



Student Anti-Bullying Policy

PUBLISHED: 27 November 2024	REVIEW DATE: 27 November 2027	DOCUMENT NO. YMCA_POL_YSQ_009
YMCA Queensland		

Table of Contents

1. PURPOSE	3
2. APPLICATION/SCOPE.....	3
3. POLICY STATEMENT	3
3.1 Student rights regarding bullying	4
3.2 Implementation	4
3.3 Compliance and Monitoring	5
3.4 Advice for Parents/Carers.....	5
4. ROLES AND RESPONSIBILITIES.....	6
5. COMPLIANCE WITH POLICY	7
6. DEFINITIONS	8
7. DISCLAIMER.....	8
8. DOCUMENT INFORMATION	8
9. RELATED DOCUMENTS AND FORMS	9
10. VERSION HISTORY	9

1. PURPOSE

The purpose of this policy is to protect students from bullying and to respond appropriately when bullying does occur.

This policy aims to create a harmonious and supportive school community and to contribute towards the elimination of bullying within the school community. Additionally, this policy aims to raise awareness regarding the nature and forms of bullying and provide staff, students and parents/carers with options for responding to and reporting incidents of bullying.

2. APPLICATION/SCOPE

This policy is relevant for Y Schools Queensland students, parents/carers and employees. The scope includes full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

This policy extends to incidents that can occur outside of school hours and off school grounds, which includes travel to and from school or during off site activities. It is acknowledged that some forms of bullying can constitute a criminal offence and are as a result not governed by this document, though the school will provide support as appropriate. If the behaviours amount to harm under the Student Protection Policy and/or the YMCA Safeguarding Children and Young People Procedures Manual, then the matter will be dealt with under the applicable policy.

3. POLICY STATEMENT

Y Schools Queensland has a zero-tolerance approach to bullying.

Y Schools Queensland is committed to taking action to protect students from bullying and to respond appropriately when bullying does occur. To prevent bullying from occurring, Y Schools Queensland will implement the following actions:

- Raise awareness of the school community's shared understanding of what bullying is, how it impacts people, and how bullying is responded to at the school
- Develop and promote effective social skills and positive relationships amongst students

To respond appropriately to any incidences of bullying, Y Schools Queensland will:

- Develop an appropriate mechanism for students and parents to report bullying
- Educate students and parents on how to respond, in the first instance, to incidences of bullying, and how to then report all incidences of bullying
- Educate employees on how to appropriately respond to reports of bullying
- Investigate and act upon all reports of bullying
- Take appropriate action, which might include support for targets of bullying and perpetrators and/or disciplinary measures.

3.1 Student rights regarding bullying

Y Schools Queensland students have the right to:

- Feel and be safe and secure within the school
- Be treated with dignity and respect
- Not be intimidated, harassed and/or bullied
- Engage in a healthy and encouraging learning environment

3.2 Implementation

Y Schools Queensland is dedicated to providing a community that rejects any form of harassment or bullying of students. As such, the school will treat all reports seriously and sensitively. The school will respond and react appropriately, taking into account the seriousness and severity of any incidents.

Any student who is bullied, or who has witnessed an incident of bullying should report this no matter how minor it may seem. Students can report bullying by notifying any staff member including but not limited to teachers, youth workers, counsellors, head of campus or head of school. As a parent/carer, if a student has reported an incident of bullying, you can discuss concerns with a teacher or youth worker, in the first instance. Reports of bullying should also be made online via the [Protecht Form](#). If a staff member witnesses an incident or has an incident reported to them, they will ensure the safety of the student and escalate as appropriate. All reports are investigated and documented. As far as reasonably possible, the investigation and outcome will remain confidential, and the parents/carers of the students involved will be informed.

Following the completion of any investigation, the school will apply the appropriate measure, which can include, but is not limited to:

- Mediation between the students involved
- Counselling for all students involved
- Involvement of external agencies
- A reflection period
- A stand-down period followed by a re-entry agreement
- A stand-down period followed by a formal Stakeholder meeting
- Exclusion from the school

To avoid any incidents of bullying, the school engages the following strategies:

- Responding to all reports of bullying appropriately
- Promoting a healthy anti-bullying message
- Involvement of all staff and volunteers in the anti-bullying message
- Exploration and explanation of bullying and anti-bullying policies during Body, Mind and Spirit lessons, assemblies and other appropriate meetings
- Ensure that the 'it is ok to report bullying' message is heard
- Encouraging students to support and encourage their peers. Communicate 'be an upstander, not a bystander'
- Support perpetrators of bullying through restorative practices and education, as a strategy to avoid future bullying incidents
- Teacher and youth worker observations both in and out of the classroom

- Ongoing and confidential counselling for students affected by bullying
- Keeping open lines of communication with parents and carers regarding bullying concerns
- Providing a safe, supportive and encouraging environment for all students

3.3 Compliance and Monitoring

This policy is available to all staff, students and parents/carers within the school community via the school website.

Y Schools Queensland is committed to providing the community with policies and procedures that reflect any advances or changes that may occur. To ensure that policies remain relevant to the school, changes may be made according to:

- Changes to relevant legislation
- Changes to the school environment
- Academic study and research findings
- Internal research outcomes
- Periodic reviews

3.4 Advice for Parents/Carers

- Watch for indicators that your student may be being bullied. These may include unexplained injuries, damaged property, headaches, stomach aches, refusal to attend school, asking for more money or food, heightened anxiety, difficulty sleeping and hiding or secretive behaviours
- Do not encourage retaliation of any kind
- Support and reassure your student, however, try not to pass any premature judgement upon the situation
- Please be patient- the school will take action, as it is appropriate and will fully investigate the situation
- Please do not challenge or contact the perpetrator or their families/contacts

4. ROLES AND RESPONSIBILITIES

Role	Responsibility
Y Schools Queensland, collectively	<ul style="list-style-type: none"> • Raise awareness of bullying and how the school will respond to it • Take action to help prevent bullying • Implement a reporting mechanism for students and parents • Educate students and parents on how to respond to bullying and how to report it • Educate employees on how to appropriately respond to bullying • Investigate and act upon all reports of bullying, including providing appropriate support and consequences
All YMCA staff, including all Y Schools Queensland staff, as well as contractors, volunteers and people undertaking work experience or vocational placements at Y Schools Queensland	<ul style="list-style-type: none"> • Uphold and consistently apply this Policy • Respond appropriately to reports of bullying, including by investigating and acting upon reports of bullying, and by providing appropriate support and consequences in accordance with the Student Bullying Policy.

Y Schools Queensland Students' Parent/Carer	<ul style="list-style-type: none"> • Encourage their child not to bully others • Encourage their child to report bullying to themselves or others • Support the school in providing a safe learning environment • Communicate with the school regarding concerns they may hold • Follow school policies and conditions of enrolment • Encourage their child to take steps to stop bullying as directed under this Policy
Y Schools Queensland Students	<ul style="list-style-type: none"> • Not engage in bullying behaviour towards others • Respect the property and rights of others within the school and wider community • Act proactively when they believe bullying is occurring – Be an upstander, not a bystander • Report bullying occurring to them or others • Take steps to stop bullying as directed under this Policy

5. COMPLIANCE WITH POLICY

Y Schools Queensland has a zero-tolerance approach to bullying.

Failure to abide by the responsibilities set out in this document, where applicable for a student, or a student's parent or carer, may result in further action, up to and including cessation of enrolment, where appropriate.

Failure to comply with this procedure by a member of the YMCA staff may result in disciplinary action in accordance with the YMCA Discipline and Performance Management Policy [YMCA_POL_HRM_005], and the resultant disciplinary action documented in the individual's personal file.

6. DEFINITIONS

Term	Meaning
“Bullying”	<p>Bullying is a systematic and repeated abuse of power. In general bullying may be defined as:</p> <ul style="list-style-type: none"> • dominating or hurting someone • unfair action by the perpetrator(s) and an imbalance of power • a lack of adequate defence by the target and feelings of oppression and humiliation <p>It can occur at any age, across cultures, genders and socioeconomic groups. It can happen in the playground, toilet areas, to and from school or in the classroom.</p>
“Physical Bullying”	Physical actions to bully, such as hitting, poking, tripping or pushing. Repeatedly and intentionally damaging someone's belongings is also physical bullying
“Verbal Bullying”	Repeated or systematic name calling, insults, homophobic or racist remarks and verbal abuse
“Covert Bullying”	Such as lying about someone, spreading rumours, playing a nasty joke that make the person feel humiliated or powerless, mimicking or deliberately excluding someone
“Psychological Bullying”	Causing psychological distress, for example, threatening, manipulating or stalking someone
“Cyber Bullying”	Using technology, such as email, mobile phones, chat rooms, social networking sites to bully verbally, socially or psychologically

7. DISCLAIMER

This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective immediately upon approval. Printed versions of this document are considered uncontrolled. Please refer to the YMCA website for the latest version.

8. DOCUMENT INFORMATION

Approval Date	18 March 2025
Effective Date	18 March 2025
Next Review Date	18 March 2025
Document Owner	Principal / Business Services Manager
Approver	Chief Operations Officer

9. RELATED DOCUMENTS AND FORMS

Document Name:	Type:	Location:
Education (Accreditation of Non-State Schools) Regulations 2001 (Qld)	Regulation	Government Website
Australian Education Act 2013 (Cth)	Act	Government Website
Australian Education Regulations 2013 (Cth)	Regulation	Government Website
Compliments, Comments and Complaints Policy	Policy	Y Queensland Website
Student Protection Policy	Policy	Y Schools Queensland Website
Safeguarding Children and Young People Procedures Manual	Resource	Internal YMCA Intranet
YMCA Discipline and Performance Management Policy [YMCA POL HRM 005]	Policy	Internal YMCA Intranet
Safe Behaviours - Young People	Y Resource	Y Queensland Website

10. VERSION HISTORY

Version	Approved by	Date	Description of change	Author
2	Rella Taylor-Byrne	09/01/2024	Content review	Jana Hadlow
3	Angela Waugh	27/11/2024	Document format and content update	Jana Hadlow
	Kirsty Kranz Will Sambrook	11/12/2024 18/03/2025	Content review	Jana Hadlow