Australian Islamic College of Sydney

Anti-Bullying Policy and Procedure

Australian Islamic College of Sydney policies have a commitment to Australian Islamic ethos and values, and should be read in conjunction with other policies and procedures and with relevant legislation.

POLICY REVIEW

The policy will be reviewed not less frequently than once every two years.

POLICY DATES			
Implemented	December 2014	Reviewed	December 2022
Next Review Due		February 2024	
POLICY OWNER		POLICY APPROVER	
Mohammed Riaaz Ali PRINCIPAL		AICS Board	

Purpose

The Australian Islamic College of Sydney (AICS) is committed to creating a caring College environment based on Islamic ethos and values. The College affirms that all members of the College community have the right to be treated with respect and dignity and to learn and work in a safe and supportive environment. The purpose of the Anti-Bullying Policy is to ensure that all members of the College community enjoy a safe and supportive environment. This policy aims to: identify bullying behaviour; acknowledge student rights and responsibilities; outline processes for dealing with bullying; encourage a whole school community approach towards dealing with bullying behaviour.

Our College's Anti-Bullying Policy is formulated showing that the College does not tolerate bullying in any form. It also aims to discourage and act on any behaviour that may impinge on a person's rights, self-respect, morale or capacity to work and study. We have zero tolerance policy for any form of bullying behaviour.

Rights and Responsibilities:
All members of the College community have the following rights and responsibilities:

Rights	Responsibilities
To feel safe	To respect the Islamic beliefs and Values
To learn	To respect yourself
To be respected	To respect others
To be valued	To support others

What is Bullying? Bullying:
- Usually involves an imbalance of power
- Causes harm to those who are powerless to stop it
- Can take many forms: verbal, physical, cyber and psychological
- May be a 'one off' occasion or take place repeatedly over time

Bullying can lead to low self-esteem, a reluctance to attend College, impaired social functioning, and anxiety and/or depression.

Types of Bullying:	Direct	Indirect
Physical	• Hitting, slapping, punching • Kicking • Pushing, strangling • Spitting, biting • Pinching, scratching • Throwing things, e.g. stones	• Getting another person to harm someone

Non-Physical	• Mean and hurtful name-calling • Hurtful teasing demanding money or possessions • Forcing another to do homework or commit offences such as stealing	• Spreading nasty rumours • Trying to get other students not to like someone
Non-Verbal	• Threatening and/or obscene gestures	• Deliberate exclusion from a group or activity • Removing and hiding and/or damaging others' belongings
Cyber	• Sending inappropriate electronic messages • Posting information about another student on a social network sight (or other) without their permission	• Deliberate exclusion of a student through the use of technology • Using technology to get students not to like others

(This list is by no means exhaustive and other examples of 'Bullying' may occur)

Prevention:
Our College constantly strives to reduce bullying by:

- Teaching and reinforcing the Islamic ethos and values through Islamic studies lessons and integration of Islamic principles and guidelines within all remaining KLAs.
- Implementing Pastoral Programs by Year Advisors and the School Counsellor that teach appropriate social skills, resilience, conflict resolution skills and how to respond to bullying
- Engaging visiting experts such as 'Police Liaison Officers' and organizing Anti Bullying seminars
- Teachers staying informed by the latest research on bullying
- Providing information to the parent body on issues related to bullying via newsletters
- Creating a positive physical environment through such things as displaying Anti-Bullying posters
- Identifying, tracking and responding to students who may exhibit or been the victim of bullying behaviour

Procedures for Intervention when Bullying Occurs
Students
If you are bullied:

- Tell the student bullying to stop
- Ignore them
- Walk away

- If none of the above tactics work or it is extreme or repeated, tell an adult ie teachers, year advisors, student welfare coordinator, school counsellor or executive members of staff

If you see someone being bullied:

- Tell the person bullying to stop
- Be a friend to the person being bullied
- Help the person to tell the victim to report the bully to an adult yourself

Parents

- Be aware of signs of distress in your child e.g. not wanting to attend College, patterns of illness, damaged belongings
- Inform the child's Class room teacher, Year advisor or an Executive member of staff
- Do not deal directly with the other children or their parents
- Model and encourage respect for others, compassion, friendliness, cooperation and tolerance

Staff

- Adopt positive classroom management strategies that incorporate anti-bullying messages
- Provide positive role modelling to students by behaving in a fair and consistent manner with all members of the school community
- Actively counteract bullying behaviour by identifying and responding to any bullying cases effectively
- Respond appropriately to any reported incidents of bullying

Procedures for Responding to Bullying

Step One: The incident will be investigated through procedural fairness by Year Advisor, or Head of Wellbeing, or Head of school or Principal.

Step Two: (omitted in severe cases) The College will approach the situation with the aim to change the behaviour of the students involved in the bullying incident and improve the situation of the student being bullied. Situation analysis and reflection techniques will be used to establish how to change the situation

Step Three: If the student is found to be bullying again or if the bullying was deemed as severe, the College's Student Behaviour Management Policy and Procedure will be implemented.
    This could include:

- Parents informed
- Detention

- Principal informed
- Implementation of a student behaviour contract/ conduct card
- Suspension
- Where necessary, Police being informed
- In some circumstances, termination of enrolment

Throughout the outlined procedure all the students involved will be actively encouraged to seek assistance from the College's Psychologist.

The College does not tolerate/allow corporal punishment of any kind. The principles of procedural fairness are followed in regard to the follow-up of any issue. Procedural fairness refers to what are sometimes described as the 'hearing rule' and the 'right to an unbiased decision'.

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- Know the allegations related to a specific matter and any other information which will be taken into account in considering the matter
- Know the process by which the matter will be considered
- Respond to the allegations
- Know how to seek a review of the decision made in response to the allegations

The 'right to an un-biased decision' includes the right to:

- Impartiality in an investigation and decision-making
- An absence of bias by a decision-maker

Procedural fairness includes making available to students and parents or guardians, policies and procedures under which the disciplinary action is taken. It also includes providing details of an allegation relating to a specific matter or incident. This means that those involved in investigating a matter within the college will act fairly, in good faith, without bias and exercise discerning judgment. Each party should have the opportunity to state their case adequately, correcting or contradicting any relevant prejudicial information pertinent to their case.