



# Community Code of Conduct

## Purpose:

To provide all participants with definitions of bullying (including cyber-bullying) and harassment.

To reinforce within the Naturally Learning community that no form of bullying or harassment is acceptable.

To outline Naturally Learning's response if bullying or harassment occurs.

## Scope:

All students, staff, parents and carers

**Implemented by:** All staff employed in their capacity as VIT Registered Teachers

**Approved by:** Nature Play Brains Trust

## Introduction

Naturally Learning is committed to providing a safe and caring environment and culture which enables positive relationships to be formed amongst all students and staff which encourages self-esteem, cooperation, personal growth and a positive attitude to learning and teaching. Our Bullying and Harassment Policy exists alongside the School's Behaviour Management Policy. When necessary, this policy is discussed with children as are the rights and responsibilities of each child, the meaning of bullying (including cyber-bullying) and harassment and what to do if they or someone they know experiences them.

Maxwell School aims to provide a welcoming, supportive, and emotionally and physically secure learning and working environment for every member of the school community.

Maxwell School recognises and values the diversity of culture, beliefs, practices, customs, physical and intellectual abilities and life experience of the whole school community.



# Community Code of Conduct

## Clearly stated policy about Bullying

Upon enrolment, and at information sessions, students and their parents are to be made clearly aware that Naturally Learning will not tolerate bullying or harassment by any participant. Naturally Learning is committed to providing a safe environment, and will support and help any participant who is genuinely suffering as a result of bullying or harassment. Participants must feel confident that they can report incidents in confidence, that action will be taken, and that staff will act sensitively and discreetly. Confidentiality can be possible even if information is known by a group or the whole staff. The person who receives information may need to tell others, but in a way that, as far as possible, does not breach confidentiality.

Reminders of the Naturally Learning philosophy in relation to bullying will be made through meetings, discussions and published on the website.

## Definitions

**Harassment:** Harassment is any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcome or offensive to a person. Harassment is behaviour that is likely to make school an unfriendly or uncomfortable place by:

- humiliating (putting someone down)
- seriously embarrassing
- offending (hurting someone's feelings) or
- intimidating (threatening someone so they behave in a certain way)
- physically interfering with someone
- exposing someone to crude behaviour or remarks
- using another person's identity, particularly in a way which denigrates them or leaves them
- exposed to ridicule or harm to their reputation.



## Community Code of Conduct

**Bullying:** Bullying is characterised by persistent and repeated negative behaviour directed towards a person that creates a risk to health and safety. Bullying does not include reasonable management action such as, performance management processes, disciplinary action, and allocation of work in compliance with systems. Bullying can be done in various ways including physically, verbally, socially and psychologically. It is behavior directed towards a less powerful person or group that is intended to cause harm, distress or fear.

When people are bullied or harassed some effects might be anger, embarrassment, fear and humiliation, loss of self-confidence and reduced function and potential.

A child is experiencing bullying when they experience any of the following behaviours in an ongoing way:

- Hitting, pushing, kicking, punching etc.
- Humiliation, put-downs, name calling
- Rumors, ignoring, exclusion
- Staring, dirty looks, notes, spreading rumours

**Discrimination:** Discrimination is unfavourable treatment of a person in an area of public life (for example, at work) due to one of their personal characteristics. Discrimination can be either Indirect or Direct

**Direct Discrimination:** [Direct Discrimination occurs if a person treats, or proposes to treat, someone unfavourably because of a personal characteristic protected by law.

**Indirect Discrimination:** Indirect Discrimination will occur where a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have the effect of disadvantaging people with a protected attribute, and that is not reasonable.

**Sexual Harassment:** Sexual Harassment is unwelcome sexual behaviour which could be expected to make a person feel offended, humiliated or intimidated.

**Victimisation:** Victimisation includes any unfavourable treatment of a person who has been involved with a discrimination or sexual harassment complaint



## Community Code of Conduct

**Cyber Bullying:** Cyber-bullying consists of covert, psychological bullying, conveyed through an electronic medium such as mobile phone, blog or social media. It can be verbal (over the phone), or written (threats, racial, sexual or homophobic harassment).

How does cyber-bullying differ to traditional bullying?

**Availability:** It can occur anywhere and at any time. Misperception that there are no real- world consequences for online actions.

**Anonymity :**The impression of anonymity in the ‘online world’ leads young people to feel less accountable for their actions and provides a false bravado to would-be bullies.

**Geography:** Rather than being limited to the schoolyard, cyberbullying can operate wherever a young person uses the internet or a mobile phone, which occurs in most areas of a young person’s life.

**Impact:** The internet provides the means for ‘bullying’ comments to be available to a wider audience. Through social networking sites, these comments can be viewed by potentially an unlimited number of people. The impact of and embarrassment caused by these statements is increased many times over.

**Intent:** A private message or joke that is forwarded on may become offensive or harassing even though that was not the intention of the original sender.

**Permanence:** Verbal comments are fleeting. Online content is tracked and stored and can potentially resurface at any time.

**Democracy:** Anyone can be a victim – students, teachers, parents.

## Bullying – What should you do if it’s happening to you?

If any of the above behaviours are happening to you or someone you know, you / they should:

- Tell the person to STOP (or you can just ignore it) and walk away



## Community Code of Conduct

- Tell Sarah, your parents or another person you trust about it as soon as possible;
- If you cannot talk to anyone you know about it, phone the Kids Help Line on: 1800 55 1800

### Procedure Following a Report of Bullying

1. Parent asks the student to describe what happened
2. The other child(ren) will be asked to describe what happened
3. The family will determine if what has occurred is bullying (including cyber-bullying), harassment or another type of behaviour.
4. If it is not bullying, the behaviour will be addressed using peer mediation with parents and Sarah.
5. If the behavior falls within the definition of bullying (or cyber-bullying) the offending student(s) will be instructed to stop the behavior.
6. The family may decide that a Restorative Practices meeting should occur between the participants involved.
7. The parents of the children involved will be informed of this process and the outcomes.
8. If the bullying behavior continues, a meeting will be held with the offending student, his/her parents, the student's Sarah. A Personal Management Plan will be developed at this meeting.
9. The behaviour of all students involved will be monitored by all school staff.
10. If the Personal Management Plan is not followed, the question of the offending student's enrolment will be up for consideration.
11. Naturally Learning will either cancel the student's enrolment or place other conditions on his / her enrolment which will be closely monitored.
12. Ongoing support will be offered to the child who has experienced the bullying behavior and group dynamics will be closely monitored by all staff throughout the day.



# Community Code of Conduct

## Who and what this policy covers

This policy covers all participants in Naturally Learning Programs.

## Online Etiquette

All participants in Nature Play Connection Online and Tutoring Online are asked to adhere to the following guidelines:

- Mute on entry
- No spamming
- No swearing
- Raise your hand to speak
- Mini lessons; be prepared, use a microphone
- The appointed Chairperson controls who speaks
- Online sessions will be recorded.
- Cameras may be covered. Backgrounds may be set
- Have your device ready to begin. Check sound, camera, internet. Have stuff to share or be where you need to be. Limit movement during sessions.
- Where possible each participant to log in on their own device. Best for games.



# Community Code of Conduct



# Community Code of Conduct