

ANTI-BULLYING POLICY & PROCEDURES

POLICY

As part of our commitment to the Kesser Torah College (KTC) values of Derech Eretz and a love of Lifelong Learning, KTC strives to create and maintain an environment where students, staff and others who form part of our community feel safe, secure, respected, and supported as they learn, work, and socialise. This means, amongst other things, creating a positive culture where bullying of staff members, students, parents/carers, or visitors on campus will **NOT** be tolerated or condoned under any circumstances.

Expectations and Responsibilities

KTC expects every member of the KTC community, including, staff, students, parents, and visitors, to work cooperatively to achieve these goals. This means that all members of the KTC community are expected to:

- Be aware of and up to date with KTC's position on bullying as set out in this document.
- By their own actions and statements, reinforce within the school community that bullying is unacceptable.
- Make every reasonable effort to prevent bullying behaviour.
- Remain alert to signs and evidence of bullying and to report bullying of anyone to members of the Senior Management Teams in Primary, High School, the Early Learning Centre or Administration.

The remainder of this document explains what bullying is, how we work at KTC to achieve our policy goals, and how we expect parents to work with us.

What is Bullying?

Bullying is unreasonable and sustained behaviour that causes a person or people to feel frightened, shamed, humiliated, threatened, excluded or in pain. It is usually conduct that is repeated or that happens over an extended period, although sometimes a single act of nastiness or violence can be bullying. It is also usually intentional conduct.

It is important to note that bullying can occur by:

- Student of student
- Teacher of student
- Teacher of Teacher
- Student of Teacher
- Parent/Carer of Teacher
- Teacher of Parent/Carer

Bullying can occur in many different forms, including through:

- **Physical acts** - unwelcome or deliberately aggressive physical contact or deliberate damage to property
- **Verbal conduct** - the sustained or repeated use of language to threaten, shame, hurt or humiliate including put-downs or teasing.
- **Gestures** - the use of non-verbal signals to cause intimidation or fear.
- **Exclusion** - deliberately leaving someone out on purpose to cause feelings of rejection and hurt (including taking friends away)

- **Extortion** - the use of threat or power to obtain favour or goods e.g. making an individual do thing that he/she does not want to do
- **Negative conduct based on race or religion** - such as antagonism or prejudice.
- **Cyber-bullying** - including text messages, chat lines, social networking sites such Facebook, Twitter, Instagram, SnapChat, TikTok etc., repeated phone contact, email contact which harasses or causes distress.
- **Sexual conduct** - unwelcome attention or contact of a sexual nature.
- **Bystander conduct** - any encouragement of bullying behaviour by those watching, including recording, laughing, or commenting on the bullying. It includes not actively seeking to prevent bullying. In addition, bystanders who allow bullying to occur and do not report it, are guilty of supporting bullying.

Bullying can occur at school, or at school events such as excursions, and online.

Bullying is **NOT**:

- Children not getting along or arguing.
- Mutual conflict which involves a disagreement, but not an imbalance of power (if the conflict is unresolved, it could turn into bullying)
- Isolated cases of social rejection
- Isolated cases of “being mean” to one another.

However, these behaviours, while not strictly “bullying”, are not consistent with KTC’s values, and KTC may act in response to these incidents, even if they are not strictly “bullying”. It is also not bullying for teachers to take reasonable disciplinary action.

What are the possible signs that a student is being bullied?

Many children will not tell their parents or caregivers directly if they are being bullied. Watch for unexplained changes in behaviour and sudden anxiety or distress, and please talk to your child’s classroom teacher or Head of Primary School, Primary School Welfare Coordinator, High School Director of Teaching and Learning, the High School Heads of Student Welfare (GHS/BHS), or Head of the Early Learning Centre if you have any concerns.

Prohibition of Corporal Punishment

It should be noted that corporal punishment as a means of punishment for unacceptable behaviour is strictly prohibited at KTC and KTC does not explicitly or implicitly sanction the administration of corporal punishment by non-school persons, including parents, to enforce discipline at KTC. Corporal Punishment does not appear in any form as a manner of punishment for unacceptable behaviour at KTC.

Procedural Fairness

Procedural fairness or the ‘hearing rule’ includes the right of the person against whom an allegation is made to a fair hearing.

PROCEDURES

What will happen if alleged bullying happens by another student?

Primary School	High School
<ul style="list-style-type: none"> Any student can share their experience of bullying with their class teacher or any other Primary School teacher or the Primary School Welfare Coordinator (PSWC) (02-93011111) 	<ul style="list-style-type: none"> Any student can share their experience of bullying with their subject teacher or House Coordinator or any other High School teacher or the High School Head of Welfare (BHS/GHS) (02-93011111)
<ul style="list-style-type: none"> A report will be made to/by the Head of Primary School (HPS) 	<ul style="list-style-type: none"> A report will be made to/by the High School Heads of Welfare and High School Director of Teaching and Learning)
<ul style="list-style-type: none"> The student who is subject of the allegation will be told the process by which the matter may be considered 	<ul style="list-style-type: none"> The student who is subject of the allegation will be told the process by which the matter may be considered
<ul style="list-style-type: none"> The Principal or their delegate will initially respond to the allegation in a timely manner within 24-48hrs where possible, and if for whatever reason there is absence/ misadventure that prolongs this, it would be documented on a case-by-case basis 	<ul style="list-style-type: none"> The Principal or their delegate will initially respond to the allegation in a timely manner within 24-48hrs where possible, and if for whatever reason there is absence/ misadventure that prolongs this, it would be documented on a case-by-case basis
<ul style="list-style-type: none"> A decision will be made preferably within 48-72 hours of the student who is subject of the allegation, being interviewed and they will be notified in person and in writing of the decision 	<ul style="list-style-type: none"> A decision will be made preferably within 48-72 hours of the student who is subject of the allegation, being interviewed and they will be notified in person and in writing of the decision
<ul style="list-style-type: none"> The student who is subject of the allegation, will be informed of the process of how to seek a review of the decision made in response to the allegation, if they so wish 	<ul style="list-style-type: none"> The student who is subject of the allegation, will be informed of the process of how to seek a review of the decision made in response to the allegation, if they so wish
<ul style="list-style-type: none"> Any students being interviewed may have a support person present at the time of the interview and will be informed of the decision of the investigation 	<ul style="list-style-type: none"> Any students being interviewed may have a support person present at the time of the interview and will be informed of the decision of the investigation

What will happen if bullying happens by or to a Staff member?

- The person making the complaint can tell another teacher, the Head of Primary School, High School Director of Teaching and Learning, The Head of the Early Learning Centre, the Chief Operating Officer (COO) or the Principal (02-93011111) or in the case of the Principal being the person subject of the allegation, the President of the College Board (president@ktc.nsw.edu.au)
- A report will be made to the Principal or their delegate.
- The Principal or his delegate and the COO will interview the potential protagonists using the steps of Procedural Fairness above.
- The staff member or student or person who is subject of the allegation, will be told the allegation related to a specific matter and any other information which may be considered in considering the matter.
- The staff member or student or person who is subject of the allegation, will be told the process by which the matter may be considered.

- The Principal or his delegate will respond to the allegation in a timely manner within 24-48hrs where possible, and if for whatever reason there is absence/ misadventure that prolongs this, it would be documented on a case-by-case basis.
- A decision will be made preferably within 48-72 hours of the staff member being interviewed and they will be notified in person and in writing of the decision.
- The staff member or student or person who is subject of the allegation, will be informed of the process of how to seek a review of the decision made in response to the allegation, if they so wish
- The person making the allegation will be informed that the process has been concluded and if appropriate, will be informed of the decision of the investigation.
- The staff member or student or person who is subject of the allegation may have a support person in any interview.

Please also refer to the Complaints Handling Policy & Procedures and Child Protection Policy & Procedures.

What is the Appeals Process?

If the protagonists or the parent/carer wish to make an appeal as to the decision that has been made, they will need to put their reasons for an appeal in writing and direct it to the Principal via email or in writing. Written appeals may be lodged with Reception or the Principal's Executive Assistant, within 5 school days of being notified of the decision of the investigation. (principalea@ktc.nsw.edu.au)

Who is responsible for the investigation, decision, and possible consequences?

	Primary School Student	High School Student	Staff Member
Person responsible for the investigation, decision and possible consequences	Head of Primary School Principal	High School Heads of Student Welfare (GHS/BHS) High School Director of Teaching and Learning Principal	Principal or his delegate Chief Operating Officer
Potential consequences	<ul style="list-style-type: none"> ▪ Verbal warnings ▪ Conversation with parent ▪ Letter home ▪ Detention ▪ Continued counselling ▪ Parent/carer round-table discussion ▪ Suspension ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Verbal warnings ▪ Conversation with parent ▪ Letter home ▪ Detention ▪ Continued counselling ▪ Parent/carer round-table discussion ▪ Suspension ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Conversation with Principal ▪ Verbal warning ▪ Formal warning letter ▪ Counselling ▪ Reduction in employment parameters ▪ Request for resignation
	Corporal punishment as a means of punishment for unacceptable behaviour is strictly prohibited at KTC.		

How will the investigation, decisions and consequences take place?

Refer to the table above at the beginning of this section (Procedures).

When will the investigation, decision and possible consequences occur?

Refer to the table above at the beginning of this section (Procedures).

Where will the records and evidence for the investigation, decision and possible consequences be kept?

Records of all interviews and any written documentation will be saved on the electronic student/staff file of the affected student(s)/Staff member on Edumate including a record of the decision and consequences issued.

Outside Support

- The School Police Liaison and/or Youth Liaison Officer associated with KTC is at Waverley Police station (02-93699899)
- The Principal and Staff can be contacted on 02-93011111
- Kids Helpline - 1800551800
- Lifeline - 131114
- Beyond Blue - 1300224636
- www.bullyingnoway.com.au
- www.kidshelp.com.au
- www.takeastandtogether.gov.au
- www.cybersmart.gov.au

What if I have Questions?

If you have any questions or concerns about bullying or how it is dealt with at KTC, please initially talk to your child's classroom teacher or the Head of Primary or Primary School Wellbeing and Behaviour Coordinator for Primary School students or in the High School, the House Coordinator or Head of Student Welfare (GHS/BHS) or the High School Director of Teaching and Learning.

Policy & Procedure	Anti-Bullying Policy & Procedures
P&P Owner	Principal
Date of Issue	2/1/2024
Change Date	31/03/2025
	29/01/2026
Date for Review	29/01/2027