Expectations of the College

- Everyone in the College community has a right to feel safe at all times
- Harassment is against the law and will not be tolerated
- Formal complaints will be acted upon and kept confidential
- There will be action taken to resolve harassment issues and complaints
- The Anti-Harassment Policy and Grievance Procedures will be displayed in classrooms to promote awareness

Steps for Success

Remember:
- Aim to have harassment stopped as quickly as possible
- Trust your feelings
- Speak up
- Be supportive to others who may be harassed
- Follow the appropriate process of reporting a harassment complaint
- Talk to a counsellor at any time about how to be assertive
- Ask for the policy to be reviewed at any time

You Can:
- Tell the person who is harassing you to STOP
- Remove yourself to a safe place
- Ask for help and advice from someone you feel comfortable with
- Speak to a trusted staff member
- Make a formal report

Parents Can:
- Contact the College to seek advice/intervention
- Contact the Regional Office on 8256 8111

Talk to a student counsellor or a teacher you trust if you have a grievance or an issue that concerns the College environment.
Remember: Harassment is against the Workplace Behaviour Code
It's unsafe, unfair and against the law.

**How Can I Stop It?**

- **STEP ONE - Students**
  If you are being harassed, tell the person to stop. State what it is you don't like and that if it continues you will report it to a staff member.

- **STEP TWO - Written Report**
  If you are still being harassed, report it to a trusted staff member. They will talk to you about the harassment and what can be done. This will be written down, and in discussion with you, action may be taken. You may also fill in a harassment form available from Student Services.

- **STEP THREE - Formal Warning**
  If the harassment continues report it again. You will be helped to make a formal complaint. The harasser will be disciplined and/or counselled.

- **STEP FOUR - Suspension**
  If the student continues with the harassment they will be suspended and on re-entry the harasser will be given a formal warning that legal action may be taken if the harassment continues.

**What Is Harassment?**

- **Verbal Harassment**
  Put downs, threats, teasing, name calling

- **Physical Harassment**
  Hitting, punching, pushing, kicking, spitting, offensive gesturing

**Different Forms Of Harassment**

- **Racial Harassment**
  Picking on people because of their race, religion, colour or customs

- **Sexual Harassment**
  Behaviour of a sexual nature that is unwanted and repeated (which you find offensive)

- **Harassment...**
  Of people who are different

- **Harassment...**
  Of people who try hard at school

- **Harassment...**
  About the way people look

- **Sexual Harassment**
  Behaviour of a sexual nature that is unwanted and repeated (which you find offensive)