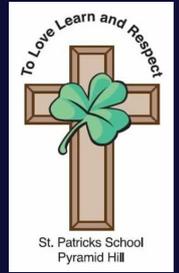


# ST. PATRICK'S PRIMARY SCHOOL PYRAMID HILL



## Anti Bullying Procedure

### **Rationale:**

St Patrick's is committed to providing, maintaining and promoting a healthy and safe workplace. At St. Patrick's everyone should be treated respectfully. Every person needs to feel safe and secure in an environment that supports their learning, personal growth and positive self esteem. This policy applies to all employees of St. Patrick's whether at work or outside the workplace.

### **Basic Beliefs:**

Bullying is repeated unreasonable behaviour directed towards a person that creates a risk to their health and safety. It occurs when an individual or a group uses power to scare or hurt others. There are various types of bullying:

#### **Verbal communication:**

- Abusive and offensive language
- Insults
- Teasing
- Spreading rumor and innuendo
- Unreasonable criticism
- Trivialising of work and achievements

#### **Manipulating the work environment**

- Isolating people from normal work interaction
- Excessive demands
- Setting impossible deadlines

#### **Psychological manipulation**

- Unfairly blaming for mistakes
- Setting people up for failure
- Deliberate exclusion
- Excessive supervision
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Criticising in public

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Pyramid Hill

Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be, or as taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

### ***Responsibilities:***

#### **Principal and Leadership Team**

- Ensure that all employees are aware of anti-bullying practices
- Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
- Provide leadership and role-modeling in appropriate professional behaviour
- Respond promptly, sensitively and confidentially to all situations where bullying behaviour is observed or alleged to have occurred

#### **Employees**

- Be familiar with and behave according to these procedures
- If you are a witness to bullying, report incidents to the Principal or Canonical Administrator
- Any employee who feels he or she has been victimised by bullying is encouraged to speak to the Principal and Leadership team, where appropriate action and investigation will be undertaken
- Where appropriate, speak to alleged bully(ies) to object to the behaviour
- Measures will be taken as necessary

### ***Practice:***

#### **Complaint about a staff member bullying:**

- The staff member being bullied would approach the bully and say that they do not appreciate the way they are being treated (if it is possible; at times it is not)
- The staff member being bullied needs to report incidents to the principal and the principal will arrange for the complaint to be investigated in the in the appropriate fashion, effectively and as quickly as possible.
- Assistance may come from Director of Catholic Education or the assistant to the Director who deals with legal, Industrial and Human Resources.
- At the conclusion of the investigation all parties will be given results.

#### **Complaint about the Principal bullying a staff member:**

- The staff member that is being bullied needs to report this incident to the Director of Catholic Education and Director who deals with legal, Industrial and Human Resources.
- These complaints will be dealt with a confidential matter quickly and effectively. The results of the investigation will be given to all parties involved.

### **Assessment & Evaluation:**

This policy will be reviewed annually and earlier should a need arise to do so.

**Reviewed: March 2019**