

Te Whānau o Ōtūmatua Board of Trustees

Bullying and Harassment Policy

Purpose

This policy ensures that Te Whānau o Ōtūmatua provides a physically and emotionally safe environment that is free from bullying and harassment for ākonga, kaiako, and the wider kura community. This policy outlines how the kura prevents bullying and harassment, responds to concerns and incidents, and meets its legal obligations under the Education and Training Act 2020, the Health and Safety at Work Act 2015, and the Employment Relations Act 2000.

Policy

Te Whānau o Ōtūmatua takes all reasonable steps to eliminate bullying and harassment, including online/cyberbullying. The kura promotes a safe, inclusive culture and follows clear procedures to prevent, identify, and respond to bullying and harassment. All concerns, complaints, and incidents are managed promptly, fairly, and in accordance with natural justice.

- **Bullying** means repeated and unreasonable behaviour directed towards a person or people that is likely to lead to physical or psychological harm.
- **Harassment** means intimidating, threatening or degrading behaviour directed towards a person or group that is likely to have a harmful effect on the recipient; and includes repeated behaviour but may be a serious single incident.

Guidelines

1. Preventing Bullying and Harassment

The kura takes a proactive, whole-kura approach to creating a safe learning and working environment. Preventative actions include:

- promoting an inclusive kura culture
- supporting ākonga wellbeing and safety through a whole-kura approach
- reinforcing expectations through kura values, behaviour management, kaiako conduct, and community conduct expectations
- strengthening positive kura culture through teaching and leadership
- promoting safe and responsible digital technology use
- identifying and assessing bullying and harassment as potential hazards
- ensuring adequate kaiako supervision during break times
- raising awareness about bullying and harassment, including cyberbullying
- consulting with kaiako, ākonga, and the community to understand experiences and inform actions

The board and leadership team regularly review the effectiveness of prevention measures and identify areas for improvement.

2. Raising Bullying and Harassment Concerns

The kura encourages ākonga, kaiako, volunteers, contractors, parents, caregivers, and whānau to raise concerns about bullying or harassment.

Ākonga

- Ākonga are taught what to do if they experience or witness bullying or harassment, including online.
- Ākonga should speak to a kaiako member or student advocate.
- Kaiako who observe or receive reports of ākonga bullying must inform a senior kaiako member.

Kaiako

- Kaiako are trained to recognise and respond to bullying and harassment involving ākonga or adults.
- Kaiako follow the kura concerns and complaints processes for adult-to-adult bullying or harassment.

Volunteers and contractors

- Volunteers and contractors report concerns to a kaiako member.

Parents, caregivers, and the wider community

- Concerns should be raised with the kura, not directly with the student or their whānau.

(See: Concerns and Complaints Policy)

3. Responding to Bullying and Harassment Concerns, Complaints, and Incidents

The kura responds promptly and appropriately to all concerns, complaints, and incidents. Responses are tailored to the situation and those involved.

Responses follow the principles of natural justice. The kura:

- treats people fairly and protects their mana and dignity
- ensures all parties have the opportunity to be heard
- ensures decision-makers are impartial
- incorporates cultural considerations into investigation and decision-making

Serious incidents

If an incident results in injury, the kura follows respective policies around managing, recording and reporting injuries.

For incidents involving serious physical violence or sexual violence, the kura may involve external agencies such as:

- New Zealand Police
- Oranga Tamariki
- Ministry of Education

4. Responding to Ākonga Bullying and Harassment

To address student-related concerns, the kura may:

- meet with ākonga involved
- contact and meet with parents/guardians/caregivers
- mediate between ākonga
- provide education on acceptable behaviour and kura values
- apply relevant policies

Where necessary and on reasonable grounds, the kura may apply the Stand-down, Suspension, and Exclusion Policy.

(See: Stand-down, Suspension, and Exclusion Procedure)

The kura works with ākonga, kaiako, whānau, and external agencies to provide guidance, counselling, and support for those affected.

5. Responding to Kaiako Bullying and Harassment

Concerns, complaints, or incidents involving kaiako are managed through the kura concerns and complaints procedures.

(See: Concerns and Complaints Policy)

6. Responding to Bullying and Harassment Involving the kura Community

If members of the wider kura community are involved, the kura follows the concerns and complaints procedures.

(See: Concerns and Complaints Policy)

7. Privacy and Record-Keeping

The kura follows its privacy and records management policies when responding to bullying and harassment. This includes:

- limiting access to information to those who need to know
- maintaining confidentiality to prevent victimisation
- following procedures when contacting external agencies
- record-keeping complies with kura policy

(See: Privacy, Copyright and Official Information Policy)

8. Board Assurance

The principal assures the board that the kura:

- takes all reasonable steps to eliminate bullying, including cyberbullying
- provides anti-bullying programmes that address racist bullying, bullying of ākonga with special needs, homophobic bullying, transgender bullying, and sexual harassment
- implements prevention and response procedures consistently

Review Schedule

This policy will be reviewed according to the **Board's Review Schedule** or earlier if required due to legislative change or identified need.

Prepared by: Board of Trustees 24/06/2026

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