



<b>Type:</b> School Policy	<b>Name:</b> Bullying and Harassment Policy – Students	<b>Policy No:</b> SLW1.04
<b>Implementation Date:</b> 2010	<b>Last Reviewed:</b> May 2025	<b>Next Review Date:</b> May 2027

## Bullying and Harassment Policy – Students

At the heart of St Hilda's School are the students, each uniquely created in the image of God and called to flourish. Student policies safeguard their learning, wellbeing, and growth, ensuring that every girl is supported to become confident, creative, and articulate. Inspired by the Great Commandment, we seek to form students who live with compassion, courage, and service to others.

### Purpose

The policy is that behaviour involving bullying and harassment, in their many forms, has no sanctioned place at St Hilda's School.

### Context

This policy applies to all employees (paid or unpaid, full time, part time, casual, volunteers) and others (such as parents/carers, clergy, contractors and consultants associated with the School) and St Hilda's School students.

Members of the whole School community including parents, guardians and carers are required to comply with this policy.

It is the intent of this policy that:

- the School will support its culture and aspiration in the area of Anti-Bullying and Harassment with formal lessons (in subjects such as Religion, Junior School Pastoral Care programs, Thrive and HPE), the modelling of the School's values through its culture and ongoing pastoral care.
- this policy relates to the victim/s of bullying and harassment and also the perpetrator/s. Options available to the School will include pastoral support and sanctions may be applied after due process has been conducted.
- Anglicanism forms the basis of the School's values and beliefs. The School, as a place of learning, will actively teach and model Christian love, respect for others and inclusion. All staff members, students and their families should feel socially comfortable and safe while part of this community.
- from time to time, an incident of bullying or harassment may occur and a pastoral care team that may include:
  - Principal
  - Deputy Principal – Strategic Projects, People and Culture
  - Deputy Principal – Middle and Senior School Operations
  - Head of Middle and Senior School
  - Deputy Head of Middle and Senior School
  - Head of Junior School
  - Head of Year
  - Deputy Head of Junior School
  - Junior School Form Teacher
  - School Psychologist
  - Teachers

will be assembled to support the parties involved. While the emphasis of this support will be educative, judgements will be made by the School as to the action needed to ensure that unacceptable behaviour does not recur. All reported occurrences of bullying and harassment, and their outcomes, will be documented.

## Scope

St Hilda's School recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the School is respected and accepted.

Bullying is not tolerated at St Hilda's School.

It is our policy that:

- bullying be managed through a 'whole-of-School community' approach involving students, staff and parents/carers
- bullying prevention strategies be implemented within the School on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/carers to recognise bullying and respond appropriately
- bullying response strategies be tailored to the circumstances of each incident
- any cyberbullying incident that affects the wellbeing of a student will be addressed, even where initiated outside of school hours or school grounds
- staff establish positive role models emphasising our no-bullying culture
- bullying prevention and intervention strategies are reviewed, and their impact is evaluated, on an annual basis against research and best practice.

Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders.

Bullying can take many forms including:

- Physical bullying which involves physical actions such as hitting, pushing, obstructing or being used to hurt or intimidate someone. Damaging, stealing or hiding personal belongings is also a form of physical bullying.
- Psychological bullying which is when words or actions are used to cause psychological harm. Examples of psychological bullying include name calling, teasing or making fun of someone because of their actions, appearance, physical characteristics or cultural background.
- Indirect bullying which is when deliberate acts of exclusion or spreading of untrue stories are used to hurt or intimidate someone.
- Cyberbullying which is the ongoing abuse of power to threaten or harm another person using technology. Cyberbullying can occur in chat rooms, on social networking sites, through emails or on mobile phones. Refer to Cyber Safety and Digital Wellbeing Student Acceptable Use of Technology Agreement.

There are many negative situations which, while being potentially distressing for students, are not bullying. These include:

- **Mutual Conflict Situations** which arise where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation.
- **One-Off Acts** (of aggression or meanness) including single incidents of loss of temper, shouting or swearing do not normally constitute bullying.

Parents/carers are encouraged to recognise signs of bullying and notify the School by email to one or more of the following:

- Principal – [principal@sthildas.qld.edu.au](mailto:principal@sthildas.qld.edu.au)
- Deputy Principal – Strategic Projects, People and Culture
- Deputy Principal – Middle and Senior School Operations
- Head of Middle and Senior School
- Deputy Head of Middle and Senior School
- Head of Junior School
- Head of Year
- Deputy Head of Junior School
- Junior School Form Teacher
- School Psychologist
- Teachers

immediately, if they suspect their child is a victim of bullying.

Where a staff member breaches this policy, St Hilda's School will take disciplinary action, including in the case of serious breaches, summary dismissal.

In line with this Policy, it is important to refer to the School's Enrolment Contract.

### **Related documents**

- **Legislation**
  - [Anti-Discrimination and Human Rights Legislation Amendment \(Respect at Work\) Act 2022](#)
- **St Hilda's School**
  - Acceptable Use of Technology Policy
  - Anti-Discrimination Policy
  - Anti-Discrimination – Students with a Disability Procedure
  - Bullying and Harassment Procedure – Students
  - Communication Policy
  - Diversity and Inclusion Guidelines
  - Enrolment Contract
  - [Cyber Safety and Digital Wellbeing Student Acceptable Use of Technology Agreement](#)
- **Anglican Schools Commission**
  - [Code of Conduct for Anglican Schools and Education & Care Services](#)
  - [Complaints Management in Anglican Education Policy; Guidelines and Procedures](#)
  - [Creating Environments for Students to Thrive](#)

### **Resource**

The School will ensure that there are adequate resources (financial, skill and time) to ensure compliance with the legislative environment.

### **The School Council**

The School Council will ensure that it is focused on the development of key policies that will enable clear implementation of this policy. Resources will be available for the Principal to develop programs. The School Council ensures there are policies to support the needs of all students who are part of the school community.

### **The Principal**

This policy will be implemented after approval of the School Council. The Principal will be responsible for the leading of a respectful and inclusive culture, the ongoing professional development of staff and the dissemination of Anglican Church and government materials to meet the objectives of the policy. The Principal will report to the School Council on the operations of the policy and the needs that may emerge from appropriate evaluation. The Principal will ensure programs fall within budget guidelines.

## Evaluation

A continual review will be conducted and reviewed for breaches of compliance and in line with current legislative requirements. Appropriate training, processes and practices will be developed or modified to meet the review conclusions.

## Policy Management

The School may, from time to time, review and update this document to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

## Document Control

Version	Description	Date
V1.0	Created document 2010; biennial reviews to 2019	2019
V2.0	Reformatted and updated	01/07/2022
V2.1	Updated Distribution Checklist. Reformatted to new School branding.	04/11/2022
V2.2	Changed Deputy Principal to Deputy Principal – Head of Senior School. Changed Head of Junior School to Deputy Principal – Head of Junior School. Updated Next Review Date.	04/01/2024
V3.0	Document reviewed and updated including: <ul style="list-style-type: none"><li>Assistant Head of Students and Deputy Head of Junior School added to pastoral care team list in Context section, and Scope section</li><li>Updated staff roles</li><li>Added Reference documents:<ul style="list-style-type: none"><li>Communication Policy</li><li>Complaints Management</li></ul></li></ul>	26/04/2024
V4.0	Added <a href="#">Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022</a> to Related Documents. Updated Related Documents – St Hilda's School: Anti-Discrimination – Students Diverse in Gender Procedure replaced by Diversity and Inclusion Guidelines. Updated Leadership titles/added new roles.	29/08/2024
V4.1	Added preamble. Changed Head of Senior School and Head of Middle School to Head of Middle and Senior School and added Deputy Head of Middle and Senior School. Changed Thrive Succeed (TS) and Thrive Connect (TC) to Thrive. Changed Staff Portal to Ammonite. Content of policy not reviewed – cyclical review due in May 2027.	09/05/2025 16/12/2025

## Distribution Checklist

No.	Recipient	Responsible	✓
1	Document location: St Hilda's SharePoint> OneDrive>Documents>General>Policies and Procedures\1. Student Learning and Welfare	EA to the Deputy Principal	✓
2	Ammonite – PDF format, all St Hilda's staff access	EA to the Deputy Principal	✓
3	St Hilda's School website sthildas.qld.edu.au	St Hilda's School marketing team <a href="mailto:marketing@sthildas.qld.edu.au">marketing@sthildas.qld.edu.au</a>	✓
4	Printed form: <ul style="list-style-type: none"><li>Principal's office</li></ul>	EA to the Deputy Principal	✓