



Ruawai College

Next review: Term 4 2028

Bullying and Harassment

At Ruawai College we are committed to providing a physically and emotionally safe place that is free from bullying and harassment for students, staff, and the wider **▶ school community**. We acknowledge that bullying behaviour is a risk to be managed and the policy below outlines how we take all reasonable steps to eliminate bullying and harassment within our school. We follow our procedures below to prevent bullying and harassment and to respond effectively to concerns and complaints and/or incidents of bullying (Education and Training Act 2020, Health and Safety at Work Act 2015, Employment Relations Act 2000).

See our policy definitions of **▶ bullying** and **▶ harassment**.

Preventing bullying and harassment

We take a number of preventative actions to provide a safe learning and working environment free from bullying and harassment. These include:

- promoting an inclusive school culture
- taking a whole-school approach to promote and support student wellbeing and safety
- providing guidance for acceptable behaviour through our school values, student behaviour management, staff conduct and community conduct expectations
- reinforcing a positive school culture through teaching and leadership
- promoting safe and responsible digital technology use
- identifying and assessing bullying and harassment as potential hazards
- ensuring there is adequate staff supervision of students during break times
- raising awareness within our school community about bullying and harassment, including **▶ online/cyberbullying**
- consulting with staff, students, and the school community about their experiences and using that to inform our actions.

The board and leadership team reviews the effectiveness of our bullying and harassment prevention measures and identifies areas for improvement as needed.

Raising bullying and harassment concerns

We encourage students, staff, and members of our school community to raise any concerns about bullying or harassment and report any incidents.

- We let students know what to do if they are being bullied or harassed and/or witness bullying or harassment, including online bullying. Students with concerns should speak to a teacher (which may include duty staff). Staff with concerns about student bullying, or a bullying incident at school, should speak with a senior staff member.
- Staff are made aware of how to recognise and respond to student bullying and harassment and what processes to follow for raising concerns about bullying and harassment among adult members of the school community.
- Volunteers and contractors should report any concerns about bullying and harassment to staff.

- If parents, caregivers and our wider school community have concerns about bullying and harassment they should raise them with the school. If a member of the school community has a concern or complaint about a student who is not their child, they should contact the school. They should not contact the student or their parents/caregivers directly. See **Raising Concerns and Complaints**.

To raise concerns (especially serious concerns) about the wellbeing and/or safety of a student, see **Child Protection, Identifying and Responding to Suspected Child Abuse or Neglect**, and **Responding to Student Wellbeing Concerns**.

Responding to bullying and harassment concerns, complaints, and incidents

We respond promptly to concerns, complaints and incidents of bullying or harassment, and take appropriate steps to resolve the matter according to who is involved on a case-by-case basis. See **Assessing and Responding to Concerns and Complaints**

We take appropriate actions that follow the principles of ► **natural justice**. We:

- treat people fairly and seek to protect their mana and dignity
- ensure that those involved have the opportunity to be heard
- ensure that decision-makers are unbiased and outcomes are not predetermined
- include cultural considerations as part of our investigation and decision-making.

If a bullying or harassment incident results in an injury, we follow our policies for **Managing Injuries and Illness** and **Recording and Reporting Injuries and Illness**. For concerns or incidents that involve serious physical violence, or sexual violence, we may need to involve external agencies, including the New Zealand Police, Oranga Tamariki, and/or the Ministry of Education, as appropriate.

Students

To manage concerns, complaints and incidents of student bullying we may also:

- meet with students to discuss the matter
- contact and meet with parents/guardians/caregivers
- mediate between students
- educate the students involved about acceptable behaviour and our school values
- manage the matter through other appropriate policies, such as:
 - **Behaviour Management**
 - **Responding to Digital Incidents** (if the incident involves ► **digital harm**)
 - **Responding to Student Sexual Behaviour Concerns and Incidents**
 - **Responding to Student Wellbeing Concerns**

If it is necessary and there are reasonable grounds, we follow our policy for **Stand-down, Suspension, and Exclusion**.

We work with students, staff, parents, caregivers, whānau, and relevant agencies, as appropriate, to arrange appropriate guidance and counselling and any other supports needed for students affected by bullying or harassment.

Staff

We respond to bullying or harassment concerns, complaints, or incidents involving staff using our concerns and complaints policy and procedures. See **Assessing and Responding to Concerns and Complaints** ("Matters involving staff").

School community

If members of the school community are involved in bullying and harassment, we respond using our concerns and complaints policy and procedures. See **Assessing and Responding to**

Concerns and Complaints ("Matters involving other members of the school community").

Privacy and record-keeping

We follow our privacy policy and procedures at all times when responding to bullying and harassment concerns, complaints, and/or incidents. This includes:

- limiting access to information about the bullying or harassment to those who need to know
- maintaining ► **privacy and confidentiality** to help prevent ► **victimisation**
- following school processes if it is necessary to contact relevant external agencies – see **Sharing Student Personal Information with External Agencies**

Our record keeping complies with our School Records Retention and Disposal policies and procedures.

The principal assures the board that the school takes all reasonable steps to eliminate bullying (including online/cyberbullying). Assure the board that anti-bullying programmes for students are provided through the principal and teaching staff that include a focus on racist bullying, bullying of students with special needs, homophobic bullying, transgender bullying, and sexual harassment. See **Review Schedule and Board Assurances**.

Related policies

- **Inclusive School Culture**
 - **Concerns and Complaints Policy**
 - **Student Wellbeing and Safety**
 - **Staff Wellbeing and Safety**
 - **Digital Technology and Online Safety**
 - **Behaviour Management**
 - **Risk Management**
 - **Managing Injuries and Illness**
 - **Identifying and Responding to Suspected Child Abuse or Neglect**
 - **Sexual Behaviour in Students**
 - **Staff Conduct**
 - **School Community Conduct Expectations**
 - **School Records Retention and Disposal**
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Legislation

- Education and Training Act 2020
 - Health and Safety at Work Act 2015
 - Human Rights Act 1993
 - Employment Relations Act 2000
 - Harassment Act 1997
 - Harmful Digital Communications Act 2015
 - Privacy Act 2020
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Resources

- **Bullying-Free NZ** 
- Employment New Zealand: **Bullying, harassment and discrimination** 
- WorkSafe | Mahi Haumaru Aotearoa: **Bullying** 

- Netsafe:
 - [Online abuse and harassment](#) 
 - [Bullying](#) 

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Topic type	Core