

Document Title: Anti-Bullying Policy	 EMMANUEL ANGLICAN COLLEGE <i>Learning ~ Living ~ Leading</i>
Section: Student Support and Management	
Date Updated: 8 August 2025	

1. SCOPE

This policy applies to all staff and students at the College.

2. RESPONSIBLE OFFICERS

The Deputy Principal oversees the policy which is implemented by the Director of the Primary School and Wellbeing Leaders in the Primary School. The Director of the Secondary School and the Leaders of House implement the policy in the Secondary School. The College Counsellors and College Chaplain both have a vital role in the support of students across the College as a whole who are victims and perpetrators of bullying.

3. STATEMENT OF PURPOSE

At Emmanuel Anglican College ('the College') we believe that every student has the right to learn in a supportive, caring and safe environment that values and promotes the wellbeing of every member of our community.

Through the Anglican ethos of the College, it is our wish that we can create an environment where bullying is deemed to be unacceptable because it is foreign to our ethos and values as a College community. Our focus on the wellbeing of each individual student will be beneficial to all students.

4. DEFINITION OF BULLYING

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

It should be noted that not all inappropriate behaviour constitutes bullying behaviour. Students may act inappropriately and even cause others harm, but this does not immediately infer bullying. All inappropriate behaviour will be addressed by the College using the Student Behaviour Support Model.



5. FORMS OF BULLYING

Bullying may take many forms and includes:

Physical

- Pushing or pulling or otherwise intimidating another person.
- Hitting or physically attacking someone.
- Damaging, removing or hiding another person's possessions without their permission.
- Unwanted, repeated physical contact.

Verbal

- Putting down, name teasing, ridiculing others or belittling their achievements.
- Creating and spreading rumours.
- Demanding money or possessions.
- Verbally attacking someone about their race, religion, culture, sexuality, gender, ethnicity, appearance or individual traits.
- Making physical threats.
- Making sexual references, accusations, claims or comments.

Cyber Bullying

- Sharing personal information or images relating to a person without their permission.
- Sending repeated, unwanted, offensive or aggressive electronic messages.
- Altering, interfering with or sharing personal web pages without an individual's permission.
- Using social media platforms to vilify, ridicule or make derogatory comments about an individual.

Social and/or Psychological

- Purposely excluding someone from an activity.
- Making menacing gestures at another person.
- In some contexts, the obvious and deliberate ignoring of someone.
- Causing someone to feel afraid through intimidation by an individual or a group.
- Harassing, stalking or intimidating an individual.

6. PROMOTING A CULTURE OF POSITIVE BEHAVIOUR

The College's Anti-Bullying policy is an integral part of the Student Behaviour Support Model which aims to promote positive student behaviour, prevent anti-social behaviour, and encourage respect, compassion and cooperation. To promote positive behaviours and positive relationships between students, the College has developed a whole school approach that focuses on the following principles:

- Every person has a right to enjoy their time at the College free from fear and persecution in any form.
- The College recognises that bullying takes a wide variety of forms including physical, verbal, social and psychological, overt, covert and cyber.
- Every member of the College community has the responsibility of ensuring the physical and psychological safety of other members of the community.



- The College expects every person to show respect for others.
- The College's Anti-Bullying policy extends beyond the immediate College grounds to include travel to and from the College. Cyberbullying and other out of school behaviour amongst the College community will be acted upon if such behaviour has an adverse impact upon the reputation of the College or the good order and conduct of the College.

7. RESPONSIBILITIES OF THE COLLEGE, STAFF, STUDENTS AND PARENTS

College Responsibilities:

The College will endeavour to provide a supportive environment which encourages positive relationships among all members of the College community by:

- Identifying specific staff to oversee the introduction and continuing implementation of this policy.
- Providing reporting methods for students, staff and parents to support the policy.
- Acting immediately to investigate any reported cases of bullying.
- Developing a range of consequential, educative and restorative measures.
- Providing a proactive approach through targeted pastoral care programs.
- Supporting all concerned (the person who alleges they are being bullied, or the person reporting the bullying, the alleged bully and bystanders) with a view to resolving all issues involved in the bullying.
- Affirming the expectation that staff and all members of the College community, including parents, will model appropriate anti-bullying behaviour.
- Being observant of signs of distress in staff or students, or suspected incidents of bullying.
- Developing pastoral care programs that promote resilience, life skills and protective factors (e.g. Peer Support, Peer Mediation and Buddies).
- Promoting active leadership of the Student Representative Council.
- Surveying of students, staff and parents.

Responsibilities of Staff:

- To model appropriate behaviour at all times, respecting individual differences and diversity.
- To reinforce the message that bullying is not accepted or tolerated.
- To treat seriously all reports or observed incidences of bullying. This means that staff must proactively document incidents in TASS. This allows the Leader of House, Wellbeing Leader or Deputy Principal to be able to track repetitive behaviours.
- To report incidences of bullying to the relevant Leader of House, Wellbeing Leader or the Deputy Principal. This report can be given in writing or via the TASS database.
- To ensure that students are supervised at all times.
- To address any anti-social behaviours exhibited in their classroom or observed whilst they are on playground duty; the premise here being that one-off incidents need to be stopped in their tracks by picking students up on initial behaviour.
- Primary class teachers and Secondary pastoral care teachers will refer students to the Anti-Bullying Policy when relevant.
- To promote the philosophy of 'No Put Downs'.
- To provide programs that promote the safe use of technology both inside and outside of the



College.

- To model appropriate behaviour at all times.
- Conduct and monitor a proactive supervision roster before school, during recess and lunch breaks and after school.
- Wellbeing Leaders in the Primary School, Leaders of House in the Secondary School, Counsellors, Chaplain, the Director of the Primary School, the Director of the Secondary School and the Deputy Principal must ensure that records of incidents are maintained on the TASS database.

Responsibilities of Students:

- To model appropriate behaviour at all times, respecting and celebrating individual differences and diversity.
- To reinforce the message that bullying is not accepted or tolerated.
- To assist someone who is being bullied. Be an upstander rather than a bystander.
- To refrain from bullying others at any time before, during or after the school day.
- To inform a member of staff if they are being bullied or if they see someone else being bullied - both at the College and on the way to and from the College.

Responsibilities of Parents:

- To understand the definition of bullying as defined in this policy.
- To model appropriate behaviour at all times, respecting and celebrating individual differences and diversity.
- To reinforce the message that bullying is not accepted or tolerated.
- To instruct their children to tell the appropriate authorities if they are bullied.
- To look out for signs that their child may be bullied.
- To inform the Pastoral Care teacher, Wellbeing Leaders in the Primary School; Leaders of House in the Secondary School, the Director of the Primary School, the Director of the Secondary School or Deputy Principal if they suspect that their child or any other child is being bullied at the College.

8. ALLEGATIONS OF BULLYING OR HARASSMENT

Reporting Bullying

If you feel you or someone you know is being bullied, tell someone as soon as possible.

Parents or students can report this to a teacher, Pastoral Care Teacher, Leader of House, Wellbeing Leader, Chaplain, Counsellors, the Director of the Primary School, the Director of the Secondary School, Deputy Principal or Principal.

The College assures you that the situation will be investigated, your complaint addressed, and the appropriate action taken to resolve the situation.



Procedures for Responding to Allegations of Bullying

Once a staff member is made aware of an allegation of bullying or harassment they will follow the process provided in the Bullying of Students Prevention and Response Flowchart. This will involve reporting the allegation to the relevant parties, investigation of the allegation, evaluation of the allegation, and provision of support measures for the recipient student and relevant interventions for the instigating student(s). Outcomes of this process will be communicated to the parents of the relevant students.

The College's goal is restoration of the relationship and support of the individuals involved. The College's approach to dealing with an incident(s) of bullying centres on issuing appropriate consequences and support, providing information and education for those involved, restoration of positive relationships and informing/including relevant stakeholders in the process such as parents, teachers and other staff members. This process may involve the Leaders of House / Wellbeing Leaders, relevant Directors of School, College Counsellor, or the Deputy Principal or Principal as appropriate to the severity of the incident.

Consequences of Bullying

If it is confirmed that a student has in fact been bullying another student, all or some of the following consequences will apply:

- Involvement in a mediation process which will involve resolving the situation and building empathy for the recipient student. This will be actioned via using a restorative justice approach.
- Referral to the appropriate Wellbeing or Pastoral Care staff member followed by ongoing monitoring of the students involved.
- Parents contacted by the College.
- Certain privileges may be withdrawn (e.g. exclusion from the playground, excursions, retreats).
- Sanctions outlined in the Student Behaviour Support Model such as detention, suspension or expulsion.
- Compulsory counselling at the College or by an offsite counsellor, depending upon the severity and nature of the behaviour.
- If the bullying is habitual and all courses of action have failed to resolve the situation, then the student who is the instigator will face the possibility of having his/her enrolment at the College cancelled.