



Rangi Ruru
Girls' School

Prevention of Harassment and Bullying Procedures and Guidelines

The school aims to eliminate unacceptable behaviour towards others by promoting the Rangi values and adopting the following procedures and guidelines. The school is committed to providing a safe and supportive environment where students and staff feel they can report harassment and bullying and such incidents will be acted upon.

Definition

- Harassment is deliberate physical, verbal, written or psychological behaviour towards a person which offends, humiliates, degrades or intimidates that person.
- Bullying is repeated and unreasonable behaviour directed towards a person that can lead to physical or psychological harm. It is any intentional, repeated aggression targeted against a person who is less able to defend him or herself (a power imbalance e.g. a younger or more vulnerable person); repeated or persistent intimidating behaviour to gain power and dominance over another person. This may be emotional, verbal or physical threats or action and its effects may be cumulative and cause either short or long term harm.
- Harassment or bullying may be constituted by words (for example, inappropriate language, comments, jokes, innuendo, threats or abuse); or conduct or gestures (e.g. exclusion of others from a group); or physical unwelcome contact; or visual displays, posters, pictures of an offensive nature.
- It includes the misuse of communication technologies and social media

Guidelines

1. The awareness of unacceptable behaviour towards others and the importance of being concerned for and supporting others will be raised through form tutors, Deans, assembly and the Health and Te Ara Programmes.
2. Students are encouraged to report unacceptable behaviour including text bullying or harassment via mobile phone or Internet either to their form tutor, Dean, DP, Psychologist, Digital Engagement Coordinator or to any staff member they feel comfortable in trusting.
3. The Psychologist may be alerted to bullying behaviour as part of her/his counselling and is required to take appropriate action.
4. Staff members are required to report suspected cases of unacceptable behaviour to the Deputy Principal, Psychologist, Digital Engagement Coordinator, Director of Boarding, Preschool Centre Manager who will act appropriately.
5. The Psychologist should be informed of all such complaints.
6. Students may need to be assisted and supported to give information for their own good and the good of others. In the first instance, if appropriate, an attempt should be made to resolve the matter informally by such means as providing advice to the complainant or speaking with the person complained against.

7. Anonymous complaints will normally not be accepted and students will be encouraged to take responsibility and resolve conflicts themselves with mediated assistance where appropriate or requested.
8. Appropriate staff must maintain thorough documentation of the alleged bullying (including when and where the incident(s) occurred, what happened, who was involved) and ensure other relevant staff are notified.
9. Students who harass or bully others will be disciplined appropriately. In the first instance, it is expected that students will admit to and learn from their mistakes, applying advice received and their awareness of the Rangī Values.
If the behaviour is repeated or of a serious nature, parents will be informed and asked to a meeting (usually involving the Dean and Deputy Principal). Consequences will apply, usually in the form of an apology and community service. There will also be an ongoing review of students' behaviour following any such consequences.
10. If it is appropriate to resort to formal measures because of the seriousness or repeated nature of the matter, the contact person will refer the matter to the appropriate authority for action:
 - The Principal, where the person complained against is a student or a teacher
 - The Business Manager where the person complained against is any other member of staff or a member of the Boarding House or Preschool staff

The manner of the response will be determined by the level of seriousness, the context and the best interests of those involved.

11. A staff member who believes that he or she is being harassed should report the matter to one of the following contact persons:
 - in the case of a teacher, the Principal or a member of the Management team.
 - in the case of a member of the Boarding House staff, the Business Manager or the Director of Boarding.
 - in the case of a member of the Preschool staff, the Business Manager or the Preschool Centre Manager
 - in the case of a member of the general staff, the Principal, the Business Manager, the Deputy Principal or Psychologist
 - in the case of the Principal or the Business Manager, the Chairperson of the Board

Determination of complaints

- The appropriate authority may, after proper investigation, take such action as he or she thinks necessary. This may include disciplinary measures such as:
 - remedial action such as the allocation of a student to another class
 - appearing before the Principal and/or Board Disciplinary Committee
 - the suspension, expulsion of a student
 - the termination of a staff member's contract
 - the reallocation of a staff member's work duties
 - the suspension of a staff member with or without pay
- Where the Business Manager is the appropriate authority the Business Manager shall consult with the Principal before taking action.
- Where the action proposed could involve supervision or expulsion of a student, or termination of a staff member's contract, the Chairperson of the Board must be informed.

Protections

1. No person, whether a student or staff member, will be victimised or subjected to prejudicial treatment as a result of having made a complaint.
2. Parties involved in harassment complaints have a right:
 - to receive a fair hearing in accordance with the principles of natural justice;
 - to confidentiality;
 - to legal advice if they desire it; and
 - in appropriate cases to assistance in obtaining counselling.

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