



## Safe and Supportive Environment Policy

### 1. RATIONALE

Lindisfarne Anglican Grammar School is concerned with providing a safe and caring environment promoting personal growth and positive self-esteem. As a Christian School, we believe that all students and staff have the right to be safe and secure and that it is the responsibility of all in the community to ensure that this occurs. Students and teachers should respect each other and not engage in conduct which undermines this mutual trust and support, and also respect the philosophy and ethics of the School. The School encourage consultation between all members of the School community in matters which affect them.

#### Definitions

In this case the School Community means all persons associated with Lindisfarne Anglican Grammar School:

- School Council Members
- Employees
- Students
- Volunteers
- Parents
- Contractors

### 2. CONSIDERATIONS

This policy should be read in conjunction with these legislations and policies

- [CHIL001 Child Protection Policy](#)
- [PAST005 Anti Bullying Policy](#)
- [Sex Discrimination Act 1984](#) (Commonwealth)
- [Anti-Discrimination Act 1977](#) (NSW)
- [Australian Human Right Commission Act 1986](#) (Commonwealth)
- [Sex Discrimination Act 1984](#) (Commonwealth)
- [Disability Discrimination Act 1992](#) (Commonwealth)
- [Work Health and Safety Act 2011](#) (NSW)
- [Work Health and Safety Regulation 2011](#) (NSW)

### 3. PROCEDURES

#### Security

The School will implement measures designed to promote the safety and well-being of all members of the School community, particularly having regard to its professional judgement as to what is required and will include in its consideration such matters as:

- appropriate levels of supervision;
- security of buildings;
- procedures in case of emergencies;
- use of grounds and facilities;
- travel on school-related activities; and
- other appropriate matters.

The implementation of these requirements and procedures will be monitored for compliance from time to time.

## Supervision

Appropriate measures will be taken by School staff to seek to ensure that all students are adequately cared for and supervised while undertaking both on-site and off-site activities, bearing in mind the type of activities and age of the student involved.

## Conduct

The School will put in place a Code of Conduct for staff, students and volunteers which may be supplemented from time to time by specific rules and directives. The Code of Conduct will include such matters as:

- the rights and responsibilities of members of the School community;
- behaviour management;
- role of volunteers;
- the role of any School leadership system (or equivalent) in the School and the monitoring of that system; and
- the management and reporting of serious incidents.

The School will establish and implement appropriate behaviour management practices for students, consistent with the philosophy of the School and with other aspects of this policy.

The School will implement a student leadership system

## Pastoral Care

Students will be made aware of, and have access to, appropriate pastoral care arrangements.

The School will take reasonable measures to identify students with special needs and provide them with an appropriate level of support to assist such students with their schooling with minimal disruption, taking into account the resources available and the needs of other students.

Students requiring health and/or medical services and support or medication will be assisted to access these in an appropriate manner.

Pastoral care support will be available to all staff which may include professional counselling if needed.

## Non-Discriminatory Practices

The School Community must treat others equitably. The School Community should deal with all matters in accordance with the School's policies, guidelines and procedures, promptly and without discrimination. There is an obligation to treat every issue reasonably and fairly.

Members of the School Community are not permitted to discriminate against or harass any person or member of the School Community, particularly on the basis but not limited to

- Carer's responsibilities;
- Sex, gender (including pregnancy);
- Race, colour, ethnic or religious background, descent or nationality;
- Marital status;
- Disability (including past, present or future physical, intellectual or psychiatric disability, learning disorders or any organism capable of causing a disease);
- Homosexuality;
- Age; or
- Transgender identification.

Lindisfarne Anglican Grammar School will not tolerate behaviour which is shown to be discriminatory or which constitutes harassment.

Lindisfarne Anglican Grammar School expressly forbids the use of Corporal Punishment by members of the School Community.

## Communication

The School will provide both formal and informal mechanisms to facilitate communication between those with an interest in the student's education and well-being. This may include communication between some or all of the following: student; parent/guardian or other significant family member of the student; teacher; counsellor; principal; representative of an appropriate government, welfare or health agency or other authority.

## Bullying or Harassment

Bullying is a wilful, conscious desire to hurt another person or put that person under stress. It is anything that removes your right to be safe and secure". [Rigby '96]

Behaviours that remove your right to feel safe and secure include:

- Verbal, e.g. name calling, insults, put-downs, teasing, spreading rumours.
- Physical, e.g. hitting, punching, spitting, kicking.
- Sexual, e.g. uninvited sexual advances, comments of a sexual nature.
- Physiological or Intellectual Harassment
- Exclusion - hurtful exclusion from a group or activity.
- Wilful destruction and/or theft of personal belongings.
- Interference with your right to work effectively in School.

The School community will address unacceptable behaviour and work positively towards creating a safe school in which all students and staff feel valued.

Through the Pastoral Care Program, students will become aware of issues related to bullying and will develop skills and attitudes to deal with it and to create a safe school environment.

### Example for Students

#### Racial Harassment

Picking on you because of your racial background and customs

#### Intellectual Harassment

Calling you name or giving you a hard time because you may be good at schoolwork, or find schoolwork difficult.

#### Physical Harassment

Hitting, punching or pushing you, kicking, spitting

#### Verbal Harassment

Threatening you, putting you down, picking on you because of your physical appearance, abilities or values.

### Guidelines for Students

#### Step 1

If you are being harassed, tell the person to stop and say that you do not like it and if it happens again you will report it.

#### Step 2

If you are still being harassed, tell your Class Teacher, Head of House or Year Coordinator, Head of Sub School or staff member you feel comfortable with. They will help you to talk to the person and record the incidents.

#### Step 3

If you are still being harassed, tell you Class Teacher, Head of House or Year Coordinator, Head of Sub School or staff member you feel comfortable with again. This time the offender will be further counselled and/or disciplinary action will take place and be recorded.

## Sexual Harassment

Sexual harassment is unlawful under the [Federal Sex Discrimination Act 1984](#). Section 28F of the Act states:

It is unlawful for a member of the staff of an educational institution to sexually harass:

- a person who is a student at the institution; or
- a person who is seeking to become a student at the institution.

It is unlawful for a person who is an adult student at an educational institution to sexually harass:

- a person who is an adult student at the institution; or
- a member of the staff of the institution.

In this section: “adult student” means a student who has attained the age of 16 years.

Sexual harassment is an unwelcome and uninvited comment, attention, contact or behaviour of a sexual nature that an individual or witness finds humiliating, offensive or intimidating. It can be verbal, physical, written or visual and will not be tolerated at Lindisfarne Anglican Grammar School under any circumstances. Appropriate action will be taken when staff make a formal complaint of harassment or sexual harassment which has been unwanted.

Sexual harassment has nothing to do with mutual attraction or consenting friendships. Examples of sexual harassment may include:

- the distribution or display of offensive pictures or written material
- repeated unwelcome requests for social outings or dates;
- offensive comments about a person’s physical appearance, dress or private life;
- jokes, intrusive questioning, messages or telephone calls of a sexual nature;
- direct propositioning, or subtle pressure for sexual favours;
- leering, patting, pinching, touching or unnecessary familiarity; or
- indecent exposure, sexual assault or rape.

### The Staff/Teacher Role

All staff and teachers have a duty to ensure that any sexual harassment brought to their attention or personally witnessed is addressed as soon as possible.

### Parent Role

In the event of your knowledge as a parent of a student with a harassment problem, you are asked to draw the matter to the attention of the appropriate School staff so that it can be investigated as quickly as possible.

Should a breach of this Policy occur, complaints should be made to the Principal who will take reasonable steps to prevent the contravention of the Act.

Legal precedents indicate that the onus rests with the employer to take all reasonable steps to prevent harassment or sexual harassment and victimisation through pro-active education.

### Victimisation

A person is victimised if threatened, harassed, harmed or subjected to any form of detriment. In relation to sexual harassment it is against the law to victimise a person who:

- has made a complaint;
- intends to make a complaint;
- acts as a witness;
- intends to act as a witness;
- supports a victim; or
- intends to support a victim.

If a complaint is made against a student or teacher, Procedural Fairness will be implemented. Policies and procedures are available from the Principal.

## Parental Information

Members of the School Community are not to speak in a threatening manner to other members of the School Community.

The School is strictly opposed to bullying and harassment of any kind and believes that all members of the School community must be protected from this behaviour.

All staff and students are regularly made aware of the procedure to follow if they feel harassed or bullied by another person. If students are involved, the School will contact parents as a matter of priority. Parents are asked to not take matters into their own hands whilst the School is dealing with the issue.

The School will address unacceptable behaviours and work positively towards creating a safe school in which all members of the School Community feel valued. Those people who participate in these unacceptable behaviours can expect to be excluded.

## Welfare procedures (external provider and/or alternative residence)

Welfare procedures for students undertaking distance education, outside tutoring, courses with an external provider or students taking up alternative residential/accommodation arrangements for their schooling.

All School policies and procedures will apply when the School has made arrangements for students of the School to undertake courses, subjects, tutoring or other education, either on or off-site, or where the School has made alternative residential arrangements for the purposes of their schooling.

Teachers, staff and any other persons involved in the provision of education or other services for students of the School who are undertaking courses, subjects, tutoring or other education, either on or off-site, which have been arranged by the School, or who are involved, at the request of the School, in the provision of accommodation for students for the purposes of their schooling, will be subject to the requirements of relevant legislation.


Any student undertaking distance education, outside tutoring, or accessing accommodation arranged by the School, but outside of the School, will have equal access to counselling and other student welfare services as appropriate.

## Complaints and grievances

The School will have in place processes for dealing with complaints and grievances raised by students and/or parents. These processes will incorporate, as appropriate, principles of procedural fairness.

## 4. POLICY ADMINISTRATION

This policy will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

CHIL002 A Safe and Supportive Environment Policy	
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Approved by the Principal	 Approved June 2019