



**NEWSTEAD
CHRISTIAN
SCHOOL**

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The Secretary,
Government Administration Committee A,
House of Assembly,
Parliament House,
Hobart, TAS, 7000

Attn: Fiona Murphy - assemblygaa@parliament.tas.gov.au

Dear Fiona

I am writing this submission in response to the Resolution of the House of Assembly of 12 June 2024 to the Tasmanian Parliament in relation to the Inquiry into Discrimination and Bullying in Tasmanian Schools.

Thank you for the opportunity to contribute to this vital conversation about how Tasmanian Schools address the important topic of Discrimination and Bullying in our learning communities.


As the key educational leader at Newstead Christian School, together with other leaders who are committed to seeing students flourish in community, we place great emphasis on working with students, both individually and collectively, in creating, maintaining and growing respectful relationships across the whole school community. As such we have carefully considered policies and protocols to guide how interact with each other.

I have attached the key policies as they relate the Inquiry's Terms of Reference. It should be noted that these key policies are referenced by almost every policy we have to guide the way we work together as a community made up of students, parents and staff.

We would value the opportunity to discuss this personally with you or other committee members and extend an open invitation for you or a delegation to visit our school at your convenience.

Our school is dedicated to fostering a safe, supportive, and inclusive environment for all students and staff. By adhering to our core values and implementing robust policies and practices, we have created a community where each individual is valued and respected. We look forward to contributing to the broader efforts to prevent and address discrimination and bullying in Tasmanian schools and are committed to ongoing improvement in this vital area.

Yours Sincerely,


Ms Diane Hooley
Principal

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School Registration

Pastoral Care Policy

What is Pastoral Care?	<p>Pastoral care is the support given to students for their development as a person. It relates to the total care of students and involves tending to both the academic and non-academic needs of students including spiritual, emotional and social wellbeing.</p> <p>Pastoral care recognises the overriding principle of acting in the best interests of the child.</p>
Our Approach	<p>Newstead Christian School is committed to providing a safe and physically and emotionally secure environment where students feel nurtured as they learn.</p> <p>To this end we have developed, and continue to develop, a comprehensive range of pastoral care policies and procedures that are designed to promote the social and emotional wellbeing of our students in areas such as:</p> <ul style="list-style-type: none">• independence• resilience• social awareness• personal responsibility• healthy living• healthy minds

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	<ul style="list-style-type: none"> • empathy and emotional intelligence, and • cultural awareness.
Key Pastoral Care Policies and Procedures	<p>Our key pastoral care policies and procedures include:</p> <ul style="list-style-type: none"> • Child Safety • Student Supervision • Managing Student Health • Managing Student Behaviour • Students with Disabilities • Managing Extracurricular Activities • Building and Grounds Maintenance • Critical Incident Management.
<i>Teaching & Learning</i>	<p>Quality teaching and learning strategies responsive to the individual learning needs of students are addressed at the Newstead Christian School. By engaging students in this way, they are encouraged to become reflective, self-directed learners who accept personal responsibility for their participation in Newstead Christian School whilst exercising self-discipline.</p>
<i>Student Safety & Welfare</i>	<p>The Newstead Christian School has implemented a comprehensive Work Health and Safety Program and a Student Duty of Care Program designed to ensure the ongoing safety and welfare of students. Key policies and procedures include those relating to:</p> <ul style="list-style-type: none"> • Child Safe • Student Supervision • Managing Student Health • Managing Student Behaviour • Students with Disabilities

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	<ul style="list-style-type: none"> • Managing Extracurricular Activities • Building and Grounds Maintenance • Critical Incident Management.
<i>Students with Disabilities and Diverse Needs</i>	<p>The Newstead Christian School has implemented detailed policies and procedures for managing students with disabilities and diverse needs.</p> <p>Refer to our: <u>Disability Discrimination Policy</u></p> <ul style="list-style-type: none"> • <u>Students with Diverse Needs Policy</u>
<i>Mentoring</i>	<p>We recognise that students benefit from the advice and experience of their peers. To this end, Newstead Christian School has in place a buddy mentoring system program.</p>
<i>Leadership</i>	<p>Student Representative Council</p>
<i>Counselling</i>	<p>Counselling is an important part of a student's development and allows care givers to address the needs of students on a one on one basis.</p> <p>Students are encouraged to talk to the Newstead Christian School's Chaplain, as applicable.</p>
Who is Responsible for Pastoral Care?	<p>All Newstead Christian School staff are responsible for pastoral care, and for administering pastoral care in all classes and extra-curricular activities.</p> <p>Additionally, we have created a Pastoral Care Team that is responsible for ensuring the proper ongoing administration of pastoral care services at the Newstead Christian School.</p>

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	<p>Our current Pastoral Care Team is:</p> <ul style="list-style-type: none">• Diane Hooley, Principal• Jon Targett, Assistant Principal• Jessica Beams, Head of Primary• Sue Rowlands, Learning Support Coordinator• Russell MacKenzie, Head of High School
Implementation	<p>Pastoral care within the Newstead Christian School is implemented through a combination of:</p> <ul style="list-style-type: none">• effective policies and procedures• staff training in student welfare, mental health and spiritual wellbeing• effective incident notification procedures• allocation of the overall responsibility for the effective implementation of pastoral care to a senior staff member.

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School Registration

Student Code of Conduct

Introduction	<p>At Newstead Christian School we recognise that effective learning can only occur in a secure environment where the rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied.</p> <p>This Student Code of Conduct has been developed to clearly set out standards of behaviour that students are expected to meet.</p> <p>Managing the Code of Conduct is a shared responsibility between the student, parents/guardians and the Newstead Christian School. All students and families have ready access to support offered by Newstead Christian School teachers and staff.</p>
Values	<p>Students are expected to uphold the values of Newstead Christian School. Our values are:</p> <ul style="list-style-type: none">• Our students and staff are continually growing in Christ-like character and reflect God’s love and power in the school, community and the nations.

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- Our school is anchored in the Word of God.
- Our school is empowered and guided by the Holy Spirit and exercises the Spirit's gifts in freedom.
- Our school expresses kingdom values through dedication to community building both within and outside the school.
- Our students excel in wisdom and education.
- Our school fosters Godly and loving relationships underpinned by love, honour, acceptance and forgiveness.
- Our school prepares and equips students for life in the 21st century taking with them biblical values for the workplace and global environment.
- Our school recognizes the uniqueness of each individual student and seeks to educate them in these differences.
- Our school believes in the God given potential for all students and provides an education for them to attain it.

These values are to be upheld in the way you conduct yourself not only in the Newstead Christian School, but also the community.

Rights and Responsibilities of Students

Students are expected to observe and uphold this statement of rights and responsibilities:

You have the right to:	You have the responsibility to:
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	<ul style="list-style-type: none">• Reach your full learning potential in a safe and supportive environment.• Be safe.• Be treated with respect, courtesy and kindness.• Be an active part of, and contribute positively to, the community.• Be treated fairly and justly.• Have your human rights and legal rights respected. <ul style="list-style-type: none">• Enable others to learn in a safe and supportive environment.• Follow Newstead Christian School policies and procedures, as well as the directions of staff, at all times.• Treat others with respect, courtesy and kindness.• Represent the Newstead Christian School well in the community.• Accept and consider the consequences of your actions.• Respect the human rights and legal rights of others.
Newstead Christian School Rules and Policies	Students are expected to abide by Newstead Christian School Rules and policies, as well as the directions of staff.

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Breach of Code of Conduct	A breach of this code of conduct will be dealt with according to our <u>Student Behaviour Management Policy</u> .
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Student Duty of Care

Assault (Student Against Student)

Assault (Student Against Student)	<p>Assault is aggressive physical contact, use of force or intimidating behaviour causing real fear in another person that the threat will be executed. Examples include striking or attempting to strike another person, threatening another person with violence and verbal abuse with a threat of imminent harm.</p> <p>Students' capacity to participate fully in learning is adversely affected by incidents of assault and violence. Common problems include anxiety, depression, alienation, higher absenteeism and lower academic competence.</p>
Newstead Christian School's Policy	<p>Newstead Christian School is committed to providing a safe environment free from assault for all our students, workers and visitors.</p> <p>It is our policy that:</p> <ul style="list-style-type: none">• ongoing opportunities to learn about positive relationships and managing conflict situations in the Newstead Christian School is provided to both staff and students• assaults against students and other forms of violence are unacceptable and will not be tolerated at Newstead Christian School• all incidents of assault against students must be reported to the Principal and shall be thoroughly investigated• appropriate consequences will be applied for unacceptable behaviour, encouraging students to take responsibility for

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	<p>their own actions</p> <ul style="list-style-type: none"> treatment, counselling and ongoing support will be available for all students affected by assault.
Students with a Known History of Violence	<p>A risk assessment shall be undertaken on any student who has a known history of violence or exhibits continual violent behaviour. Appropriate risk mitigation strategies will be implemented including, where necessary, removing the student from the Newstead Christian School either temporarily or permanently.</p>
Dealing with an Assault Situation	<p>A staff member who recognises signs of violence that could lead to assault or witnesses an assault, should take the following steps:</p> <ol style="list-style-type: none"> 1. Remove students who are not directly involved to a safe place. 2. Alert other staff for assistance to defuse the situation and contact police if necessary. 3. Assist any victim/s take evasive action where possible. 4. Determine whether physical intervention or restraint of persons involved is an appropriate response and take action accordingly. 5. Use reasonable force as necessary. 6. If injuries are sustained, seek medical assistance. 7. Notify the Principal of the incident without delay. 8. Complete an incident report.
Notification and Investigation of an Incident of Assault	<p>After an incident of assault, notification and investigation will take place as follows:</p> <ul style="list-style-type: none"> All incidents of assault against a student must be reported to the Principal without delay. All incidents of assault against a student shall be recorded in our Incident Register. Parents/carers will be contacted as soon as possible to inform them of any incidents of assault involving their child. All reported incidents of assault against students shall be thoroughly investigated in accordance with principles of

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	<p>procedural fairness. This may include taking statements from witnesses and photographs of the scene of the incident.</p> <ul style="list-style-type: none"> • Where appropriate the Police will be notified. • Upon consideration of all the facts the Principal will: <ul style="list-style-type: none"> • determine the appropriate consequences to be applied to the perpetrator of the assault • arrange treatment, counselling and ongoing support for all students affected by assault. • A file recording all matters pertaining to the investigation (including police involvement) shall be maintained by the Newstead Christian School. • Records of any action taken shall be maintained on the relevant student's file.
Staff Responsibilities	<p>All staff must:</p> <ul style="list-style-type: none"> • familiarise themselves with this policy and follow relevant guidelines where applicable • participate in relevant professional development programs • notify the Principal immediately if they consider a student is at risk of committing an assault • notify the Principal immediately if they witness an assault against a student (including threatening and or intimidating behaviour).
Implementation	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> • staff education and supervision • student education via ongoing age appropriate relationship and conflict resolution programs integrated into classroom learning • identification of 'at risk' students and the undertaking of risk assessments where appropriate • effective notification and investigation procedures • effective communication procedures

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	<ul style="list-style-type: none">• taking appropriate action against any student who commits an assault• development of safety 'no-violence' culture within the Newstead Christian School• effective record keeping procedures• initiation of corrective actions where necessary.
Discipline for Breach of Policy	Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.

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Student Duty of Care

Student Use of Social Media

Social Media	<p>Social media refers to online tools which provide individual users and/or organisations with the ability to create and share content in online communities. Social media tools include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Social Networking Sites – such as Facebook, LinkedIn, Instagram, Snapchat, Pinterest, TikTok, Discord• Video/Photo Sharing Sites – such as YouTube, Flickr, TikTok, Instagram, Snapchat, Tumblr• Micro-Blogging Sites – such as Twitter, Yammer, Yahoo Buzz, Reddit• Weblogs – corporate, personal or media blogs published through tools such as Wordpress• Forums and Discussion Boards – Whirlpool, Yahoo! Groups, Google Groups• Geo-spatial Tagging – such as Foursquare• Online Multiplayer Gaming Platforms – such as Second Life• Instant Messaging – SMS, WeChat, WhatsApp, Facebook Messenger• Vodcasting and Podcasting• Online Encyclopaedias - such as Wikipedia• Any other websites or devices (including mobile phones) that enable individuals to publish or distribute their own views, blogs, comments, photos, videos etc.
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Newstead Christian School's Policy	<p>Newstead Christian School recognises the importance of social media tools as a mechanism for both individuals and organisations to engage and share information.</p> <p>Students at the Newstead Christian School enjoy the opportunities and rewards that being a member of the Newstead Christian School community brings. It is subsequently expected that students will uphold the ethos of the Newstead Christian School within and outside of the Newstead Christian School and in all social media interactions.</p> <p>It is our policy that students must:</p> <ul style="list-style-type: none">• use social media in a respectful and responsible manner• refrain from acting in such a way that brings the Newstead Christian School into disrepute or in a way that harms members of the Newstead Christian School community• not insult or present offensive or inappropriate content• not misrepresent the Newstead Christian School or any member of the Newstead Christian School community.
Rationale	<p>The purpose of this Policy is to set standards of behaviour for the use of social media that are consistent with the broader values and expectations of the Newstead Christian School community.</p>
Social Media Code of Conduct	<p>Students are expected to show respect to others, including members of the Newstead Christian School community. Students are also expected to give due respect to the reputation and good name of the Newstead Christian School.</p> <p>When using social media, students are expected to ensure that they:</p> <ul style="list-style-type: none">• respect the rights and confidentiality of others• do not impersonate or falsely represent another person• do not use avatars or other means of hiding or misrepresenting their identity• do not bully, intimidate, abuse, harass or threaten others

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	<ul style="list-style-type: none">• do not make defamatory comments• do not use offensive or threatening language or resort to personal abuse towards each other or members of the Newstead Christian School community• do not post content that is hateful, threatening, pornographic or incites violence against others• do not harm the reputation and good standing of the Newstead Christian School or those within its community• do not film, photograph or record members of the Newstead Christian School community without express permission of the Newstead Christian School or use film, photographs or recordings without express permission of the other parties. <p>A failure to abide by the above expectations may constitute bullying. For more information, refer to our Bullying Prevention and Intervention policy.</p>
Privacy Risks and Preventative Strategies	<p>New technologies change the way students share personal information. As a result, social media sites present new privacy risks.</p> <p>If a social media entity is covered under the Privacy Act 1988 (Cth), the way they collect and use user information must be compliant with their obligations under the Australian Privacy Principles.</p> <p>In relation to social media use, the following privacy risks arise:</p> <ul style="list-style-type: none">• users may not have control over who sees the personal information they share online• social media sites permanently archive personal information, even after users deactivate their accounts• users may have their online posts republished by other users, an act over which they often have little control• users open themselves up to personal and professional reputational damage as a result of social media over-sharing

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- users open themselves up to online identity theft which often leads to serious financial and reputational damage.

To protect their privacy online, students are advised to:

- personally adjust the privacy settings on their social media pages
- only add people that they know and trust as online friends and contacts
- protect their accounts with strong passwords
- not access social media sites by clicking a link provided in an email or on another website
- disable 'geo-tagging' or location information sharing on social media accounts and mobile devices to prevent strangers from knowing their personal home or Newstead Christian School locations
- avoid 'checking in' at personal locations, such as their home, the Newstead Christian School, other people's homes or while on excursions
- limit the amount of personal information (e.g. date of birth, address, information about your daily routine, holiday plans etc.) they provide on social media sites to prevent identity crime.

Identity Crime Risks and Preventative Strategies

Identity crime is another risk of social media use. Identity crime describes the criminal use of another person's identity to facilitate in the commission of a fraudulent act.

Students bear the risk of identity crime when they share personal information on social networking sites. Online identity theft has become more prevalent over the years, particularly as more and more users create online accounts and publicly share personal information.

The consequences of identity theft can include:

- personal and professional reputational damage
- physical harm

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	<ul style="list-style-type: none"> substantial financial loss (e.g. credit card fraud). <p>Students are advised to be cautious of the personal information that they share online. Extreme care should be taken when providing personal details such as date of birth, address, phone contacts or educational details.</p> <p>When in doubt, students are advised to use the most secure privacy setting on their social media pages.</p>
Reputational Risks and Preventative Strategies	<p>Whenever users communicate through social media, their comments and posts are viewable by a large audience. In this way, all online communications will reflect on the user and their reputation. While this digital representation may have negative repercussions on the student, the Newstead Christian School may also be vicariously affected.</p> <p>In order to avoid reputational damage, students are advised to:</p> <ul style="list-style-type: none"> remove content that may negatively reflect on them or the Newstead Christian School think before they post and reflect on the potential harm the post may pose gain permission from the Newstead Christian School before publicly sharing Newstead Christian School information adjust their online security profile to limit the people who can see their personal information.
Sexting	<p>Sexting is the sending or posting of provocative or sexual photos, messages or videos online. Sexting is treated differently under federal and state or territory laws but in general, sexting will constitute criminal conduct when it involves students aged under 18 and when it involves harassment or bullying. The creation and/or distribution of the images may constitute child pornography. Where sexting involves minors, the Police should be notified.</p>

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	<p>For more information, refer to our Cyber Safety and Harassment policies.</p>
Implementation	<p>This Policy is implemented through:</p> <ul style="list-style-type: none"> • staff training • student and parent/carer education and information • effective incident reporting procedures • effective management of bullying incidents when reported • effective record keeping procedures • initiation of corrective actions where necessary • allocation of the overall responsibility for the effective implementation of this policy to the Principal.
Breach of Policy	<p>A breach of this policy may also involve a breach of other Newstead Christian School policies, and this policy should be read in conjunction the following policies:</p> <ul style="list-style-type: none"> • Cyber Safety • Information & Communication Technology (ICT) • Student Use of Mobile Phones • Bullying Prevention and Intervention <p>A breach of this policy will be considered by the Principal and will be dealt with on a case-by-case basis.</p> <p>All reports of cyberbullying, hacking and other technology misuses will be investigated fully and may result in a notification to Police.</p> <p>Sanctions for students may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from the Newstead Christian School.</p> <p>Students and parents/carers must be aware that in certain circumstances where a crime has been committed, they may be</p>

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	subject to a criminal investigation by Police over which the Newstead Christian School will have no control.
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Student Duty of Care

Student Use of Mobile Phones

Mobile Phones	<p>Mobile phones can create a range of hazards when brought to school because:</p> <ul style="list-style-type: none">• they are valuable items that can easily be lost, stolen or damaged in the Newstead Christian School environment• using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement• mobile phone usage in school disrupts learning for the phone user and for fellow students.
Newstead Christian School's Policy	<p>Newstead Christian School acknowledges parents/carers may wish their child to carry a mobile phone for personal safety reasons however, the right of a student to have access to a mobile phone at school must be in accordance with the Newstead Christian School's policy.</p> <p>It is our policy that:</p> <ul style="list-style-type: none">• students must sign and return the Information and Communication Technology Use Agreement before they are permitted to bring their mobile phones to school• mobile phones are brought to school at the owner's own risk. No liability will be accepted by the school in the event of loss, theft or damage of the phone• mobile phones must only be used by students before or after school, or during recess and lunch breaks

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	<ul style="list-style-type: none">• mobile phones must be kept on silent mode and kept out of sight during classroom lessons and Newstead Christian School activities to minimise distractions• staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile phone during school hours (e.g. health issues)• mobile phones must not be brought into exams or class assessments (even if they are turned off or on silent mode)• mobile phones must not be used inappropriately. Refer to our <u>Bullying Prevention and Intervention</u>, <u>Cyber Safety</u> and <u>Information and Communication Technology</u> policies• students should never photograph or record any person without their express permission• reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file• parents/carers are to be informed that in cases of emergency, the Newstead Christian School remains an appropriate point of contact to reach their child quickly.
Staff Responsibilities	<p>All staff must:</p> <ul style="list-style-type: none">• model appropriate behaviour at all times• ensure all students are provided with the Information and Communication Technology Use Agreement, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices• be vigilant in monitoring students when using mobile phones• ensure mobile phones are not taken into exams or assessments• deal with all reported and observed incidents of inappropriate mobile phone use in accordance with this Policy

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	<ul style="list-style-type: none">• ensure that any incident of inappropriate mobile phone use that they observe or is reported to them, is recorded appropriately.
Implementation	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none">• staff education• effective student supervision• effective incident notification and management procedures• effective communication procedures• effective record keeping procedures• initiation of corrective actions where necessary.
Discipline for Breach of Policy	<p>Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.</p>

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Student Duty of Care

Information and Communication Technology (ICT)

Information and Communication Technology	<p>Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Examples include:</p> <ul style="list-style-type: none">• personal computers and laptops• mobile devices such as mobile phones, tablets and wearable tech (e.g. smart watches and fitness trackers)• applications such as email and the internet• web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems• imaging tools such as video, still or web cameras and related software• audio tools such as audio recording devices and related software• scanning and copying machines. <p>ICT can create potentially hazardous situations in the event it is used inappropriately and/or illegally.</p>
Newstead Christian School's Policy	<p>Students have the right to learn in a safe environment, including when they have access to ICT to enhance their learning.</p> <p>Newstead Christian School is committed to the responsible and educational use of ICT and to the protection of students by providing secure access to these services as part of their learning experience.</p>

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	<p>It is our policy that:</p> <ul style="list-style-type: none">• the use of ICT be managed through a ‘whole-of-Newstead Christian School community’ approach involving students, staff and parents/carers• ICT education strategies be implemented within the Newstead Christian School on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to ensure appropriate use• staff establish positive role models in use of ICT• there is appropriate use of ICT• our ICT policy is reviewed on an annual basis against best practice.
ICT Misuse Prevention Strategies	<p>The Newstead Christian School recognises that the implementation of whole-of-Newstead Christian School prevention strategies is the most effective way of eliminating, or at least minimising incidents of misuse of ICT within our community.</p> <p>The following initiatives form part of our overall ICT strategy:</p> <ul style="list-style-type: none">• a structured curriculum and peer group support system, that provides age appropriate information and skills relating to ICT use to students over the course of the academic year• education, training and professional development of staff in appropriate ICT use• the regular provision of information to parents/carers to raise awareness of inappropriate use of ICTs as a Newstead Christian School community issue• the promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers• all student login details and passwords are to be kept confidential to prevent others accessing their accounts

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- access to Newstead Christian School networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection.
- approval must be sought before connecting privately owned ICT equipment and devices to Newstead Christian School networks to avoid the risk of malware
- prevention of inappropriate usage by students including:
 - participation in non-educational activities such as the purchase and/or sale of products or services
 - illegal activities such as threatening the safety of others or engaging in criminal activity
 - tampering with or damaging computer hardware or software
 - making, installing or downloading copies of software that is not licensed by the Newstead Christian School
- any inappropriate internet sites accidentally accessed, incidents where students are offended by another person's use of ICTs and suspected technical security breaches must be immediately reported for investigation
- appropriate copyright clearance is sought, and the source of any information used or published is acknowledged, to avoid plagiarism
- the Newstead Christian School reserves the right to monitor, traffic and review all content sent and received on the Newstead Christian School systems
- breaches of acceptable usage of ICT will result in disciplinary action
- regular risk assessments of inappropriate ICT use within the Newstead Christian School
- records of reported incidents of ICT misuse are maintained and analysed in order to identify persistent offenders and to implement targeted prevention strategies where appropriate
- statements supporting appropriate ICT use are included in student communications

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	<ul style="list-style-type: none">posters promoting appropriate ICT use are displayed strategically within the Newstead Christian School.
Staff Responsibilities	<p>Staff must:</p> <ul style="list-style-type: none">model appropriate behaviour at all timesensure all students understand they will face disciplinary action in the event they misuse ICT equipment and devices. Refer to our Insert School's Student Discipline Policy.ensure that students who do not return their ICT Agreements do not use ICT equipment and devicesbe vigilant in monitoring students when using ICT equipment and devicesreinforce to students the importance of privacy and safeguarding their login details, personal information and the personal information of othersassist students if they have inadvertently accessed inappropriate material, received inappropriate messages or if they have been offended by another person's use of ICTsdeal with all reported and observed incidents of inappropriate ICT use in accordance with this Policyensure that any incident of inappropriate ICT use that they observe or is reported to them, is recorded appropriately.
Implementation	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none">staff trainingstudent and parent/carer education and informationsignage promoting appropriate ICT usageeffective student supervisioneffective supervision and monitoring of Newstead Christian School networksregular inspection of ICT equipmenteffective incident reporting procedureseffective management of incidents of inappropriate ICT usage when reported and/or observed

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- regular risk assessments with respect to inappropriate ICT usage
- effective record keeping procedures
- initiation of corrective actions where necessary.

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Student Duty of Care

Cyber Safety

Cyber Safety	<p>Cyber safety refers to the safe and responsible use of information and communication technologies. This includes privacy and information protection, respectful communication and knowing how to get help to deal with online issues.</p> <p>Common cyber safety issues include:</p> <ul style="list-style-type: none">• Cyberbullying - the ongoing abuse of power to threaten or harm another person through the use of technology (Refer to our <u>Bullying Prevention and Intervention</u> policy)• Sexting - the sending or posting of provocative or sexual photos, messages or videos online• Identity theft - the fraudulent assumption of a person's private information for their personal gain. Students are exposed to these risks as they are often unaware of the safety issues surrounding their digital footprint• Predatory behaviour - where a student is targeted online by a stranger who attempts to arrange a face to face meeting, in an attempt to engage in inappropriate behaviour. <p>Cyber safety issues most commonly occur through a student's use of their own technology devices (e.g. smart phone, tablet, laptop, home computer).</p> <p>Safe use of technology whilst at the Newstead Christian School is managed through our <u>Information and Communication Technology (ICT)</u> policy.</p>
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Newstead Christian School's Policy	<p>Newstead Christian School recognises its duty to students to provide a safe and positive learning environment which includes the responsible use of information and communication technologies.</p> <p>It is our policy that:</p> <ul style="list-style-type: none">• cyber safety be managed through a 'whole-of-Newstead Christian School community' approach involving students, staff and parents/carers• cyber safety and cyberbullying prevention strategies be implemented within the Newstead Christian School on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/carers to recognise cyber safety issues and respond appropriately• cyberbullying response strategies be tailored to the circumstances of each incident• our bullying prevention, intervention and cyber safety strategies are reviewed on an annual basis against best practice.
Cyber Safety Strategies	<p>Newstead Christian School recognises that the implementation of whole of Newstead Christian School cyber safety strategies is the most effective way of minimising risks related to our students engaging in online activity.</p> <p>The following initiatives form part of our overall cyber safety strategy within the Newstead Christian School:</p> <ul style="list-style-type: none">• a structured curriculum and peer group support system, that provides age-appropriate information and skills relating to cyber safety (including cyberbullying) to students over the course of the academic year• education, training and professional development of staff in cyber safety strategies

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	<ul style="list-style-type: none"> • regular provision of information to parents/carers to raise awareness of cyber safety as a Newstead Christian School community issue. This will equip them to recognise signs of cyber safety risks, as well as to provide them with clear paths for raising any concerns they may have relating to cyber safety and/or cyberbullying directly with the Newstead Christian School • promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers • promotion of responsible bystander behaviour amongst students, staff and parents/carers (this may occur where a bystander observes inappropriate online behaviour either being perpetrated by, or targeted at, a student) • reporting of cyber safety incidents is encouraged and made easy through the establishment of multiple reporting channels (as specified below) • regular risk assessments of cyber safety within the Newstead Christian School are undertaken by surveying students to identify cyber safety issues • records of reported cyber safety incidents are maintained and analysed, in order to identify systemic issues and to implement targeted prevention strategies where appropriate • cyber safety strategies are included in student communications • cyber safety posters are displayed strategically within the Newstead Christian School • promotion of student cyber safety awareness by participating in relevant cyber safety related events.
Staff Responsibilities	<p>All staff must:</p> <ul style="list-style-type: none"> • model appropriate online behaviour at all times • refer any cyber safety related issues to Cyber Safety Primary Contacts

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	<ul style="list-style-type: none">• acknowledge the right of parents/carers to speak with Newstead Christian School authorities if they believe their child is being bullied.
Implementation	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none">• staff training• student and parent/carer education and information• effective incident reporting procedures• effective management of cyber safety incidents when reported• the creation of a ‘no bullying’ culture within the Newstead Christian School community• effective record keeping procedures• initiation of corrective actions where necessary.

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Student Duty of Care

Harassment (Student Against Student) Policy

Harassment	<p>Harassment is unwelcome behaviour that intimidates, offends, or humiliates a student because of a particular personal characteristic.</p> <p>Harassment is similar to bullying because someone hurts another person through cruel, offensive and insulting behaviours. Harassment is different from bullying in that it is a form of discrimination and is unlawful where the basis for harassment relates to a personal characteristic which is protected by law, such as:</p> <ul style="list-style-type: none">• sex and gender identity or sexuality and sexual orientation• race, religion, ethnic background• disability.
Newstead Christian School's Policy	<p>Newstead Christian School is committed to providing a safe Newstead Christian School learning and working environment that is based on mutual respect and is free from harassment. Harassment is not acceptable in any circumstances and will not be tolerated.</p> <p>The Newstead Christian School is responsible for ensuring that students are treated fairly and with respect, and is committed to ensuring that all staff will:</p> <ul style="list-style-type: none">• model appropriate standards of behaviour• educate and make students aware of their obligations under this Policy and the law

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	<ul style="list-style-type: none">• intervene quickly and appropriately when inappropriate behaviour is identified• act fairly to resolve issues and enforce the Newstead Christian School’s behavioural standards, making sure relevant parties are heard• help students resolve complaints informally• ensure students who raise an issue or make a complaint are not victimised. <p>The Newstead Christian School will investigate formal complaints about breaches of this Policy and take appropriate prompt remedial action, including counselling, education, mediation and disciplinary action up to and including expulsion.</p>
Sexual Harassment	<p>Sexual harassment occurs when a student is subjected to unwelcome and uninvited sexual conduct by another student which could be expected to make a student feel offended, humiliated, or intimidated.</p> <p>Sexual harassment can also result when a sexually intimidating or offensive environment is created.</p> <p>Sexual harassment can be physical, verbal, written or pictorial, and can range from relatively mild sexual banter to actual physical violence.</p> <p>It is important to remember that it is the way the victim perceives the behaviour that is important in determining whether or not harassment has taken place, not the intent of a particular individual.</p> <p>Mutual attraction or consenting friendships do not constitute sexual harassment.</p> <p>Examples of sexual harassment include, but are not limited to:</p> <ul style="list-style-type: none">• unwanted physical contact, touching, brushing against another student, hugging

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	<ul style="list-style-type: none">• persistent jokes or innuendos of a sexual nature• repeated requests to go out• offensive gestures• persistent or intrusive enquiries into another student's private life, sexuality, or physical appearance• sexual propositions• sexually offensive phone calls, messages on email, voicemail or in writing• displaying offensive screen savers, photos, calendars or objects• sexually explicit emails, text messages, or posts on social networking sites (refer to our Cyber Safety policy)• stalking• sexual assault.
Racial Harassment	<p>Racial harassment is also found in many forms. Examples include, but are not limited to:</p> <ul style="list-style-type: none">• abusive, threatening or insulting words and behaviour• deliberate exclusion from conversations• displaying abusive writing and pictures• insensitive jokes related to race• pranks.
Disability Harassment	<p>Examples of disability harassment include:</p> <ul style="list-style-type: none">• humiliating comments or insults about a student's disability• disparaging remarks to students who have received learning adjustments• comments or actions which create a hostile environment for a student with a disability• deliberately excluding a student where the disability is not an issue. <p>For more information, refer to our Disability Discrimination policy.</p>

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Victimisation	Action will be taken against anyone who victimises a student who makes a complaint of harassment in good faith.
Student Responsibility	<p>All students are required to:</p> <ul style="list-style-type: none"> • treat all students, staff and any other person at the Newstead Christian School professionally and with respect • avoid behaviour that could be interpreted as harassing and act to prevent other students from engaging in harassment, where this is reasonably practicable • where students have witnessed harassment at the Newstead Christian School they are encouraged to report this to a staff member.
Harassment Response Procedures	<p>A key part of the Newstead Christian School's harassment prevention and intervention strategy is to encourage reporting of harassment incidents as well as providing assurance to students (and parents/carers) who experience harassment that harassment is not tolerated within the Newstead Christian School.</p> <p>Students who believe that they are being harassed should make it known that the comments, contact or behaviour is unwelcome and offensive.</p> <p>If the student does not feel comfortable in talking directly to the perpetrators or if they seek advice on how to proceed, they should contact any of the following:</p> <p>School Chaplain</p> <p>Learning Support Coordinator</p> <p>Teacher</p> <p>Teaching Assistant</p> <p>Principal</p>

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	<p>The Newstead Christian School will then apply its <u>Bullying Prevention and Intervention</u> policy and associated procedures.</p>
Implementation	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none">• staff education and supervision• effective incident reporting and recording procedures• initiation of corrective actions where necessary.
Discipline for Breach of Policy	<p>Depending upon the nature and seriousness of the breach of this Policy Newstead Christian School may take disciplinary action, including in the case of serious breaches, suspension or expulsion.</p> <p>Engaging in unlawful harassment may result in legal action being taken against the perpetrator and Newstead Christian School.</p>

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Student Duty of Care

Bullying Prevention and Intervention

Bullying	<p>Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders.</p> <p>Bullying can take many forms including:</p> <ul style="list-style-type: none">• Physical bullying which involves physical actions such as hitting, pushing, obstructing or being used to hurt or intimidate someone. Damaging, stealing or hiding personal belongings is also a form of physical bullying.• Psychological bullying which is when words or actions are used to cause psychological harm. Examples of psychological bullying include name calling, teasing or making fun of someone because of their actions, appearance, physical characteristics or cultural background.• Indirect bullying which is when deliberate acts of exclusion or spreading of untrue stories are used to hurt or intimidate someone.• Cyberbullying which is the ongoing abuse of power to threaten or harm another person using technology. Cyberbullying can occur in chat rooms, on social networking sites, through emails or on mobile phones.
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What Isn't Bullying	<p>There are many negative situations which, whilst being potentially distressing for students, are not bullying. These include:</p> <ul style="list-style-type: none">• Mutual Conflict Situations which arise where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation• One-Off Acts (of aggression or meanness) including single incidents of loss of temper, shouting or swearing do not normally constitute bullying.
Signs of Bullying	<p>Major behavioural changes in a student may be indicative of bullying. Such behavioural changes may include:</p> <ul style="list-style-type: none">• crying at night and having nightmares• refusing to talk when asked "What's wrong?"• having unexplained bruises, cuts or scratches• an unwillingness or refusal to go to school• feeling ill in the mornings• a decline in quality of school work• becoming withdrawn and lacking confidence• beginning to bully siblings• acting unreasonably. <p>Parents/carers are encouraged to recognise signs of bullying and notify the Newstead Christian School through a trusted staff member immediately (such as a class teacher or counsellor), if they suspect their child is a victim of bullying.</p>
Newstead Christian School's Policy	<p>Newstead Christian School recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the Newstead Christian School is respected and accepted.</p> <p>Bullying is not tolerated at Newstead Christian School.</p>

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	<p>It is our policy that:</p> <ul style="list-style-type: none">• bullying is managed through a ‘whole-of-Newstead Christian School community’ approach involving students, staff and parents/carers• bullying prevention strategies are implemented within the Newstead Christian School on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/carers to recognise bullying and respond appropriately• bullying response strategies are tailored to the circumstances of each incident• staff establish positive role models emphasising our no-bullying culture• bullying prevention and intervention strategies are reviewed on an annual basis against best practice.
Bullying Prevention Strategies	<p>Newstead Christian School recognises that the implementation of whole-Newstead Christian School prevention strategies is the most effective way of eliminating, or at least minimising incidents of bullying within our community.</p> <p>The following initiatives form part of our overall bullying prevention strategy and our strategy to create a ‘no-bullying’ culture within the Newstead Christian School:</p> <ul style="list-style-type: none">• a structured curriculum and peer group support system, that provides age-appropriate information and skills relating to bullying (including cyberbullying) and bullying prevention, to students over the course of the academic year• education, training and professional development of staff in bullying prevention and response strategies• regular provision of information to parents/carers, to raise awareness of bullying as a Newstead Christian School community issue to equip them to recognise signs of bullying, as well as to provide them with clear paths for

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	<p>raising any concerns they may have relating to bullying directly with the Newstead Christian School</p> <ul style="list-style-type: none">• promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers• promotion of responsible bystander behaviour amongst students, staff and parents/carers• reporting of incidents of alleged bullying by students, bystanders, parents/carers and staff are encouraged• regular risk assessments of bullying within the Newstead Christian School are undertaken by surveying students to identify bullying issues that may ordinarily go unnoticed by staff• records of reported bullying incidents are maintained and analysed, in order to identify persistent bullies and/or victims and to implement targeted prevention strategies where appropriate• statements supporting bullying prevention are included in student communication• education of staff, students and parents/carers on health conditions to promote understanding and to reduce stigma and fear• anti-bullying posters are displayed strategically within the Newstead Christian School• promotion of student awareness and a 'no-bullying' environment by participating in community events, as appropriate.
Reporting Bullying	<p>Students and their parents/carers are sometimes reluctant to pursue bullying incidents, for fear that it will only make matters worse.</p> <p>A key part of the Newstead Christian School's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well providing assurance to students who experience bullying (and parents/carers) that:</p>

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	<ul style="list-style-type: none">• bullying is not tolerated within the Newstead Christian School• their concerns will be taken seriously• the Newstead Christian School has a clear strategy for dealing with bullying issues. <p>Bullying incidents can be advised to the Newstead Christian School verbally (or in writing) through any of the following avenues:</p> <ul style="list-style-type: none">• To a teacher• To a teaching assistant (who will support the child/parent to report to a relevant teacher).• To a member of the Executive Team• The school office (in writing).
Responding to Bullying	<p>Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with on its facts.</p> <p>In all circumstances the Newstead Christian School:</p> <ul style="list-style-type: none">• takes bullying incidents seriously• provides assurance to the victim that they are not at fault and their confidentiality will be respected• takes time to properly investigate the facts including discussing the incident with the victim, the bully and any bystanders• takes time to understand any concerns of individuals involved• maintains records of reported bullying incidents• will escalate its response when dealing with persistent bullies and/or severe incidents. <p>Actions that may be taken when responding to bullying include:</p> <ul style="list-style-type: none">• notification of/consultation with parents/carers

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	<ul style="list-style-type: none"> • offering counselling to persistent bullies/victims • implementing effective follow up strategies • disciplinary action, at the Principal's discretion, including suspension and expulsion of persistent bullies, or in cases of severe incidents.
Staff Responsibilities	<p>All staff are responsible to:</p> <ul style="list-style-type: none"> • model appropriate behaviour at all times • deal with all reported and observed incidents of bullying in accordance with this Policy • ensure that any incident of bullying that they observe or is reported to them, is recorded appropriately • be vigilant in monitoring students that have been identified as either persistent bullies or victims • acknowledge the right of parents/carers to speak with the Newstead Christian School if they believe their child is being bullied.
Signage	<p>Anti-bullying posters may be posted in strategic locations in the Newstead Christian School to promote appropriate behaviour and encourage students to respect individual differences and diversity.</p>
Implementation	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> • staff training • student and parent/carer education and information • effective incident reporting and recording procedures • effective management of bullying incidents when reported • the creation of a 'no-bullying' culture within the Newstead Christian School community • effective record keeping procedures • initiation of corrective actions where necessary.