



# Lake Rotoma School

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Next review: Term 4 2028

## Bullying and Harassment

At Lake Rotoma School 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** (Education and Training Act 2020, Health and Safety at Work Act 2015, Employment Relations Act 2000). We take all reasonable steps to eliminate bullying and harassment within our school and to respond effectively to concerns and complaints, and/or incidents.

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
- providing guidance for acceptable behaviour through our school values, student behaviour management, staff code of conduct, and community conduct expectations
- reinforcing a positive school culture through teaching and leadership
- promoting safe and responsible digital technology use
- raising awareness within our school community about bullying and harassment, including online
- identifying and assessing bullying and harassment as potential hazards
- consulting with staff, students, and the school community about their experiences and using that to inform our actions
- having clear procedures for concerns and complaints
- responding quickly to incidents and supporting those affected.

We recognise that bullying can occur at school, outside school, and/or online. We seek to prevent online bullying by promoting safe and responsible use of digital technology. See **Digital Technology and Online Safety**.

Lake Rotoma School encourages students, staff, and members of our school community to speak up if they need support with bullying or harassment concerns or incidents, and we encourage them to support others to do so.

## Managing concerns and incidents

At Lake Rotoma School, we respond promptly to concerns and complaints, and/or incidents of bullying or harassment, and take appropriate steps according to who is involved. Where appropriate, we provide a response to the person who raised the concern. See **Concerns and Complaints Policy**.

If a bullying or harassment incident results in an injury, we follow our policies for **Managing 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

We let students know what to do if they are being bullied or witness bullying or harassment, including online bullying. Our staff are trained to recognise student bullying and to intervene appropriately. We ensure that there is adequate staff supervision of students during break times. 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.

If other members of the school community have concerns about student bullying or 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 not contact that student or their parents/caregivers directly. See **Raising Concerns and Complaints**.

For how we manage student bullying, see **Responding to Student Bullying and Harassment**.

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

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## Staff

Lake Rotoma School encourages our staff to speak up if they need support with bullying or harassment concerns or incidents, and encourage them to support others to do so.

We respond to bullying or harassment concerns, complaints, or incidents involving staff in the same way we deal with other concerns and complaints. See **Concerns and Complaints Policy**.

## Wider school community

If members of the school community are involved in bullying and harassment, we are guided by our community conduct expectations and concerns and complaints policy and procedures. See **School Community Conduct Expectations** and **Concerns and Complaints Policy**.

## Privacy and record-keeping

At Lake Rotoma School we follow our privacy policies 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 **Privacy Policy** and **School Records Retention and Disposal** policies and procedures.

If bullying or harassment results in an injury, we follow appropriate recording and reporting processes. See **Recording and Reporting Accidents, Injuries, and Illness**.

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## 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**
- **Abuse Recognition and Reporting**
- **Sexual Behaviour in Students**
- **Staff Conduct**
- **School Community Conduct Expectations**






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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 Haumarua Aotearoa: **Bullying** 
- Netsafe:
  - **Online abuse and harassment** 
  - **Bullying** 

**Release history:** Term 4 2025, Term 2 2024

### IN THIS SECTION

**Responding to Student Bullying and Harassment**

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<b>Last review</b>	Term 4 2025
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<b>Topic type</b>	Core
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