Xavier College takes the issues of harassment and bullying very seriously. Harassment and bullying involve the ongoing verbal and/or physical abuse against a person. It encompasses behaviour which is UNWELCOME and REPEATED. This includes intimidation in all forms. Harassment is often done intentionally to hurt a person physically and/or emotionally. It can be done by an individual or by a group.

The following actions are examples of harassment and bullying:

- Hitting, punching, jostling, pushing, spitting.
- Frightening others by threatening actions against them.
- Damaging, hiding or destroying the property of others.
- Using offensive names or making suggestive comments.
- Making degrading comments about another person’s gender, religious or social background, race or culture.
- Making offensive comments about a person’s appearance.
- Using cameras or telephones to take inappropriate or unwanted images of a person.
- Writing offensive emails, text messages, graffiti or drawing rude pictures about others.
- Putting down another person’s abilities and achievements.
- Staring or making faces.
- Excluding others from friendship groups.

This list is not exhaustive, but it does provide many examples of UNWELCOME behaviour towards others. Xavier College strives to be a safe environment where everyone in the school community can feel secure and comfortable. If a person is being harassed, they should work through the following steps, so that the UNWELCOME behaviour can be stopped.

**STEP 1:** Try to ignore the UNWELCOME behaviour and show that it does not upset you. The harassment may then stop. *If the harassment or bullying does not stop:*

**STEP 2:** If you feel comfortable doing so, confront the person harassing or bullying you and tell them to stop their UNWELCOME behaviour immediately. Explain clearly that their actions are unwanted and that the school has a policy against harassment and bullying, therefore they are breaking the rules of the school by continuing to behave in this way. *If the harassment or bullying does not stop or you do not feel comfortable doing this:*

**STEP 3:** Report the matter to your Tutor Group Teacher or Classroom Teacher or House Director. Speak to them about the situation and work together in determining an appropriate plan of action. Allow them to then deal with the situation. Feel free to ask your Tutor Group Teacher or House Director what has happened after they have dealt with the student/s involved. *If the harassment or bullying does not stop:*

**STEP 4:** Tell your House Director that the harassment/bullying is not stopping. They will then report this to the Director of Students and/or the Deputy Principal and/or the Principal. These people will then take the action they see as necessary.
The consequences for harassment and bullying may include the following:

- Counselling/rehabilitation sessions for the person/s engaging in the harassment and/or bullying.
- Lunchtime and/or after school detentions.
- Parent contact by telephone and letter explaining the situation.
- Suspension.
- Paying for any damage caused to property or replacing any property stolen or damaged.
- Expulsion.

These consequences will also apply if any student engages in the harassment of a staff member at the College. Stopping harassment and bullying is vitally important. People who engage in this type of behaviour prevent others from achieving their best.

**REMEMBER ....**

It is right for students to tell someone if they are being harassed or bullied. Students should also tell a teacher on behalf of their friend, if they think someone is being harassed or bullied. Everyone has the right to feel safe and secure at their school. Everyone needs to feel good about themselves if they are going to be able to learn and be happy.

**HARASSMENT AND BULLYING IS SOMETHING THAT SHOULD NOT BE TOLERATED.**

**YOU CAN DO SOMETHING ABOUT IT.**

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**Hands-Off**

All students at Xavier College have the right to attend school each day, feeling safe and secure. For this environment to be maintained and for only appropriate behaviour to be displayed in a public arena, students are not to participate in any form of physical contact during the school day.

“Physical contact” includes the following:

- Play fighting with other students
- Punching
- Kicking
- Hand holding
- Kissing
- Sitting with arms around each other
- Any type of touching, either unwanted or wanted

*This list is not exhaustive, but it does provide many examples of “Physical contact”.*

In particular, students must be aware of the strong stance that the College will take against SERIOUS PHYSICAL VIOLENCE WITH INTENT TO HARM, HURT OR INTIMIDATE. Students that choose to act inappropriately with regards to physical contact, will face serious consequences which may include detention and/or suspension. If a suspension is deemed necessary, the Principal, Deputy Principal and/or Director of Students will meet with the student and his/her parents to discuss the conditions of re-entry to the College, if re-entry is an option. Such re-entry would include counselling.