

2021

LEICHHARDT HOUSE STUDENT HOSTEL: BULLYING & HARASSMENT POLICY

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THIS DOCUMENT WILL BE REVIEWED AT THE END OF EACH SCHOOL YEAR (ALL STAKEHOLDERS WILL BE ADVISED OF ANY AMENDMENTS VIA EMAIL). ANY CHANGES IN PERTINENT COMMONWEALTH OR STATE LEGISLATION OR ANY INCIDENTS/POLICY BREACHES THAT OCCUR BEFORE THE NEXT FORMAL REVIEW WILL INITIATE IMMEDIATE REVIEW AND AMENDMENT (ALL STAKEHOLDERS WILL BE ADVISED VIA EMAIL).

Leichhardt House: Student Hostel Bullying & Harassment Policy

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POLICY STATEMENT

Bullying and harassment in all their forms are practices that will not be tolerated within the Hostel community. The purpose of this policy is to highlight the complete rejection of any form of bullying and harassment.

This policy applies in this instance to Leichhardt House Student Hostel (the hostel). In accordance with, and beyond the requirements of, these regulations the hostel makes all of its policies available to parents/carers/boarders and prospective parents/carers/boarders on the public area of the hostel's website: www.hostel.net.au

The hostel will undertake to ensure compliance with the relevant legislation and guidelines with regard to this policy for its boarders and staff and to extend this undertaking to visitors to the hostel as far as is practicably possible.

1 AIMS

By effectively implementing our Leichhardt House: Bullying & Harassment Policy Leichhardt House Student Hostel is committed to providing a safe, flexible, and respectful environment for all Hostel Staff and Boarders, free from all forms of bullying and harassment including sexual harassment. All Hostel Staff and Boarders are required to treat others with dignity, courtesy, and respect.

- The hostel will take action to address any incident of alleged bullying;
- The hostel will always approach each case individually;
- The hostel's first priority is to support the victim of bullying;
- The hostel will also provide support for the alleged offender;

For some first offences, a shared responsibility model is used which focuses on making the victim feel safe and supported at the hostel in the future.

Bullying and harassment in all their forms are practices that will not be tolerated within the Hostel community. The purpose of this policy is to highlight the complete rejection of any form of bullying and harassment.

2 SCOPE

This policy applies to the entire Leichhardt House Student Hostel (***the Hostel***) community, primarily:

- all Chinchilla Student Accommodation Association Inc. (**CSAA**) committee members;
- all Hostel Staff and volunteers;
- all Parents/Carers of Boarders;
- all Boarders.

This policy also applies to the broader Leichhardt House Student Hostel community, including:

- all job candidates; student placements; trainees;
- all contractors; sub-contractors.

This policy applies to all interactions that take place within Leichhardt House Student Hostel and anywhere else that member of the public encounter Hostel Staff or that the Hostel has a duty of care for our Boarders, including (but not limited to):

- all aspects of CSAA/Hostel Staff employment relations, how the Hostel Staff provides services to our Boarders including all subsequent interactions;
- all elements of boarding operations and Boarder/Boarder relations as outlined (but not limited to) in the Hostel's guiding documents: Leichhardt House 'Boarding Handbook' and Leichhardt House 'Code of Conduct', including all subsequent interactions.

3. HOSTEL COMMUNITY RIGHTS & RESPONSIBILITIES

All Hostel Staff and Parents/Carers and Boarders are entitled to:

- live, work, and visit an environment free from discrimination, bullying and sexual harassment and based on not being affected by irrelevant personal characteristics;
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.

All Hostel Staff and Parents/Carers and Boarders must:

- treat everyone in the Hostel community with dignity, courtesy, and respect.
- follow the standards of behaviour outlined in this policy and in the Hostel's guiding documents: Leichhardt House 'Boarding Handbook' and Leichhardt House 'Code of Conduct'

3.1 ADDITIONAL RESPONSIBILITIES OF HOSTEL MANAGERS

In addition, Hostel Managers must also:

- intervene quickly and appropriately when they become aware of any inappropriate behaviour;¹
- act fairly to resolve issues and make sure all parties are heard and where possible help all parties to resolve complaints informally;
- refer formal complaints about breaches of this policy to, in the first instance, CSAA Management Committee, who will refer on as deemed necessary;
- ensure individuals that raise an issue or make a complaint are not victimised.

¹ In the event that a Hostel Manager is implicated in the complaint, the matter will be placed immediately with CSAA Management Committee.

4. DEFINITIONS

4.1 BULLYING

Bullying can be either a 'one-off' event or repeat incidents over time;

4.1.1 PHYSICAL BULLYING

Physical bullying is the most obvious form of bullying. It occurs when kids use physical actions to gain power and control over their targets. Physical bullies tend to be bigger, stronger, and more aggressive than their peers. Unlike other forms of bullying, physical bullying is the easiest to identify - as a result, it is most likely what people think of when they think of bullying. Examples of physical bullying include staring, kicking, hitting, punching, tripping slapping, shoving, and other physical attacks such as stealing/damaging belongings. Physical bullying can only happen in, 'in-person' situations (although physical threats can be made 'online'); and tends to be more 'traditional' in that cases are more often 'direct' and 'overt'.

4.1.2 VERBAL BULLYING

Perpetrators of verbal bullying use words, statements, and name-calling to gain power and control over a target. Typically, verbal bullies will use relentless insults to belittle, demean, and hurt another person. They choose their targets based on the way they look, act, or behave or cultural/religious background. Examples of verbal bullying include: name calling, teasing, nicknames, put downs, and verbal threats etc. Verbal bullying can happen in both 'in-person' and 'online' situations; can be both 'direct' and 'indirect' and can be both 'overt' and 'covert'.

4.1.3 SOCIAL BULLYING

Social bullying is a type of social manipulation where people try to hurt their peers or sabotage their social standing. Social bullies often isolate/exclude others from a group, spread rumors, manipulate situations, and break confidences. The goal of a social bully is often to increase their own social standing by controlling or bullying another person. Social bullying can happen in both 'in-person' and 'online' situations; can be both 'direct' and 'indirect' and can be both 'overt' and 'covert'. Social bullying that occurs online is often known as cyberbullying.

4.1.4 CYBERBULLYING

Cyberbullying is when a bully deliberately and repeatedly tries to hurt or embarrass, upset, scare, or exclude another person via electronic such as the internet and mobile phones. Cyberbullies can tease, name call, threaten, make nasty comments and put-downs, and start rumours and often uses use photos/videos and other media. In fact, it can involve anything intended to the person being bullied. Cyberbullies might work in secret, keeping their identity hidden. However, sometimes cyberbullies work together in 'trolling' their victim by various electronic means, including:

- email, text, and instant messaging services
- online chat rooms and discussion groups
- social media, such as Twitter and Facebook
- photo-sharing and video-sharing applications

- blogs and websites

Cyberbullying can be severe and prolonged, and you might have no idea who is behind it. Because it relies on the internet and mobile phones, cyberbullying can occur anywhere, including in your home.

4.1.5 SEXUAL HARASSMENT

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel hurt, offended, humiliated, or intimidated. Sexual harassment can include:

- comments/intrusive questions about a person's private life or the way they look;
- sexually suggestive behaviour, such as leering or staring;
- brushing up against someone, touching, fondling, or hugging;
- sexually suggestive comments or jokes;
- repeated unwanted requests to go out;
- sexually explicit posts on social networking sites or sending sexually explicit emails or text messages;
- insults or taunts of a sexual nature;
- inappropriate advances on social networking sites;
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.
- Just because someone does not object to inappropriate behaviour (i.e., to any of the examples shown above) at the time, it does not mean that they are consenting to the behaviour;
- The Hostel community must recognise that comments and behaviours that do not offend one person can offend another; we all have to respect other people's limits;
- a single incident is enough to constitute sexual harassment, it does not have to be repeated.

Sexual harassment may occur 'in-person' (e.g., making a comment), or physically (e.g., unwanted touching/stalking). Sexual harassment is rapidly becoming the **** of ICT whereby bullies use social media (e.g., public forums, SMS, email) and the like to sexually harass their victims.

4.1.6 VICTIMISATION

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under law and either:

- made a complaint of bullying or harassment;
- helped someone else make a complaint of bullying or harassment;
- refused to do something because it would be discrimination, sexual harassment, or victimisation; or,
- is currently involved in the investigation of a complaint of bullying or harassment (e.g., as a witness).

Victimisation is against the law; it is a profoundly serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

Leichhardt House Student Hostel has a zero-tolerance approach to victimisation.

5. RESOLVING ISSUES AT THE HOSTEL

5.1. PREVENTATIVE MEASURES

We believe the key to discouraging bullying lies less in legal remedies or disciplinary action than in the Hostel creating a culture in which that sort of abuse does not flourish; a culture that enhances self-worth and builds caring relationships. To this end the relevant behavioural expectations and role modelling within the Hostel provides a structure through which Boarders learn to respect others, the value of relationships and the development of positive conflict resolution skills.

5.2. POLICY IMPLEMENTATION

- All members of the Hostel community, who experience, observe, or have knowledge of bullying or harassment within or associated with the Hostel, must act, and not ignore the behaviour. The most important thing to remember is that if an individual or another person known to an individual is being bullied, then that bullying needs to be reported. This is REPORTING ABUSE, this is NOT DOBBING.
- Initial incidents and reports will be dealt with by the Hostel Staff;
- Each incident will be dealt with according to the circumstances and severity of the matter;
- If a boarder has experienced poor treatment from others, whether it is bullying or an isolated incident, it is important that there are procedures in place to ensure that he is supported and can feel safe in school after the incident has occurred. To this end, based on the understanding that children/young people are all at different stages in their learning around social skills, social problem solving and other important non-cognitive skills; we adopt a restorative process to educate boarders on the impact of their behaviour on others;
 - As part of this process, the boarder who has been harmed will be asked to participate in a meeting with the instigator and will be supported in explaining the impact that the incident has had on him, so that the instigator is confronted with the effect of his poor behaviour, can take responsibility, and can apologise;
 - these meetings prove to be beneficial for both parties and provide the boy who has been harmed with validation and assistance in adjusting the imbalance of power.
- A written report from Hostel staff, which will include the outcomes of any interviews, discussions, restorative intervention with boarders, will be provided to the CSAA Management Committee;
- If the bullying is a potentially significant first offence, the matter will be referred to the CSAA Management Committee;
- An appropriate disciplinary action, against the perpetrator, will be drawn from the Behaviour Management Plan. The Hostel reserves the right to immediately withdraw the enrolment of any student in cases where there has been a serious breach of Bullying & Harassment policy.

6. OTHER RELEVANT LEGISLATION & HOSTEL POLICIES

- Sex Discrimination Act 1984 (Commonwealth)
- Racial Discrimination Act 1975 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Age Discrimination Act 2004 (Commonwealth)
- Australian Human Rights Commission Act 1986 (Commonwealth)
- Leichhardt House: 'Boarding Handbook' 2021
- Leichhardt House: 'Code of Conduct' 2021
- Leichhardt House: 'Child & Youth Risk Management Strategy' 2021

7. COMMUNICATING THIS POLICY

Chinchilla Student Accommodation Association Inc. (CSAA) trading as Leichhardt House Student Hostel (the hostel) makes available our full set of policies and procedures at the hostel website: www.hostel.net.au so that parents/carers/boarders and hostel staff have continuous access to the most recent versions of all the individual documents. This system will deal with any outdated issues with hostel policies that are amended during the school year.

8. COMPLAINTS

If anyone has a complaint in relation to the content or any other matter related to the Leichhardt House: Bullying & Harassment Policy, they should, in the first instance, follow the Hostel's Complaint Management Process; the first step being to submit a complaint form via the Hostel website.²

9. REVIEW

This policy will be reviewed at the end of each school year; stakeholders will be notified of any amendments via email. Any changes in pertinent Commonwealth/Qld State Legislation or Education Qld/other regulatory body directive, or policy breaches that occur before the next scheduled review, will initiate immediate review and amendment; stakeholders will be notified of any amendment via email.

This policy was adopted by the Hostel on: January 2010
 This policy was last updated on: January 23rd, 2021
 Next review: End of 2021 or if/when breach of policy occurs.

² www.hostel.net.au