

# **Bullying and Harassment Policy**

## **St Pius X OSHC**

St Pius X OSHC Service is committed to fostering a positive, caring and harmonious environment in which all staff and children are treated with respect and dignity. The service does not tolerate bullying or harassment of any kind, and action will be taken for all reported incidents. We believe that everyone, staff and children, have the right to feel safe and have fun whilst at St Pius X OSHC.

Staff will endeavour to teach all children to use 'Grievance Procedures' when they are being bullied.

### **Grievance Procedures**

#### **Step 1 Try to Solve it yourself**

- Try to ignore it and walk away
- Stand up straight, look the person in the eyes and say ' I do not like it when you.....'
- 'I want you to stop'
- You may need to repeat this step

#### **Step 2 Seek the help of a friend**

- Your friend can say 'My friend does not like it when you .....and s/he wants you to stop'

#### **Step 3 Go to a staff member**

- Say how you have been bullied and what steps you have taken
- Talk to a parent or any adult you feel comfortable with

### **Staff actions toward bullying incidents:**

#### **Step 1**

- Discussion with all children involved.
- Inform the child that their behaviour constitutes as bullying/harassment and that it is unacceptable
- Give consequences and discuss appropriate behaviour and/or behaviour plan for the future
- Report incident to Director and record it on a Child Incident sheet (located in office)

#### **Step 2**

- If the same child is found to be bullying/harassing again the Director will consult with parents, school teacher, other OSHC staff and principal.
- A verbal or written contract will be formulated, and the incident recorded.

#### **Step 3**

- Consequences from the contract will be implemented (usually withdrawal from play)
- Parents will be notified and included in this process

#### **Step 4**

- Consultation with the principal and parents re: Internal Suspension

\*If the bullying & Harassment displayed by the child is severe, the process may start at Step 2