

Harassment Prevention and Response Policy

1. Goal:

The goal of this policy is to have an active harassment prevention and response policy to assist staff and students in fostering a safe emotional and physical environment for our Hagley College community. The policy reflects the commitment of the school community in having an understanding of what bullying is; and know what to do when bullying occurs.

2. Purpose:

The Hagley College Board of Trustees seeks to take all reasonable steps to develop high standards of behaviour in order to fulfil the charter expectation and the requirements of NAG 5. The Board of Trustees seeks to foster and develop a safe, positive physical and emotional school environment that creates a climate of trust. Students, staff and whānau share the responsibility for making Hagley College a respectful and inclusive environment.

3. Scope:

The staff and students of Hagley College

4. Definition:

Our College community recognises that bullying behaviour is:

- deliberate
- involves a power imbalance - has an element of repetition
- is harmful

Bullying behaviours can be physical, verbal or social, and can take place in both the physical or digital world.

Bullying is not an individual action. It involves up to three parties; initiators (those doing the bullying), targets (those being bullied) and often bystanders (those who witness the bullying)

5. Harassment Prevention:

We recognise that change happens when the Hagley College Community share responsibility for making our College a respectful and inclusive environment. We will:

- Give prominence to the Hagley values of respect, responsibility, trust and integrity.
- Regularly survey our school community which gathers student voice about learning and wellbeing.
- Identify areas for improvement through the survey tools and focus both the wellbeing team, health education teachers and tutor teachers on responding to trends in harassment.
- Regularly promote the College expectations around harassment through the newsletter, daily notices and reports to the Board of Trustees.
- Hold professional development for staff and students on our understanding of harassment prevention and response. Include parent information through regular coffee mornings and capitalise on information giving during parent teacher conferencing.
- The Wellbeing Team acts as the harassment prevention and response team and take overall responsibility for responding to harassment.
- Use a range of activities and settings to promote prosocial behaviour. This might include curriculum based programs, the teaching of transferable skills and the promotion of the College values.
- Promote digital citizenship throughout the College by observing the requirements of the Hagley College Digital Citizenship Agreement. In responding to online digital incidents, we follow MOE and Netsafe.
- We will support National Anti bullying campaigns such as 'Pink Shirt Day'.
- Conduct a bullying self review annually, using stand down and suspension data and pastoral data out of the student management system.
- In the case of harassment involving a staff member (as initiator or target) the Deputy Principal –Staff Wellbeing will be notified.

6, Harassment Response, for when harassment occurs:

We recognise the importance of responding with consistency to all incidents of harassment that have been reported in our school and ensuring that planned interventions are used to respond to these incidents and support all involved. We will support anyone who has been affected by, engaged in, or witnessed harassment.

- All reported incidents of harassment will be taken seriously and followed up as appropriate
- An appropriate adult will support the affected by:
 - Reassuring that they have done the right thing in reporting the incident
 - Record a description of what happened and assess the level of severity
 - Activate the response and action needed
 - We favour mediation and / or restorative practices as a means of resolving harassment
- We will involve whānau as early as possible and where appropriate.
- All more serious incidents will be escalated to senior leadership and we will seek involvement from other agencies as appropriate.
- Support is provided for all parties through the wider Wellbeing team. – The incident will be recorded on the College student management system so repetitive behaviour can be easily identified and addressed.

7. Raising awareness:

Good communication between home and school to promote consistent messages on the reporting and response to harassment is vital. We will utilise newsletter articles, email and text messaging to parents to promote this message. Students will be informed through, signage around the College, assemblies and involvement in national campaigns.

8. Evaluation and Review:

We will review and revise this policy bi-annually to ensure that the prevention and response to harassment practices are recognised and celebrated. This will include a bi-annual meeting to monitor, review and modify the policy and action plan. We will track and monitor all harassment and regularly report this to the school community.

9. Non Compliance:

Non-compliance of this policy shall be resolved using the normal complaints procedures set down by the Board of Trustees.

Approved by: StGarden

Designation: BOI Chairperson

Date Approved: 5th March 2019

Review Date: 2 years