



HARASSMENT PROCEDURE

Christchurch Girls' High School is committed to ensuring that all staff and students are able to work and learn in an environment free from harassment.

Therefore, the Board must:

1. Fulfil its legal obligation to be a good employer under the State Sector Act 1988.
2. Safeguard the well-being and effectiveness of members of the school staff and students.
3. Maintain and model a positive school culture.

GUIDELINES:

1. Harassment is any form of abuse of power or discrimination which causes offence to another, or invades his or her personal dignity or personal privacy. Without limiting the preceding definition, harassment may take any of the following forms:

a. Intimidation

Intimidation is any behaviour that frightens another.

b. Cultural Harassment

Cultural harassment is behaviour of an offensive nature towards another which occurs by reason of the race, colour or ethnic or national origin of that other.

c. Sexual Harassment

Sexual harassment is behaviour of an offensive nature towards another which occurs by reason of the gender or sexual preference of that other.

d. Cyber Harassment

Intimidating or offensive use of digital technology.

e. Exclusion

Deliberate isolation of another.

Please see Appendix 1

2. All forms of harassment are considered serious and will be addressed appropriately.
3. Appropriate support will be offered to victims of harassment, and suitable counselling services for both victim and offender.
4. This procedure will apply to any instances of harassment, wherever and whenever arising, made or witnessed by a member of the school community, against another member of the school community. Where applicable and where any person involved so requires, procedures laid down in individual or collective employment contracts and/or school rules and policies will be followed in harassment issues (see Complaints procedure).

Responsibility: Senior Leadership Team
Date: September 2017
Review: September 2020
Policy: Harassment Procedure

5. Harassment Concerns

- a. A concern about harassment should be resolved following due process.
- b. The feelings of the people involved should be respected.
- c. Any persons with a concern should, wherever possible, approach the person involved and ask him or her to stop the alleged harassment.
- d. Should this not produce the desired result or should the person with the concern not be able to approach the person involved, a complaint should be made, and the Complaints Procedure will be followed. (The Complaints procedure clearly covers the discovery process).

Responsibility: Senior Leadership Team
Date: September 2017
Review: September 2020
Policy: Harassment Procedure

Page 2 of 7

Appendix 1

BULLYING PREVENTION AND RESPONSE PROCEDURE

Christchurch Girls High School has a statutory obligation under the Education Act (1989) and Health & Safety Act (2003) to maintain a safe physical and emotional environment free of intimidation and bullying as per the requirements of NAG 5 “developing a safe physical, emotional, caring and inclusive environment”, so that effective teaching and learning can take place.

Christchurch Girls High School aims to educate and maximise an environment where students, feel safe, valued and included. These practices will address the needs of students and the wider school community and will provide educational experiences and opportunities for individuals to make safe, healthy choices around behaviour, and wellbeing.

Bullying covers a range of behaviours which are deliberate, recurrent, persistent, unsolicited and non-reciprocal. It is often difficult for victims to defend themselves.

Non-sexual harassment may take many forms including:

- Intimidation of individuals or groups verbally and/or physically, including threats of harassment or discrimination against others on the basis of their race, colour, culture or religious/spiritual beliefs
- Discrimination against others on the basis of gender or sexual orientation
- Indirect harassment such as spreading rumours, harmful gossip, exclusion or deliberate rudeness that is intended to harm, ridicule, diminish or marginalise others.
- Cyberbullying:
 - Inappropriate use of emails, mobile phones or social media including the creation of groups, pages or websites that encourage or facilitate any form of harassment
 - Sharing images of others (manipulated or not manipulated) without explicit consent.

A whole school approach is required to ensure a safe school environment. All members of the school, including the students, have a responsibility to recognise bullying and to take action when they are aware of it happening.

The school’s philosophy around zero tolerance to bullying and the provision of a bullying prevention programme will be made explicit in the following ways:

Students:

- Specific provision through the Health curriculum
- Special school-wide initiatives such as assemblies
- Planned learning opportunities through the pastoral curriculum
- Clear and explicit standards set by teachers in learning areas
- Awareness of digital citizenship and the school’s ICT agreement
- Support and awareness through school prefects and peer support programme
- Through all of these programmes students will be encouraged to speak out and report bullying/harassment whether it be inside or outside of school
- They will be given clear guidelines around who they can speak to i.e. teacher, prefect, peer support leader, dean, counsellor

Responsibility: Senior Leadership Team
Date: September 2017
Review: September 2020
Policy: Harassment Procedure

Staff:

- Effective data collection through structured reporting and handling of bullying/harassment complaints
- Professional development
- Regular monitoring of the school's ICT agreement
- Encourage reporting and provide reassurance to students that this is the right thing

Parent/Caregivers:

- Communication from school i.e. newsletters, website
- Workshops
- Meetings

Board of Trustees:

- Meetings
- Gathering information from staff & the student body
- Research and readings
- Professional development / training
- Analysis of student and parent/caregivers' surveys
- Health and Safety audits

The Senior Leadership Team, Pastoral Care and Guidance Team will evaluate and review the operation of this policy, reporting to the Principal and Board as required.

The Physical Education / Health Department which will coordinate teaching about bullying/harassment with the aim of increasing understanding and awareness of the issue as well as procedures for dealing with it.

Professional development will be offered to staff about the effects of harassment and the reporting procedure.

Regular surveys will be carried out in relation to student safety.

Response Procedure & Strategies

All staff should treat any report of bullying, including cyberbullying, seriously and take appropriate action as outlined in this policy.

- When a complaint is made to a staff member, the teacher will listen to the student/ involved and gather information to be able to clearly explain what has been happening.
- The student(s) must be assured that they have acted correctly in reporting the bullying and are offered support through the pastoral team.
- It is helpful for the member of staff to create a written summary of the information and to forward this to the Dean, Counsellor and/or Senior Leadership Team as appropriate.
- Individual staff members may wish to offer helpful advice on how to deal with the complaint and what to do if any further incidents occur prior to the current complaint being dealt with.

Responsibility: Senior Leadership Team
Date: September 2017
Review: September 2020
Policy: Harassment Procedure

In dealing with bullying incidents a restorative approach will be used, with an emphasis on changing the behaviour of the bully/s, whilst empowering and providing support to those who have experienced bullying.

Specific actions by perpetrators may have to be dealt with through the school's disciplinary procedures or through the sexual or racial harassment procedures, at the discretion of deans, counsellors and school leadership.

The complaints procedure will be followed where there are incidents of serious bullying and/or bullying involving staff. A procedure for dealing with student complaints deemed 'low level' is attached to this policy.

All personal assault / harassment / bullying complaints, including those involving digital technology, will be dealt with speedily, fairly and in confidence, as much as is appropriate.

It is imperative that every effort is made to ensure that confidentiality be maintained for all parties during and after the investigation.

It is important to "label" what the student has done, rather than labelling the student.

1. Low Level-Moderate Harassment (Refer to Levels 1-3 of the CGHS Disciplinary System)

If the matter when first reported is 'low level' harassment, the victim and initiator are to be interviewed by the Dean and/or counsellor separately.

An incident report is to be completed by both the victim and any witnesses. A written statement should be obtained from the perpetrator.

The victim is to be encouraged to report any further incidents and the initiator is to be warned that if it does not stop, it will be reported to the senior leadership team and more serious action will be taken.

Restorative processes are considered a useful option at this time.

Refer to 'Response Strategy 1: Low level - Moderate Harassment' for suggested pathways.

2. If the complaint is deemed 'serious harassment' that threatens the health and safety of others (Refer to Level 4 of the CGHS Disciplinary System)

The Dean, Guidance Counsellors and/or Senior Leadership person on receipt of the complaint will determine the seriousness of the harassment.

If the complaint is deemed serious, is of a violent nature or is an immediate safety issue (including emotional/psychological harm) that it threatens the health and safety of others, the Principal is to be informed immediately. The schools Serious Complaints procedure will then be adhered to.

The Principal will interview all those involved in the matter. Where possible written evidence is to be produced prior to this meeting.

The aim of this meeting will be to:

- Gather information to confirm specific details of the complaint
- Advise the perpetrator that they are the subject of a complaint
- Discover an appropriate pathway forward through either restorative processes, parent contact and/or meetings of both the complainant and perpetrator

Responsibility: Senior Leadership Team
Date: September 2017
Review: September 2020
Policy: Harassment Procedure

- Use of disciplinary procedures such as detention, stand-down, suspension or exclusion, where applicable
- Consider the need for Board of Trustees involvement and/or involvement of other relevant agencies such as CYFS, Police etc...
- Recording of the incident on the Student Management System
- Offering counselling where deemed appropriate
- Other options may include placement of the complainant and/or perpetrator to another class
- Follow up should be discussed with all students and parents involved.

Outside School

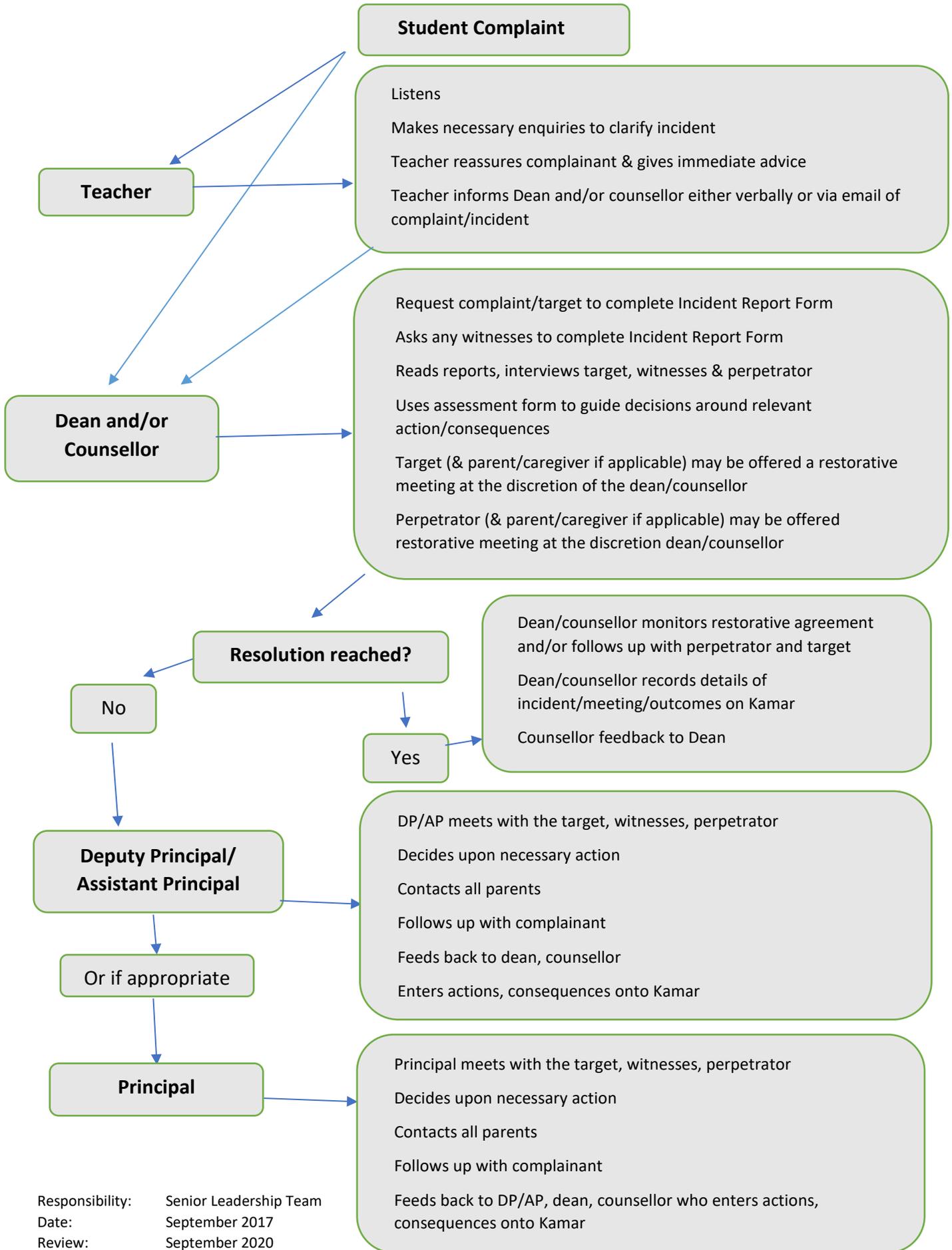
While not under the jurisdiction of the school, students may be dealt with according to this policy where their actions impact on the learning and safety others within the school. This may relate to cyberbullying behaviours which occur in the digital environment.

Additional resources available to the complainant if 'in school' processes do not address the reported concerns are:

- make a complaint through the Human Rights Commission
- report the complaint to the Police
- make a referral to Netsafe regarding the incident at: www.netsafe.org.nz/report an incident

Responsibility: Senior Leadership Team
 Date: September 2017
 Review: September 2020
 Policy: Harassment Procedure

Response Strategy Framework: Low Level - Moderate Harassment
(Levels 1-3 CGHS Disciplinary System)



Responsibility: Senior Leadership Team
 Date: September 2017
 Review: September 2020
 Policy: Harassment Procedure