

ANTI-BULLYING POLICY

Purpose

The purpose of this Policy is to:

- Describe the Australian Trades College Western Australia's (ATC WA) Anti-Bullying Policy;
- Define what constitutes 'bullying';
- List the legislation to which this policy is relevant to and complies with;
- Specify other internal documents relevant to this policy; and
- Describe whom the policy relates to.

Policy Statement

All ATC WA staff and students have the right to work and study in an environment that is free from bullying. The ATC WA is dedicated to creating and maintaining an equitable and safe environment for all employees and students. In turn, employees and students are expected to demonstrate appropriate behaviours at all times.

Definitions

'**Bullying**' is repeated inappropriate behaviour which is either direct or indirect, verbal or non verbal, physical or psychological, exhibited by one or more persons against another or others that a reasonable person would regard as victimising, harming, humiliating, intimidating or threatening.

Examples of bullying behaviour usually fall within three categories – direct physical bullying, direct verbal bullying and indirect bullying. Examples of bullying behaviour that may fit into these three categories include, but are not limited to, the following:

Direct physical bullying - hitting, tripping, and pushing or damaging property

Direct verbal bullying - name calling, insults, homophobic or racist remarks, verbal abuse

Indirect bullying - lying and spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude someone, damaging someone's social reputation and social acceptance, cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress.

Indirect bullying can be harder to recognise and is often carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation.

Key Information

One off incidents do not usually meet the definition of bullying, and may instead be subject to other relevant behavioural and disciplinary policies.

Bullying in the workplace for College staff and students, and students in industry work placements can be a breach of *Occupational Health and Safety* regulations, and the organisation where the bullying takes place can be held liable.

Bullying can take place between students and other students; between co-workers; between staff members and students and between employers and students. Bullying can be 'downwards', conducted by those in positions of authority towards students and subordinate staff members or 'upwards' conducted by students or subordinates towards those in positions of authority. Bullying can also take place in a group format where the group targets one or more people.

When bullying involves assault or threats of assault, it may become a criminal matter. 'Assault', as defined by the *WA Criminal Code s222* refers to physical assault, as well as the threat of physical assault.

Where bullying appears to be related to sex, gender, race, disability or any other kind of discrimination, reference should be made to the *Equal Opportunity Policy*.

As well as defining what bullying behaviour is, it is equally as important to define what kinds of behaviour are not bullying. Bullying is not mutual conflict; social rejection or dislike or single-episode acts of nastiness or meanness, or random acts of aggression or intimidation. These behaviours are still undesirable and disciplinary action may be taken under the *Behaviour Management Policy*.

The procedures to address any instances of bullying will be described in a separate *Anti-Bullying Strategy and Procedures* document. The *Anti-Bullying Strategy and Procedures* document will specifically detail anti-bullying strategies that aim to promote positive student behaviour, prevent anti-social behaviour and encourage respect, self discipline and cooperation.

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Related Policies / Procedures/ Documents :	<i>ATC WA Student Code of Conduct ATC WA Behaviour Management Policy Student Code of Conduct WA Criminal Code WA Occupational Safety and Health Act 1984</i>