, use the Grievance/Complaint Procedure to try to resolve the issue.
- If you are accused of harassment, you will be formally notified in writing and given an opportunity to respond to the allegation. Depending on the circumstances surrounding the situation, an investigation may take place.

If staff feel they need to talk to someone about harassment, they may contact their supervisor, the Principal or delegate at the relevant campus.

Witnesses, or staff representatives or other persons, may be present during meetings and interviews. The role of the witness is to provide support and advice to the staff member but should not be directly involved in the meeting.

In all cases of harassment or bullying, action may be necessary to address the concerns and prevent the situation from escalating. Therefore, if a staff member raises a concern, the staff member should be aware that it will be handled as a formal complaint and the College will launch an investigation.

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