

Policy Rationale

CCAIE has a responsibility to provide teaching and learning environments free from harassment/bullying, and encourage its students to develop attitudes/skills discouraging, challenging and reporting any harassment/bullying. Harassment is unacceptable, illegal and any reported incident will have remedial action instituted immediately.

Policy Aims

- CCAIE will provide a positive culture where harassment/bullying is not accepted and all members of CCAIE community are provided with an enjoyable, harmonious, safe and caring work environment where proper and accepted standards of conduct are mentored so as to actively discourage harassment/bullying practices.
- CCAIE will seek to educate its community on what bullying is, its unlawful nature and encourage everyone, including parents and peer-groups, to be alert to signs and evidence of bullying and harassment and to report it whether as observer or victim.
- CCAIE will ensure that all reported incidents of bullying are followed up appropriately and that support is given to both victims and perpetrators.

Procedures - Definitions

- Harassment is the exertion of power by one person over another and involves verbal, physical or sexual conduct and/or comments that are unwelcome, unreciprocated, uninvited, offensive and often repeated.
- Harassment/bullying also involves discrimination where behaviour is based upon the assumption that one person or group is superior to another and includes behaviour such as less favourable treatment, unfair exclusion, and asking discriminatory questions.
- Sexual harassment is any physical, verbal, written or pictorial conduct, action, statement or image of a sexual nature that is uninvited, unreciprocated, unwelcome and/or repeated. It is against the law for any individual to sexually harass another. It is identified by any of the following consequences:
 - ✦ Submission to such conduct is implicitly or explicitly a term or condition of an individual's employment, or a condition for decisions that might affect promotion, salary or any job conditions.
 - ✦ Such behaviour creates an intimidating, hostile or offensive work environment for any employee.
 - ✦ People are defined in terms of their gender or sexual preference, and their individual contribution and worth are denigrated or ignored as a result.
- Bullying is a clear form of harassment involving: indecent gestures; malicious gossip; rumours either verbal, or email or text messages; name calling and put downs of a person and/or family members; stand over tactics; threats of exclusion, intimidation and violence involving pushing, shoving and punching; all intended to embarrass, offend, upset, devalue, degrade, frustrate or anger a person.

Procedures - CCAIE Preventative Protocols

- Staff, students and industry clients will be provided with information relating to rights and responsibilities.
- Staff will be made aware of the legislative requirements relating to harassment and mandatory reporting.
- Staff will be encouraged to complete online Workplace Discrimination & Sexual Harassment training.
- Professional development relating to harassment will be provided for all staff.
- Staff members will report any harassment from parents or students to the Manager/Office Administrator.
- CCAIE is a "No Put Down Zone"
- CCAIE will seek to reward students who display exemplary behaviour.
- 'Good Citizenship' posters will be prominently displayed around CCAIE.
- Staff will model and practice appropriate good citizenship behaviour.

Procedures - Reporting

- All students are encouraged to report harassment/bullying to someone they can trust.
- Staff must report harassment/bullying to the Manager or the Office Administrator.
- Every effort will be made to respect requests for anonymity, but if the matter is referred to the Police then their procedures take precedence. **Criminal sexual harassment will be immediately reported to the Police.**
- Verbal, physical, sexual or racial harassment of students by students will attract consequences consistent with the Student Code of Conduct.
- Verbal, physical, sexual or racial harassment of students by staff members should be reported to the Manager immediately.
- Verbal, physical, sexual or racial harassment of Staff members by parents or students must be reported to the Manager immediately.
- Verbal, physical, sexual or racial harassment of Staff members by staff members or Board employees must be reported to the Manager immediately.
- Claims of harassment/bullying are treated confidentially, documented and promptly and constructively addressed with the rights and sensitivities of all individuals protected.
- CCAE encourages students, through curricula activities, to develop attitudes and skills to discourage, challenge, counter-act and report all forms of harassment/bullying.
- Harassment/bullying matters can be handled by staff within normal disciplinary processes.

Procedures - Where Harassment/Bullying Is Established

- A range of sanctions could be imposed on the offending student.
- Parents/guardians of the offending student and victim will be notified.
- With the agreement of parents/guardians, counselling may be organised for offender and/or victim.
- In some situations the matter may be referred to the Victorian Police.
- A copy of the Incident Report will be kept in the harassment file.

Evaluation

This policy will be reviewed bi-annually.

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