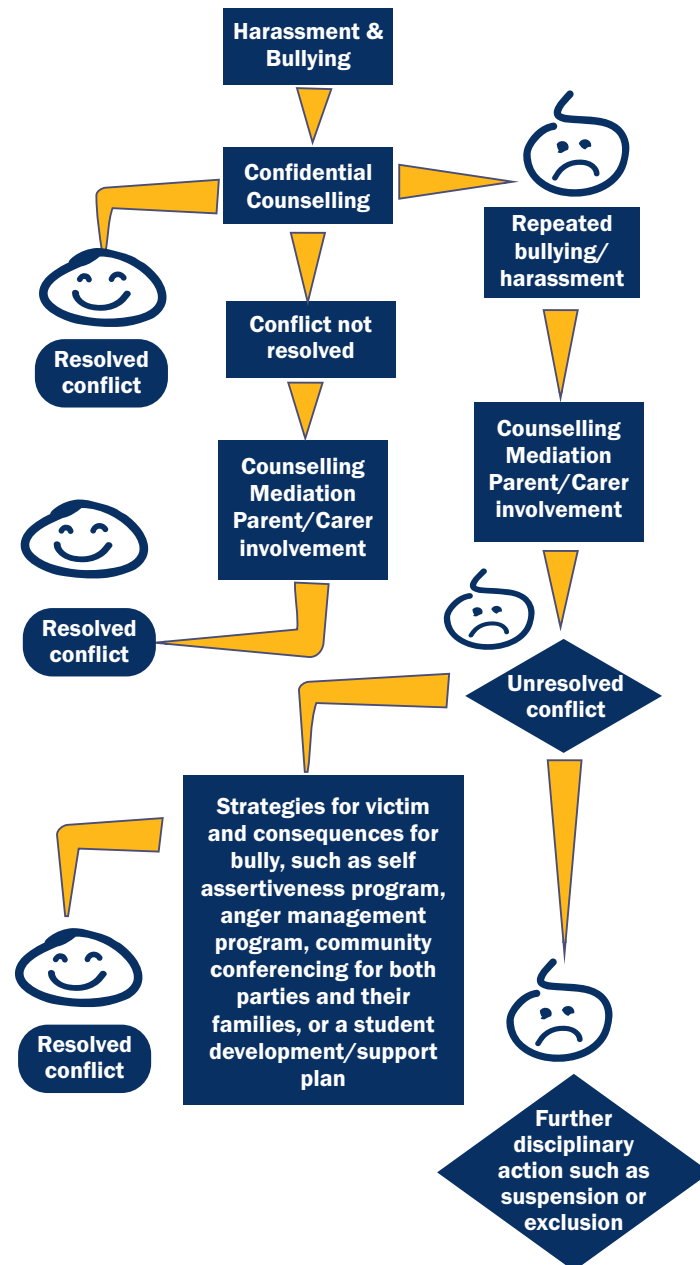




## Grievance Procedure



### Need more information?

The following telephone numbers and websites can provide support and information about bullying and harassment for parents and young people:

- DECD advice to parents and caregivers  
[www.decd.sa.gov.au/speced2/pages/bullying](http://www.decd.sa.gov.au/speced2/pages/bullying)  
[www.decd.sa.gov.au/speced2/pages/cybersafety](http://www.decd.sa.gov.au/speced2/pages/cybersafety)
- Australian Communication and Media Authority's advice for parents  
[www.cybersmart.gov.au](http://www.cybersmart.gov.au)
- Bullying No Way  
[www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)
- Child & Youth Health  
[www.cyh.com](http://www.cyh.com)
- [www.wchn.sa.gov.au](http://www.wchn.sa.gov.au)
- Youth Beyond Blue  
[www.youthbeyondblue.com](http://www.youthbeyondblue.com)
- Reach Out  
[www.reachout.com](http://www.reachout.com)
- Parenting SA Parent Easy Guides  
[www.parenting.sa.gov.au](http://www.parenting.sa.gov.au)
- Kids Helpline: 1800 551 800  
[www.kidshelp.com.au](http://www.kidshelp.com.au)
- Parent Helpline: 1300 364 100
- Youth Helpline: 1300 131 719

### Management Policy

At Paralowie R-12 School there is a clear process that needs to be followed by students when there are issues about bullying and harassment. These steps are in line with our Student Behaviour Management Policy.

A student can be withdrawn from a class for bullying or harassment until the conflict can be resolved. Re-entry to class will then occur.

### Confidentiality

Confidentiality is paramount in order to maintain trust. Students can decide who needs to be involved in order to resolve the conflict.

### What can be done about reported bullying and harassment?

- Students are given opportunities to look at what works for them and what they feel comfortable with. Different strategies work for different people and different situations. This can be negotiated.
- Counselling process involving one or both parties depending on the nature and extent of the bullying or harassment.
- It is important to note that each case is different and these steps can change, depending on the severity and the ongoing nature of the situation.

For further information speak to a Student Counsellor at the school.

Paralowie R-12 School  
Whites Road, Paralowie SA 5108  
Telephone: 8182 7222  
Facsimile: 8281 5859  
Email: [dl.1099\\_info@schools.sa.edu.au](mailto:dl.1099_info@schools.sa.edu.au)  
[www.paralowie.sa.edu.au](http://www.paralowie.sa.edu.au)

## Belief Statement

Wellbeing is a state of physical, emotional and social health. When students are healthy, safe and happy, they are better prepared for life long learning.

At Paralowie R-12 School we foster positive relationships and partnerships that complement our school values of respect, honesty, safety and integrity. We promote resilience, and value and respect cultural diversity.

We have a zero tolerance to any forms of bullying or harassment.

## What is bullying & harassment?

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. Cyber-bullying refers to bullying through information and communication technologies such as the internet and mobile phones.

Conflicts and fights between equals or single incidents are not defined as bullying. Bullying in any form or for any reason can have long term effects on those involved, including bystanders.

Harassment is behaviour that targets an individual or group due to their identity, race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parenting or economic status; age; ability or ability and that offends, humiliates, intimidates or creates a hostile environment.

Harassment may be an ongoing pattern of behaviour or it may be a single act.

Discrimination occurs when people are treated less favourably than others because of their race, culture or ethnic origin; religion; physical characteristics gender; sexual orientation; marital, parenting or economic status; age; ability or disability.

Violence is the intentional use of physical force or power, threatened or actual, against another person(s) that results in psychological harm, injury or in some cases, death.

Violence may involve provoked or unprovoked acts and can be a single incident, a random act or can occur over time. This may constitute an assault, which is a police matter.

This may involve:

- verbal: the person is called names, put down, threatened, racist remarks are made



- physical: the person is hit, tripped, poked, kicked or belongings are stolen or damaged
- social: the person is left out, ignored, or rumours are spread
- psychological: the person is stalked or given dirty looks
- sexual: touching or brushing up against someone, making suggestive comments, commenting on the size or shape of someone's body, spreading rumours of a sexual nature, calling the person rude names.
- cyber-bullying: using information and communication technology such as mobile phones, SMS messaging and the internet such as MSN, Chat rooms, e-mails and web sites in an inappropriate or threatening manner. This includes "sexting" - sending provocative images of self or others to friends via mobile phones.
- racial: the person has racist remarks made, or put downs about their culture.

## Signs of bullying & harassment

- bruises, scratches or cuts that the person can't really explain
- distress and lack of confidence
- reluctance/avoidance to attend school and/or lessons
- decline in work standards
- unexplained tears, depression or angry outbursts
- headaches, stomach aches and other pains
- damaged or missing belongings such as clothing or school bags

- wanting changes in the way he or she travels to and from school
- needing extra money for no reason
- reduced ability to concentrate and learn
- acting up, tearfulness, sadness, lack of interest in activities
- unwillingness to discuss, or secrecy about, their online communications e.g. mobile phone text, Facebook comments.

## What parents/caregivers & the school can do

Parents, caregivers and the school need to encourage their children/students to talk through issues relating to bullying and harassment.

We need to get the basic facts straight. We must also keep an open mind and not be judgemental. It is important to listen and give support. The person can then reflect on what has happened and we can give suggestions about what can be done to resolve the issue.

## What you can do

Different things work for different people. Some of these strategies can work:

- walking away
- using silent 'self talk' such as, "That's their problem, not mine", or "I'm OK", to reinforce self-confidence
- developing greater self-assertiveness, so as to be able to face the bully without becoming scared, upset, abusive or violent
- believing that it is OK to tell someone when bullying happens – that it is NOT 'dobbing'; it is sharing the problem.

We all need to understand the difference between 'dobbing in' and reporting something that is serious. Bullying and harassment is serious. People get hurt and some people are harmed for a long time.

Note: these steps are also useful if you think that your child:

- has been involved in bullying or harassment of others
- as a bystander, may be affected by bullying or harassment of others

- as a bystander, has information and is concerned about other students being bullied

## Who you can see about bullying and harassment

If you experience bullying or harassment, students and parents/carers can speak to a Student Counsellor, Home Group Teacher, Class Teacher or Subject Teacher, Community Development Officer, Year Level Manager, Assistant Principal, Deputy Principal or the School Principal.

## Talk to the school

Your child may not want you to talk about the bullying or harassment.

However, it is important you let the school know so the problem can be worked out together.

- Make an appointment to speak to the Counsellor, Year Level Coordinator or Principal
- Be as clear as possible about what happened
- Ask the school what else you can do to help your child and the school to stop the bullying or harassment from happening
- Keep in touch with the school, and let the staff know if problems continue
- You may want the school to take action that does not identify your son or daughter.

