



Anti-bullying and anti-abuse policy

Institution	Opera City English College
Policy Name	Anti-bullying and anti-abuse Policy
Policy Governance	PEO
Reference to Standards	Not Applicable
Date of Approval	May 2020
Review Date	May 2021
Version No.	1.0

1. PURPOSE

Opera City English College's establishes this policy and the related procedures to clearly detail the non-tolerance of bullying or abuse of any kind.

2. DEFINITIONS

OCEC/The College: Opera City English College

Bullying and abuse: Bullying and abuse relates to:

- physical bullying;
- verbal, psychological and social bullying, such as name-calling, unwanted teasing, gestures, threats, creating and/or spreading rumours and social exclusion;
- sexual bullying/abuse, such as unwanted touching, innuendo or worse
- harassment or discrimination of any form



3. POLICY

The College does not tolerate bullying or abuse of any kind.

Being bullied will never be regarded as being 'character building', 'just part of growing up' or something to 'get over'.

All incidents of bullying or abuse will be reported, and the victim will never be left to 'stand up for him/herself'.

Important Note:

Bullying and abuse can be hard for teachers, guardians and other adults to detect as it is often intentionally hidden from them, and victims are often reluctant to report it. This is especially the case with overseas students as they may not be familiar with ways of reporting bullying, and the fact that it often occurs in a language that the teachers don't understand can make it easier to hide. Further, the problem often gets worse when the perpetrators feel that the behaviour is either being ignored or not noticed. Therefore, students and staff are openly encouraged to discuss any matter with PEO at any time.

4. RESPONSIBILITY

The PEO is responsible for the Anti Bullying Policy.



5. PROCEDURE

5.1. Reporting bullying and abuse

- a) Every staff member who regularly comes into contact with students will be made aware of the possibility of bullying and should feel free to discuss possible incidents with teaching staff, counselling staff and the Academic Manager.
- b) If bullying is suspected or witnessed by a member of staff, it should be reported to the Academic Manager/PEO. Students are advised through their Orientation, the Student Handbook and by regular reminders by teachers that if they see or suspect bullying, or are bullied themselves, they should report it. They have several options for reporting – they can do so to their teacher, another teacher, counselling staff or the Academic Manager.
- c) Students will be reassured that The College will support them if they feel bullied.

Dealing with bullying and abuse

- a) All incidents of bullying will be dealt with as soon as possible after the event or the reporting of the event. Generally, the class teacher will be responsible for this, though the Counsellor, Academic Manager and/or other teachers will become involved in appropriate circumstances, for example if the teacher has limited previous experience of dealing with bullying/abuse. It may be appropriate that the person dealing with the problem is of the same gender as the victim.
- b) The victim of the bullying/abuse will be reassured, and should also be informed about the action that has been taken. Checks should also be made that the behaviour has stopped; if it hasn't, further action is necessary.
- c) Appropriate actions will vary depending on the nature, severity and frequency of the incident(s) and include, but are not limited to, the following:
 - making it clear to the bully/abuser that the behaviour will not be tolerated
 - encouraging the bully/abuser to see the matter from the victim's point of view
 - punishment such as detention during breaks or after school, or loss of privileges
 - writing a letter of apology to the victim
 - referral to the counsellor (specialist counsellors and/or translators may be brought in if appropriate)



- in severe or repeated cases, suspension or expulsion (note that this may result in the student having to return home due to the cancelation of visa)
 - monitoring of the student
- d) All cases must be reported to the Academic Manager/PEO, who is responsible for ensuring that records are kept.