

Policy on Preventing and Responding to Bullying



Rationale GirlGuiding NZ seeks to take all reasonable steps to develop high standards of behaviour in order to fulfil the expectations of the GirlGuiding NZ Promise and Law.

Purpose The GirlGuiding New Zealand seeks to foster and develop a safe, positive physical and emotional Guiding environment that creates a climate of trust. All members, parents and staff share the responsibility for making GirlGuiding NZ a respectful and inclusive environment.

It is expected that all members of our Guiding community – girls and their parents, National Board, adult members, volunteers, supporters and staff - have an understanding of what bullying is and know what to do when bullying occurs, in compliance with health and safety legislation.

Guidelines *Definition*

Our Guiding community agrees that:

- bullying is defined as unreasonable behaviour towards a person or group of any age that creates a health and safety risk
- a single incident is not considered bullying but can escalate if ignored
- bullying is deliberate – there is the intention to cause physical and /or psychological pain or discomfort to another person
- bullying involves a power imbalance – there is an actual or perceived unequal relationship between the target and the initiator that may be based on physical size, gender, social status or digital capability or access
- bullying has an element of repetition- with the threat of further incidents leading to fear and anxiety
- bullying behaviour covers actions which a reasonable person wouldn't do in similar circumstances, including victimising, humiliating, intimidating or threatening a person
- bullying behaviours can be physical, verbal or social and take place in the physical or virtual world
- bullying involves up to three parties: initiators (those doing the bullying), targets (those being bullied) and often bystanders (those who witness the bullying).

Bullying Prevention

GirlGuiding NZ recognises that real change happens when all members of our Guiding community – girls and their parents, National Board, adult members, volunteers, supporters and staff - share the responsibility for making Guiding a respectful and inclusive environment.

We will prevent and respond to bullying in our environment by:

- promoting our expectations in the prevention of bullying
- establishing respect for the diversity of human values and character strengths
- including training in the recognition and prevention of bullying in our leadership development programme, to encourage positive leadership styles and the skill and expertise to deal with bullying reports
- promoting a range of activities and initiatives in section programmes that raise awareness of and reinforce appropriate and respectful interactions
- creating a safe and positive environment that girls feel is pleasant, fair and rewarding and positively challenges them to develop their ability to relate well to each other
- directing attention towards behaviour rather than towards people, with the aim of promoting harmonious relationships across the Organisation
- promoting digital citizenship and safe use of technology
- supporting girl- led girl initiatives

Bullying Response, for when bullying occurs

GirlGuiding NZ recognises the importance of consistently responding to all incidents of bullying that have been reported and ensuring that planned interventions are used to respond to these incidents and support all involved. We will support anyone who has been affected by, engaged in or witnessed bullying behaviour by:

- taking seriously all reported incidents of bullying and investigating them promptly and impartially
- ensuring that neither the complainant nor the alleged bully are victimised
- supporting all parties involved
- finding appropriate remedies and consequences for confirmed bullying as well as for confirmed false reports
- communicating the response process and its outcome
- ensuring confidentiality
- using the principles of natural justice i.e. no bias and a fair hearing
- keeping good documentation
- having specialist external advisors available to help if required.

Raising Awareness

GirlGuiding NZ recognises the importance of raising awareness of our approach to bullying and celebrating our positive Guiding culture, including through unit based activities, displays and good communication with parents.

Our interaction with our wider community will include information about our policy on the GirlGuiding NZ website.

Conclusion

As part of GirlGuiding NZ's commitment to ensuring that our Guiding environment is free from bullying behaviours this policy will be reviewed on a regular basis and as other related GirlGuiding policies or external legislation changes.

Date developed January 2017

Last reviewed October 2017

Ratified April 2017

Process for dealing with Reports of Bullying

Dealing with reports of bullying between girls

If this is a one off incident/isolated incident of inappropriate behaviour and in order to prevent this escalating to a bullying situation:

- Talk to the girl about her inappropriate interaction and help her realise that what she has done is wrong. Check if she needs any support.
- Talk to both girls together to try to resolve this.
- Talk to the parents/caregivers of both girls so they can support their girls/daughters.

If this is a more serious incident or part of a recurring pattern of bullying behaviour

- It is important to stop the interaction and state clearly what is acceptable behaviour. This may be an opportunity to talk with a group of girls about what is an appropriate and respectful interaction.
- If this needs to be addressed with individuals, talk to the girl being bullied and provide support and advice for her. Be understanding and listen.
- Take appropriate action to ensure the girl is safeguarded/isolated from the alleged bullying environment
- If it requires further intervention or others were involved, talk to any witnesses to find out all the facts, if you did not observe the incident yourself.
- Document what you have observed.
- Advise your Local Co-ordinator of the situation and develop an action plan together which includes:
 - addressing the bullying behaviour of the girl in conjunction with her parent/caregiver
 - providing support for the girl being bullied in consultation with her parent/caregiver
 - putting in place a plan to resolve the situation and set the parameters for further interaction between the girls
 - any discussion/activity which needs to occur with the whole unit to create a safe climate for all girls
- Give information on support services or community agencies (eg Youthline) to the girls and family involved to access if required

If you receive a complaint from a parent:

- Request a written complaint from a parent prior to taking any action if you have not witnessed the behaviour. A notification form can be provided for this purpose.
- Advise your Local Co-ordinator of the situation and develop an action plan together which includes:
 - addressing the bullying behaviour of the girl in conjunction with her parent/caregiver
 - providing support for the girl being bullied in consultation with her parent/caregiver
 - putting in place a plan to resolve the situation and set the parameters for further interaction between the girls
 - any discussion/activity which needs to occur with the whole unit to create a safe climate for all girls
- Give information on support services or community agencies (eg Youthline) to the girls and family involved to access if required

Dealing with reports of bullying of or by leaders

Any reports of bullying of or by a leader will be dealt with in accordance with relevant GirlGuiding NZ policies.

A notification form is provided for the purpose of documenting incident and advising the most appropriate leader. This will normally be the person to whom the affected leader reports, normally the role in the next level up in the structure. In cases where the notification is about that leader, it should be made to the leader they report to.

The notification form can be filled in individually by the leader or together with the leader the leader reports to.

The process to be followed from the time a notification is lodged is in the current policy for dealing with complaints against a leader.

Depending on the seriousness of the situation a leader may be suspended from their role while a complaint of bullying is investigated.

GirlGuiding NZ may also seek advice and involvement from consultants or outside agencies as appropriate depending on the nature of the situation.

NOTIFICATION OF UNDESIRABLE BEHAVIOUR

To be used in conjunction with GirlGuiding New Zealand policies concerning complaints, where written documentation is required.

This notification is about behaviour that has distressed/troubled me. The essential details are recorded below.

Name of person this notification is about:

Is supporting information attached? Yes / No

Summary of the behaviour: (details, times, dates, public or private interactions)

Relationship of person to me: (e.g. Leader, Team Leader, colleague)

I feel it is undesirable behavior because:

It is reported because:

It is endangering my health and safety because:

This undesirable behaviour has made me feel:

How it has affected my ability to carry out my Guiding role:

Low-key solutions I have considered are:

The outcome of that consideration was:

Name of person making notification:

Signature:

Date:

Please send to the leader you report to or to the leader to whom they report, depending on what is most appropriate.