



The ACT Jewish Community is a member of the JCA family of organisations

## ANTI-BULLYING POLICY

### PREAMBLE

1. This policy sets out the normative expectation that there should be no bullying within the ACT Jewish Community Inc.
2. In declaring this expectation, the ACTJC differentiates between bullying (typically requiring non-punitive and restorative approaches), conflict (typically requiring mediation), and violence and harassment (typically leading to more serious consequences).

### STATEMENT OF PRINCIPLES

3. The ACT Jewish Community Inc is committed to providing a healthy and safe environment for its students, employees, members and contractors.
4. The ACTJC will develop procedures to enable complaints of bullying to be dealt with and resolved within the ACTJC without limiting any person's entitlement to pursue resolution of their complaint with the relevant statutory authority.
5. The ACTJC is committed to the elimination of all forms of bullying. There will be no recriminations for anyone who in good faith alleges bullying and all bullying allegations will be dealt with in a constructive and conciliatory manner.
6. The ACTJC is committed to building trust between the parties through constructive and respectful communication where bullying allegations are made. This may include the use of conflict resolution, conciliation or mediation services.

### SCOPE

7. This policy applies to:
  - (a) ACTJC employees in relation to each other and in relation to children
  - (b) members of the ACTJC in relation to children and ACTJC employees and contractors and
  - (c) children in relation to each other.



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8. This policy applies during normal working and school hours, at work-related or sponsored functions, and while travelling on work-related business.

## **DEFINITIONS**

9. Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (see 'mobbing' below).

10. Frequently bullies use a combination of behaviours. Some examples of bullying behavior are:

### *Verbal communication*

- Abusive and offensive language
- Insults
- Teasing
- Spreading rumor and innuendo
- Unreasonable criticism
- Trivializing of work and achievements.

### *Manipulating the work environment*

- Isolating people from normal work interaction
- Excessive demands
- Setting impossible deadlines.

### *Psychological manipulation*

- Unfairly blaming a person for mistakes
- Setting a person up for failure
- Deliberate exclusion (shunning)
- Excessive supervision
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Criticizing in public.

11. Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues, and comments that are meant to be - or are taken as - demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

## **Mobbing**

12. Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

## **CONSEQUENCES OF BULLYING**

13. Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

### **For those being bullied**

14. People who have been bullied often suffer from a range of stress-related illness. Employees can lose confidence and withdraw from contact with people outside the workplace as well as at work. Their work performance can suffer, and they are at increased risk of workplace injury. Children who are bullied at school can feel unsafe and unhappy in their school environment and may be at increased risk of suffering lasting psychological damage.

### **For the employer**

15. Besides potential legal liabilities, the employer can also suffer because bullying can lead to:
- Deterioration in the quality of work
  - Increased absenteeism
  - Lack of communication and teamwork
  - Lack of confidence in the employer leading to lack of commitment to the job.

### **For others at the workplace and in our community**

16. People who witness bullying behaviors can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied.

## **RESPONSIBILITIES**

### **Managers and supervisors**

- Ensure that all employees are aware of the anti-bullying policy and procedures
- Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received

- Provide leadership and role-modelling in appropriate professional behavior
- Respond promptly, sensitively and confidentially to all situations where bullying behavior is observed or alleged to have occurred.

### **Employees and members**

- Be familiar with and behave according to this policy
- If you are a witness to bullying, report incidents to your supervisor or the President as appropriate
- Where appropriate, speak to the alleged bully(ies) to object to the behavior.

### **Students**

- Speak up and bring all forms of bullying into the open
- Seek immediate help if bullying is witnessed or experienced in the classroom, playground or over the internet
- Learn and use effective bystander responses
- Discuss and listen to issues of concern.

### **Teachers**

- Take time to establish a safe and caring environment
- Demonstrate respect for all students
- Work with students to develop agreed rules for the class, display the rules in the classroom and inform parents of these rules
- Use teaching practices that develop positive relationships between students with diverse interests, experiences, abilities and backgrounds
- Take complaints about bullying seriously
- Inform the team leader about any concerns of bullying
- Work proactively in a team to assist students at risk
- Lead class discussions about bullying: what it is, how to get help and appropriate bystander responses.

### **Parents**

- Support the DOB policy – Don't Obey Bullies
- Encourage children to speak up about bullying and to report any incidents of bullying
- Talk to children about the effects and consequences of bullying
- Contact your child's team leader if you believe any child is being bullied or is bullying other children
- Raise bullying issues with the ACTJC Executive rather than directly approaching children or other parents.

## **ACTJC leadership**

- Ensure all members, children of members and ACTJC employees are aware of this policy and support them in implementing it
- Commit to training staff/madrachim/youth leaders working with children to deal with allegations of bullying/bullying incidents
- Promote this policy through Grapevine and the website with the aim of empowering all members to be involved in creating and maintaining an anti-bullying environment
- Provide counseling and support to targets of bullying, including through individual and group support programs for students who experience ongoing bullying episodes. Parents will be informed of these support programs and be invited to help develop, implement and monitor them.

## **IF YOU THINK YOU HAVE BEEN BULLIED**

- Any employee who feels he or she has been victimized by bullying is encouraged to report the matter to his or her supervisor or the President
- Where appropriate, an investigation will be undertaken followed by such measures as the Executive of the ACTJC consider to be necessary and appropriate. This may include the use of conflict resolution, conciliation or mediation services.

## **BULLYING INVOLVING CHILDREN**

- Step 1: report the bullying incident to a staff member
- Step 2: the staff member will obtain details from the person making the report and from the person being bullied, along with any witnesses and the person accused of bullying. The person who bullied will be informed about their behaviour and the effect it has. The conversation will seek input from the main parties involved in the incident, and the person who was bullied will be asked if they wish to be involved in the conversation.
- Step 3: resolution of a bullying incident will have regard to the level of severity and intent involved along with contextual factors such as what was happening in the lead-up to the event. An appropriate resolution to a bullying event involving children may include a commitment to cease the behaviour, close monitoring and/or restricted movement on the playground, an in-school suspension or an out-of-school suspension.
- Step 4: where appropriate, school staff will communicate to the broader group of children involved the facts of any incident and the follow up, and lead a discussion about how children as members of our community can assist with removing bullying from our environment.

## **Authorisation**

Merrilyn Sernack  
Secretary  
ACT Jewish Community Inc  
3 May 2016

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## **What you can do to stop bullies - Be a supportive bystander: Violence, Harassment and Bullying Fact sheet**

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If you are being bullied or know or see someone being bullied, it is important that you read this fact sheet to find out how to be a supportive bystander. If you are being bullied and need help please [contact a support service](#).

A bystander is someone who sees or knows about bullying or other forms of violence that is happening to someone else.

Bystanders can be either part of the bullying problem or an important part of the solution to stop bullying.

Bystanders can act in different ways when they see or know about bullying:

1. Some bystanders take the side of the bully by laughing at the victim, encouraging the bully or by passing on text messages or messages on social media sites like Facebook and YouTube
2. Some bystanders will give silent approval or encourage the bully by looking on
3. Some bystanders may watch or know about the bullying but don't do anything. They may not know what to do or are scared. This group of bystanders knows that bullying is not ok.
4. Some bystanders will be supportive and take safe action to stop the bully, find help or support the victim

### **Supportive bystanders**

Just as we have human rights we also have responsibilities to respect and protect the rights of others. A supportive bystander will take action to protect [the rights of others](#).

A supportive bystander will use words and/or actions that can help someone who is being bullied.

If bystanders are confident to take safe and effective action to support victims then there is a greater possibility that bullying can stop and the person who is bullied can recover.

People respect those that stand up for others who are bullied but being a supportive bystander can be tough. Sometimes it is not easy to work out how to help safely because bullying happens in different ways and places such as online, at work or school.

There is no one size fits all approach to being a supportive bystander. For supportive bystanders to take safe and effective action here are some suggestions:

- Make it clear to your friends that you won't be involved in bullying behaviour
- Never stand by and watch or encourage bullying behaviour
- Do not harass, tease or spread gossip about others, this includes on social networking sites like Facebook
- Never forward on or respond to messages or photos that may be offensive or upsetting
- Support the person who is being bullied to ask for help e.g. go with them to a place they can get help or provide them with information about where to go for help

- Report it to someone in authority or someone you trust e.g. at school to a teacher, or a school counsellor; at work to a manager; if the bullying is serious, report it to the police; if the bullying occurs on Facebook, report it to Facebook.

## Get Help

If you have been bullied or witnessed others been bullied and need help contact:

Kids Help Line (1800 55 1800) is a free and confidential, telephone counseling service for 5 to 25 year olds in Australia. <http://www.kidshelp.com.au/>

Lifeline (13 11 14) is a free and confidential service staffed by trained telephone counsellors. <http://www.lifeline.org.au>

The Australian Human Rights Commission (1300 656 419) has a complaint handling service that may investigate complaints of discrimination, harassment and bullying [http://www.humanrights.gov.au/complaints\\_information/index.html](http://www.humanrights.gov.au/complaints_information/index.html)

## Other useful resources

Download the Cyber-safety Help Button, a free Australian Government initiative, designed to keep children and families safe online.

<http://www.dcbde.gov.au/helpbutton>

To find out about cyberbullying and how to get help you can also go to the Australian Communications and Media Authority (ACMA) Cybersmart Program

<http://www.cybersmart.gov.au/report.aspx>

National Centre Against Bullying

<http://www.ncab.org.au>

The Australian Human Rights Commission has information on cyber racism and actions that can be taken to report cyber racism.

[http://www.humanrights.gov.au/racial\\_discrimination/publications/cyberracism\\_factsheet.html](http://www.humanrights.gov.au/racial_discrimination/publications/cyberracism_factsheet.html)

Think U Know conducts internet safety programs and provides advice for teachers, parents and carers.

<http://www.thinkuknow.org.au/site/>

Bullying No Way provides support and information for school communities.

<http://www.bullyingnoway.com.au/>

*This fact sheet was developed in partnership with the [ReachOut.com](http://ReachOut.com), 2011*

Source: <https://www.humanrights.gov.au/what-you-can-do-stop-bullies-be-supportive-bystander-violence-harassment-and-bullying-fact-sheet>