



## Anti-bullying Policy and Procedure (Student) (website version)

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|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Relevant Legislation / Related information</b>       | <ul style="list-style-type: none"> <li>• Work Health and Safety Act 2011 (NSW)</li> <li>• Work Health and Safety Regulation 2025 (NSW)</li> <li>• Registered and Accredited Individual Non-government Schools (NSW) Manual - September 2023 - B8.2</li> <li>• Privacy Act 1988 (Cth)</li> <li>• Online Safety Act 2021 (Cth)</li> <li>• Disability Discrimination Act 1992 (Cth)</li> <li>• Crimes Act 1900 (NSW)</li> <li>• Anti-Discrimination Act 1977 (NSW)</li> <li>• Code of Practice: Managing Psychosocial Hazards at Work (NSW)</li> <li>• NSW Anti-Bullying Framework</li> </ul> |
| <b>Related documents (Including but not limited to)</b> | <ul style="list-style-type: none"> <li>• Code of Conduct – Personnel</li> <li>• Code of Conduct – Student</li> <li>• Complaints Policy and Procedure - Community</li> <li>• Continuous improvement procedure – incident, hazards and feedback</li> <li>• Records Management Policy and Procedure</li> </ul>                                                                                                                                                                                                                                                                                |
| <b>Date of issue/last revision</b>                      | July 2021 / August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Authorisation Implementation</b>                     | Principal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Date of Approval</b>                                 | 31 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Review Cycle</b>                                     | Biennial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Feedback</b>                                         | Feedback on this procedure can be emailed to the Principal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Accessible</b>                                       | Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Parent <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                            |

### Purpose

This policy and procedure sets out the College's whole-school approach to preventing, identifying, reporting, recording, triaging, responding to and reviewing student bullying, harassment, discrimination, victimisation and cyberbullying, consistent with the NSW Anti-Bullying Framework.

### Scope

This policy and procedure applies to students, personnel, parents and carers, and others involved in the College community who observe, experience, report or respond to student behaviour. It applies to behaviour at school, during school activities, while travelling to or from school or College events, and in online or other out-of-school contexts where the behaviour affects a student's safety, wellbeing, participation or learning at the College.

## Definitions

**Personnel** - all employees, volunteers, trainees, interns, and labour hire employees

**Bullying** is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Bullying may overlap with harassment, discrimination or criminal conduct. Serious concerns must be escalated in accordance with the severity and reporting requirements in this procedure.

**Cyberbullying** means bullying carried out through digital technologies or online environments, including social media, messaging, images, video, email, gaming platforms, learning platforms or other electronic communication. Cyberbullying may occur during or outside school hours where it affects a student's safety, wellbeing, participation or learning at the College.

**Harassment** means unwelcome behaviour that offends, humiliates, intimidates or threatens a student, including behaviour connected to a protected attribute or personal characteristic.

**Discrimination** means treating a student less favourably, or disadvantaging a student through an unreasonable requirement, condition or practice, because of a protected attribute such as disability, race, sex, age, religion, gender identity, sexuality, family responsibilities or other attributes protected by law.

**Victimisation** occurs when a student is treated unfavourably because they have made, may make, supported or been involved in a report or concern about bullying, harassment, discrimination, victimisation or cyberbullying. Victimisation is not tolerated and must be addressed promptly to protect student safety and wellbeing.

**Safe and supportive environment** – a school which:

- creates a school environment in which all students feel safe and secure
- the fostering of optimum conditions for learning and teaching
- encourages reporting of bullying
- supports students affected by bullying or harmful behaviour
- supports students who engage in bullying or harmful behaviour to take responsibility and change their behaviour
- provides, where necessary, appropriate disciplinary consequences for those who persist in bullying.

## Policy

Sapphire Coast Anglican College (SCAC) (the College) is committed to a whole-school approach to preventing and responding to bullying, harassment, discrimination, victimisation and cyberbullying. The College will promote a safe, inclusive and respectful learning environment by building positive relationships, strengthening student wellbeing, supporting safe reporting and responding promptly, fairly and proportionately to concerns. Student safety, dignity, participation and wellbeing will be prioritised in all prevention, response and follow-up actions.

Reports made under this policy will be taken seriously, recorded consistently, triaged according to risk and managed with care. The College will consider individual circumstances including age, development, culture, disability and wellbeing needs, and take reasonable steps to protect students from retaliation, shame or further harm.

### **Student voice and participation**

The College will provide age-appropriate and inclusive opportunities for students to contribute to bullying prevention, reporting pathways, wellbeing supports and review of anti-bullying strategies. Student participation will be voluntary, respectful, culturally safe, accessible and managed in a way that protects privacy and wellbeing. Student feedback will be considered when reviewing incident trends, school climate and the effectiveness of prevention and response strategies.

### **Framework alignment**

The College's approach is organised around the NSW Anti-Bullying Framework components of Preventing, Responding, Partnering and Implementing. This includes building a positive and inclusive whole-school culture, using transparent and timely reporting and triage systems, working actively with students, families and community services, and regularly reviewing policy, practice, data and professional learning.

## **Responsibilities**

The **Principal** is required to:

- Ensure the College implements, communicates and regularly reviews an Anti-Bullying Plan aligned with the NSW Anti-Bullying Framework, including preventing, responding, partnering and implementing actions that support student wellbeing and safety.
- Provide training for staff on how to reduce the incidence of bullying, how to report and respond to any incidents of bullying and promote the development and maintenance of respectful student relationships.
- Ensure that students are provided with age-appropriate support and education about bullying behaviours, respectful relationships and processes for reporting bullying, to ensure their safety.
- Ensure bullying complaints are investigated and responded to in a timely and procedurally fair manner in accordance with the *Anti-bullying procedure*, to respect the dignity and privacy of those students involved. Ensure relevant staff are informed about bullying complaints and incidents.
- For serious matters, assess safety, preserve relevant information and consider police, child protection or other agency notification.
- Ensure appropriate wellbeing support for students involved in bullying.
- Maintain and review confidential records, incident trends, response timeliness and implementation progress to inform continuous improvement.

**Personnel** are required to:

- Take reasonable care for student safety and wellbeing.
- Implement anti-bullying education and prevention strategies.
- Report concerns promptly, escalate safety or child protection risks and maintain confidential records.
- Notify parents and carers in a timely manner where appropriate.
- Collaborate with students, families, personnel and external agencies where appropriate.
- Model respectful, non-bullying behaviour.

**Heads of Faculty and Faculty teams** will:

- Provide consultation, support and training related to bullying matters, where requested.

**Parents and carers** of students are required to:

- Work with the College to prevent, report and resolve concerns.
- Not bully students, staff or other parents.

**Students** will:

- Not bully, harass, discriminate, victimise, intimidate, threaten or exclude others, including online.
- Seek help if they experience or witness bullying.
- Report bullying promptly to trusted College personnel.
- Behave as responsible digital citizens and keep private details confidential.

## Compliance

Failure by personnel, parents, carers or students to comply with this policy may result in action appropriate to their role, relationship with the College, relevant policies and applicable law. Student responses will be proportionate, procedurally fair, developmentally appropriate and focused on safety, accountability, learning and wellbeing. Serious or repeated behaviour may result in disciplinary action, including suspension, expulsion or review of enrolment, where permitted by College policy and law.

## Support

Students who experience or report bullying, harassment, discrimination, victimisation or cyberbullying will be offered support based on their individual needs. This may include a check-in with a trusted staff member, counselling or wellbeing support, a safety or support plan, adjustments to supervision or learning arrangements, support to re-engage with peers and learning, and follow-up to confirm the student feels safe and the behaviour has stopped.

Additional resources:

- Kids Helpline – 1800 551 800 [www.kidshelp.com.au](http://www.kidshelp.com.au) / [Bullying | How to deal with being bullied | Kids Helpline](#)
- Lifeline – 13 1114
- Beyond Blue – 1300 22 4636
- [Bullying No Way](#)