

**ST COLUMBA'S  
CATHOLIC COLLEGE**



## **ANTI-HARASSMENT PROCEDURE**

The St Columba's processes outlined in this document follow, and are written in alignment with, these relevant CEDP policies, guidelines and procedures:

- [CEDP Preventing Discrimination, Harassment and Bullying Policy](#)
- [CEDP Anti-Bullying Procedures](#)
- [CEDP Managing Complaints Policy](#)

### **CONTACT PERSON**

<b>Principal</b>	- Mr Phillip Scollard
<b>Assistant Principals</b>	- Mr Ross Gawthorne / Ms Carol Muscat
<b>Head of Wellbeing</b>	- Mrs Tracy Mulhall
<b>Year 12 Leader of Wellbeing</b>	- Ms Belinda Pranjic
<b>Year 11 Leader of Wellbeing</b>	- Ms Monique Salloum
<b>Year 10 Leader of Wellbeing</b>	- Mrs Pip Moore
<b>Year 9 Leader of Wellbeing</b>	- Mr Ben Born
<b>Year 8 Leader of Wellbeing</b>	- Mr Josh Hunter
<b>Year 7 Leader of Wellbeing</b>	- Mr Jack Brogan

### **DATE OF PUBLICATION**

March 2006

### **STATUS**

Working Document

### **DATE TO BE REVIEWED**

November 2022

### **LAST REVIEWED**

September 2021

**Definition:**

Harassment is the exertion of power by one person over another - often presenting as bullish behaviour that makes another person feel embarrassed, offended, upset, devalued, degraded, afraid, frustrated or angry. It is unwelcome, unreciprocated, uninvited and usually repeated. It is behaviour that breaches proper and professional conduct.

**Rationale:**

Harassment in any form is unacceptable. As educators, we have a responsibility to provide teaching and learning environments that are free from harassment, and that encourage students to develop attitudes and skills that discourage, challenge and report harassment in all forms.

**Aims:**

We are committed to providing a fair and supportive environment free from all forms of harassment, that promotes personal respect, as well as providing physical and emotional safety for all.

**Implementation:**

- All staff will be made aware of the legislative requirements relating to harassment.
- All staff will complete Workplace Discrimination & Sexual Harassment training (SALT) every two years.
- Professional development relating to harassment will be provided for all staff, who in turn will model and practise appropriate behaviour.
- Staff, students and members of the College community will be familiar with the College's approach to harassment and will be provided with information relating to their rights and responsibilities.
- College-level protocols for resolving issues or complaints will be developed and well publicised.
- Staff members will not allow themselves or their colleagues to be subjected to harassment from parents/carers or students - all such issues must be immediately reported to the Principal.
- Unresolved College-level issues may be referred by the Principal, or the parties involved, to the appropriate authorities.
- Our College is a 'No Put-Down Zone' and we reward students who display exemplary behaviour.
- Harassment by students will attract consequences consistent with our Student Code of Conduct and Student Management Policy.
- Racism by students is managed in accordance with the procedures outlined in the Student Management Policy.
- Year Assemblies, College Assemblies and Religious Education lessons support our procedures for promoting and teaching anti-racism
- All claims of harassment and racism will be treated confidentially, documented, and promptly addressed.
- The rights and sensitivities of all individuals will be protected.
- Leaders of Learning and Leaders of Wellbeing will analyse the effects of harassment and assist students to develop attitudes and skills that discourage, challenge, report and counter-act harassing practices.