

Carey Student Anti-Bullying and Anti-Harassment Policy

INTRODUCTION

Carey Baptist College “Carey” seeks to provide a learning environment that is safe and enjoyable for all. Harassment is illegal under the Employment Relations Act 2000 and the Human Rights Act 1993. Harassment of any nature at Carey is regarded as a serious offence and will not be tolerated.

Harassment is defined as any unwanted comment, conduct or gesture directed toward an individual or a group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. Harassment also includes any promises or threats, both explicit and implied, in return for sexual favours. Harassment is a form of discrimination.

Carey recognises that bullying may involve comments and behaviours that offend some people and not others. Carey accepts that individuals may react differently to certain comments and behaviour. That is why a minimum standard of behaviour is required of both students and staff.

Carey recognises that bullying can take place through a number of different methods of communication including face to face, email, text messaging and social media platforms. As such, this Policy applies to all methods of communication through which bullying can take place.

OTHER UNACCEPTABLE CONDUCT

Single incidents of unreasonable behaviour (such as harassment, violence or threatening behaviour) can also present a risk to health and safety and will not be tolerated.

Where such conduct occurs towards a person due to a particular characteristic of that person (such as when based on sex, sexual orientation, pregnancy, marital status, age, disability, ethnicity or race) this may be unlawful under the Human Rights Act 1993, even if it is limited to a single incident.

For example, sexual harassment is unlawful even where it is not repeated conduct.

Further, Carey will not tolerate any form of violence either physically or through a threat. This includes (but is not limited to):

- Any type of direct physical contact such as punching, pushing, tripping, spitting or blocking of someone’s way;
- Any form of unwanted physical contact.

CAREY STAFF

Carey staff have an important role to play in terms of fostering a culture that does not tolerate or encourage harassment, bullying or violence and should ensure that they do not engage in any conduct of this nature themselves. Carey expects its staff:

- Not to engage in harassment, bullying or workplace violence;
- Not to aid, abet or encourage others to engage in harassment, bullying or workplace violence;
- To behave in a responsible and professional manner;
- Treat others in the workplace with courtesy and respect;
- Listen and respond appropriately to the views and concerns of others; and
- To be fair and honest in their dealings with others.

When Carey staff observe harassment, bullying or violence occurring, they should take steps to prevent this conduct from continuing and warn the person or people involved of the consequences if the behaviour continues.).

Carey staff must also treat all grievances raised by workers in accordance with the Carey Student Complaints Policy and Procedure

ARE YOU EXPERIENCING BULLYING, HARASSMENT OR BEING SUBJECT TO VIOLENCE?

If a student feels that they may have been a victim of harassment from any supervisor, employee, lecturer, student, or any other person in connection with their study or employment at Carey, they should bring the matter to the immediate attention of one of the Harassment Officers:

HARASSMENT OFFICERS	
The Principal John Tucker	The Executive Director Chris Berry

Any discussions with either of the Harassment Officers will be treated by them as being in the strictest confidence (except where Carey deems it is necessary to disclose information in order to properly deal with the complaint) you will not be victimised or treated unfairly for making a complaint.

RESOLUTION OF COMPLAINTS

When dealing with complaints of harassment you may decide to pursue a number of approaches in order to resolve the issue.

INFORMAL RESOLUTIONS

If a student decides that they do not wish to lodge a formal complaint they are still able to pursue a resolution and Carey will support and assist. Students may choose to either:

- Approach the offender directly and take action personally. However, this approach is only recommended if you feel comfortable in approaching the offender.
- Request a third party to mediate between yourself and the offender; this can be done either together or individually.

Or if the harassment is of a less serious nature and no direct resolution is deemed necessary, the Harassment Officers may send a general memorandum to all students and members of staff, including contractors, via email reminding them of their responsibility to foster a safe environment.

FORMAL RESOLUTIONS

If a student decides to lodge a formal complaint they may do so in writing or verbally with one of the Carey Harassment Offices.

Please note that formal complaints must include:

- A description of the event(s).
- The name of the offender.
- The date(s) and location(s) where the offending behaviour took place.
- The effect the behaviour had on you.
- And details of any witnesses, if applicable.

The Harassment Officer may then, with the students consent, send the formal complaint to the offender. Should the allegation be accepted at this stage by the offender, the formal complaint may be placed on the Harassment File and a warning will be issued to the offender.

However, in the event that the offender does not accept the allegation, the Harassment Officer will assign an individual or individuals to investigate the complaint fully and fairly. As part of this investigation, the accused offender will be given the opportunity to be heard and offer explanation.

If the result of this investigation finds the offender guilty then if appropriate, recommendations for remedial action and/or disciplinary measures will be given by the investigator(s) to the Principal who will then determine the final course of action to be taken in order to resolve the complaint.



Please note that, at the discretion of the Principal and in accordance with the Code of Conduct, an offender may receive disciplinary measures.

If the offender is a student measures such as suspension from their programme of study or in serious offences grounds for dismissal may be considered.

If the offender is an employee of Carey measures such as suspension without pay, probation, re-assignment of responsibilities, or of serious offences the termination of employment may be considered.

However, if the result of this investigation finds the offender innocent, meaning that they were not able to conclude that Policy for Harassment was violated, Carey still reserves the right to bring to the attention of the accused offender that their conduct was deemed to be inappropriate.

Please note that Carey also still reserves the right to contact any appropriate external authorities should this be deemed necessary in order to resolve the complaint, in the instance that student feels that even after the investigation that their complaint is not sufficiently resolved.

If the claim is found to be substantiated, Carey will act in accordance with its Disciplinary policies and procedures.

Please note that a serious complaint of harassment may be brought before the Human Rights Commission, in accordance with New Zealand legislation.

DEFINITIONS

The following definitions apply to this policy:

Staff means Carey staff

Carey means Carey Baptist College

KEY RELEVANT DOCUMENTS

Student Conduct Policy and Procedure

Student Misconduct Policy and Procedure

