RATIONALE
Harassment is illegal and unacceptable. Xavier College is committed to creating an environment free from harassment. This policy sets out the procedures to be followed if a student is harassed by another student at school.

OBJECTIVES
The objective of this policy is to ensure that students are aware that harassment will not be tolerated and that all reported instances of harassment will be followed up and dealt with accordingly.

Introduction
Xavier College takes the issues of harassment and bullying very seriously. Harassment and bullying involve the ongoing verbal and/or physical abuse against a person. It encompasses behaviour which is UNWELCOME and REPEATED. This includes intimidation in all forms. Harassment is often done intentionally to hurt a person physically and/or emotionally. It can be done by an individual or by a group. The purpose of this policy is to set out the procedures that will be followed when harassment or bullying is observed or reported.

The following actions are examples of harassment and bullying:
- Hitting, punching, jostling, pushing, spitting.
- Frightening others by threatening actions against them.
- Damaging, hiding or destroying the property of others.
- Using offensive names or making suggestive comments.
- Making degrading comments about another person’s gender, religious or social background, race or culture.
- Making offensive comments about a person’s appearance.
- Using cameras or telephones to take inappropriate or unwanted images of a person.
- Writing offensive emails/text messages and/or using technology (eg. chatrooms, websites, etc) inappropriately.
- Using graffiti to degrade a person or drawing rude pictures about others.
- Putting down another person’s abilities and achievements.
- Staring or making faces.
- Excluding others from friendship groups.

This list is not exhaustive, but it does provide many examples of UNWELCOME behaviour towards others. Xavier College strives to be a safe environment where everyone in the school community can feel secure and comfortable.
PROCEDURE

If a person is being harassed, they should work through the following steps, so that the UNWELCOME behaviour can be stopped.

STEP 1: Students should try to ignore the UNWELCOME behaviour and show that it does not upset them. The harassment may then stop. *If the harassment or bullying does not stop:*

STEP 2: If the student feels comfortable doing so, he/she should confront the person harassing or bullying them and tell them to stop their UNWELCOME behaviour immediately. Explain clearly that their actions are unwanted and that the school has a policy against harassment and bullying, therefore they are breaking the rules of the school by continuing to behave in this way. *If the harassment or bullying does not stop or you do not feel comfortable doing this:*

STEP 3: The student (or parent/caregiver) should report the matter to the child’s Oratory Teacher or Classroom Teacher or House Director. Speak to them about the situation and work together in determining an appropriate plan of action. Allow them to then deal with the situation. Feel free to ask your Oratory Group Teacher or House Director what has happened after they have dealt with the student/s involved. *If the harassment or bullying does not stop:*

STEP 4: The student (or parent/caregiver) should tell his/her House Director that the harassment/bullying is not stopping. This will then be reported to the Deputy Principal and/or the Principal. These people will then take the action they see as necessary.

Consequences

The consequences for harassment and bullying may include the following:

- Counselling/rehabilitation sessions for the person/s engaging in the harassment and/or bullying.
- Lunchtime and/or after school detentions.
- Parent contact by telephone and letter explaining the situation.
- Suspension.
- Paying for any damage caused to property or replacing any property stolen or damaged.
- Expulsion.

These consequences will also apply if any student engages in the harassment of a staff member at the College. Stopping harassment and bullying is vitally important. People who engage in this type of behaviour prevent others from achieving their best.

ROLES AND RESPONSIBILITIES

The Sexual Harassment Policy and Procedures will be implemented and monitored by the Deputy Principal with the support of the House Directors, the College Counsellor and the College Chaplain.

MONITORING, EVALUATION AND REVIEW

The policy will be reviewed regularly (and at least annually) by the Community Dimensions Committee and updated as required. Any updates to the policy will be published to staff, students and the College Community.