



## SAFE SCHOOL/HARASSMENT PROCEDURES FOR STUDENTS

At Trinity College, we are concerned with the dignity and growth of each student and staff member. Courtesy, consideration and co-operation all help to foster values of mutual respect, responsibility and service within the College Community.

All students have the right to feel safe. Any form of harassment is against what we believe and strive to attain. Harassment is the exertion of power by one person over another – often presenting as bullying behaviour – which makes another person feel embarrassed, offended, upset, devalued, degraded, afraid, frustrated or angry. It is unwelcome, unreciprocated, uninvited and usually repeated. It is behaviour that breaches proper and professional conduct.

Anger, embarrassment, fear, loss of self-confidence and humiliation are some of the effects on a person who suffers from harassment. The individual's ability to concentrate may be hampered and this limits the person's ability to work effectively and to achieve his or her potential. Every person has the right to attend school and feel safe and secure. All students have equal rights, opportunities and responsibilities.

Some examples of harassment include:-

- hitting, punching, jostling, spitting and frightening others by these actions
- hiding, damaging or destroying the property of others
- using offensive names, putting others down, or paying others out
- using abusive language to others
- making degrading comments and/or actions about another's cultural, religious or social background
- ridiculing a person or making unkind and hurtful remarks about his/her body or personal appearance
- writing mean or spiteful graffiti about others
- making rude or unpleasant notes or drawings to or about one another
- spreading rumours about people or their families or belittling their abilities and achievements
- making degrading comments about another's gender
- making suggestive comments, or other forms of sexual abuse
- leaving computers with obscene or abusive material displayed
- sending an abusive or offensive electronic communication such as an e-mail or text message

**COURSES OF ACTION IF EXPERIENCING HARASSMENT** by either a student or by a staff member:

1. Speak to your parents about the situation and / or
2. Report the matter directly to a person of responsibility e.g. Home Room Teacher, Year Level Coordinator, Welfare Coordinator, Director of Students or other staff member you trust. Make a plan with them to deal with the problem. Allow them to take action to stop the harassment.

**IF THE HARASSMENT CONTINUES:**

Go with the responsible person (chosen above) to the Year Level Coordinator, Welfare Coordinator or Director of Students. Allow these people to take the action they see as necessary.

**REMEMBER:**

- **It is right for you to tell someone if either you or your friends are being harassed.**
- **It is the responsibility of persons witnessing acts of harassment to report such acts to a person in authority as soon as possible.**

**CONSEQUENCES FOR THE HARASSER:**

In dealing with the situation, the College will ensure students harmed and causing harm will meet in a formal process. This process has as its aim the promotion of resilience in the one harmed and the one causing harm. This meeting will help students learn from their mistakes, grow in self-discipline, take responsibility for their actions, recognise the impact of their actions on others and reconcile and resolve conflict with others.

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