



Anti-bullying Policy

Supporting safe, respectful and caring learning environments for all students.

Version 1.0
effective 10 June 2021

QUEENSLAND

Chinchilla Christian College
Dalby Christian College
Endeavour Christian College
Groves Christian College
Livingstone Christian College
Staines Memorial College
Warwick Christian College
Whitsunday Christian College

NEW SOUTH WALES

The Lakes Christian College

SOUTH AUSTRALIA

Blakes Crossing Christian College
Seaview Christian College

WESTERN AUSTRALIA

Cornerstone Christian College

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Responsible officer	Compliance Manager
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1. PURPOSE AND SCOPE

- 1.1 The purpose of this policy is to assist CCM Colleges in providing safe, respectful and caring learning environments and to address all forms of harassment and bullying involving students.
- 1.2 This document applies to all students enrolled at a CCM College, their parents / caregivers and staff.

2. CONTEXT

- 2.1 Christian Community Ministries Limited (ABN 96 105 961 135) (CCM) is a not-for-profit company limited by guarantee, registered with Australian Charities and Not-for-profits Commission (ACNC). Governance responsibility for the ministries and operations of CCM and the CCM Group ultimately rests with the Board of Directors of Christian Community Ministries Limited.
- 2.2 CCM is the corporate member of other entities that together with CCM comprise the *Christian Community Ministries Ltd_ACNC Group*.
- 2.3 CCM provides primary and secondary school education, via trading entities of CCM and through Cornerstone Christian College Ltd (ABN 51 009 297 941).
- 2.4 CCM is an approved operator of Early Childhood Education and Care (ECEC) Services in Queensland (Approved Provider PR-00001134).
- 2.5 Christian Community Ministries Registered Training Organisation (RTO #31056) is nationally registered to provide a range of vocational education and training courses.
- 2.6 CCM schools participate in the evangelising mission of the Church and are the privileged environment in which Christian education is provided. In this way, CCM schools are at once places of evangelisation, of complete formation, of inculturation, and of apprenticeship in a lively dialogue between young people of different social backgrounds.

3. DEFINITIONS

- 3.1 **CCM** means Christian Community Ministries Ltd.
- 3.2 **CCM Group** means entities as registered with the Australian Charities and Not-for-profits Commission (ACNC) current group members of *Christian Community Ministries Ltd_ACNC Group*, which includes Christian Community Ministries Limited (ABN 96 105 961 135), Cornerstone Christian College Ltd (ABN 51 009 297 941) and Christian Youth Council (ABN 21 483 597 481).
- 3.3 The term **College** in this Policy refers to the Colleges (schools) operated by CCM:
 - Blakes Crossing Christian College;
 - Chinchilla Christian College;
 - Cornerstone Christian College;
 - Dalby Christian College;
 - Endeavour Christian College;
 - Groves Christian College;
 - Livingstone Christian College;
 - Seaview Christian College;
 - Staines Memorial College;
 - The Lakes Christian College;
 - Warwick Christian College;
 - Whitsunday Christian College.

For the purpose of this *Anti-bullying Policy*, **College** does not include the following ECEC services which are considered separately in accordance with requirements for early childhood education and care services:

- Chinchilla Christian College Kindergarten;
- Dalby Christian College Early Learning Centre;
- Groves Christian College Early Learning Centre, Kindergarten and Outside School Hours Care Service;
- Livingstone Christian College Early Learning Centre;
- Staines Memorial College Kindergarten;
- Whitsunday Christian College Outside School Hours Care Service.

- 3.4 **Principal** means the position of most senior person in authority at the relevant College at any given time, or their delegate.
- 3.5 **Staff** means employees of the CCM Group.
- 3.6 **Student** means any person enrolled at a CCM College.
- 3.7 **Harassment** is any uninvited and unwelcome and unwanted behaviour directed towards a person — because of their race, gender, religion, physical appearance or ability, socioeconomic status, or academic ability — that results in that person experiencing offence. Harassment is also any behaviour directed toward another person with the intent to make them feel humiliation or intimidation.
- 3.8 **Bullying** is repeated verbal, physical, social, or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons (*National Safe Schools Framework, 2011*).

4. POLICY STATEMENT

- 4.1 CCM does not tolerate harassment or bullying and is committed to providing safe and caring learning environments for all students.
- 4.2 CCM acknowledges every person is unique and created by God, in His image. Therefore, all members of the College community are to be treated with the utmost respect and courtesy — regardless of their race, gender, religion, physical appearance, socioeconomic status, or academic ability. This includes students with disability and those experiencing gender dysphoria or incongruence, as well as their families.
- 4.3 All reports of harassment and bullying are taken seriously and will be investigated.

5. FORMS OF BULLYING

- 5.1 **Physical:** The repeated unwanted violation of another person's body through any form of physical aggression or assault.
- 5.2 **Verbal:** The use of words and language to cause emotional distress to another person, exclude them, or make them feel threatened by others. This includes persistent name-calling, sarcasm, teasing, intimidation, spreading rumours or ridicule.
- 5.3 **Emotional / Psychological:** Includes repeated threats or implied threats, threatening gestures, manipulation, emotional blackmail, offensive notes and threats to an individual's reputation and sense of safety.
- 5.4 **Cyber:** Involves the use of electronic communication such as email, messaging (text or instant), chat rooms, social networking platforms and / or websites to engage in the bullying of other individuals or groups. This could occur in or out of school time.
- 5.5 **Sexual:** Includes inappropriate touching, actions, conversations or comments.

6. NON-BULLYING BEHAVIOURS

- 6.1 Many distressing behaviours are not examples of bullying, even though they are unpleasant and often require intervention by College staff. These include:
- (a) **Mutual Conflict:** This involves an argument or disagreement between people, but not an imbalance of power.
 - (b) **Social Rejection or Dislike:** This is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.
 - (c) **Single Episode Events:** Nastiness or physical aggression are not the same as being bullied. If someone is being abused or pushed on one occasion, they are not being bullied. This does not mean the behaviour should be ignored.

7. SIGNS A STUDENT MAY BE BEING BULLIED

- (a) Loss of interest in schoolwork.
- (b) Reluctance to attend school.
- (c) Diminished academic performance.
- (d) Reluctance to talk about school and activities.
- (e) Limited social contact with peers.
- (f) Mood swings, especially toward depression, irritability, unhappiness or outbursts of anger.
- (g) Reported headaches, stomach pains (frequently in the morning before leaving for school) or poor appetite.
- (h) Loss of sleep.
- (i) Visible cuts, scratches or bruises.
- (j) Loss of personal property because of theft, extortion or damage to personal property.

8. IMPLEMENTATION

- 8.1 CCM Colleges will openly talk about bullying — what it is, how it affects individuals, groups and the community and what we can do about it.
- 8.2 CCM Colleges will:
- (a) Provide students with opportunities to develop skills, which will build their self-awareness and self-management skills.
 - (b) Encourage students to 'tell' of incidents of bullying or of being bullied.
 - (c) Establish 'telling' as acceptable and responsible behaviour valued in our learning communities.
- 8.3 If bullying is confirmed, the College will respond, support and record the incident.

9. RESPONSIBILITIES

- 9.1 CCM Colleges via the Principal will:
- (a) Ensure all staff have access to the *Anti-Bullying Policy* and provide appropriate professional development, including at the time of induction.
 - (b) Ensure all in-bounds areas of the College are patrolled.

9.2 Staff will:

- (a) Watch for early signs of distress in students.
- (b) Ensure they are familiar with the *Anti-Bullying Policy* and procedures at their local College.
- (c) Intervene immediately when harassment or bullying is observed.
- (d) Offer immediate support to the aggrieved student.
- (e) Educate all students regarding their responsibilities as bystanders to a bullying incident.
- (f) Ensure they do not model bullying behaviour in interactions they have with students, parents or other members of staff.

9.3 Students should:

- (a) Report all incidents of harassment and/or bullying to a staff member.
- (b) Actively support students they know are being bullied.
- (c) Refuse to become involved in bullying, including as a bystander.

9.4 Parents should:

- (a) Promptly notify their student's College of any incidents of bullying that occur at the College. Additionally, incidents of bullying that occur outside of school hours (for example, social media) which may be relevant to the College's care of the child should also be reported.
- (b) Watch for signs of distress in their child, such as those listed in Point 7 of this policy.
- (c) Take an active interest in their child's social life.
- (d) Report to the College if they believe their child is being harassed or bullied at school.
- (e) Keep a written record if the bullying persists: Who, what, where and when?
- (f) Advise their child to tell a trusted teacher.
- (g) Ensure they do not model bullying behaviour in interactions they have with others.

10. RESPONSE

- 10.1 All reports of harassment or bullying will be investigated and responded to in accordance with the College's complaints handling policy and processes.
- 10.2 If harassment or bullying amounts to harm as outlined in the *Child Protection Policy*, the matter will be dealt with under the *Child Protection Policy*.
- 10.3 CCM Colleges retain records of all reported incidents of bullying and harassment to track the welfare of those involved and to determine if further action is required. These are analysed to ascertain significant areas where bullying and harassment has occurred as well as the strategies that have been successful in resolving issues.

11. POLICY REVIEW

- 11.1 This policy will be reviewed every four years unless legal reasons or CCM process changes require an earlier review.
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