

## POLICY AND PROCEDURES

<b>POLICY NAME:</b> <b>Harassment and Bullying Prevention Policy</b>	<b>POLICY NUMBER:</b> 1.3.2	<b>CATEGORY:</b> Administration
<b>RESPONSIBLE EXECUTIVE:</b> Vice President/Principal	<b>APPROVAL AUTHORITY:</b> Executive Council	<b>EFFECTIVE DATE:</b> September 1, 2020
<b>NEXT FULL REVIEW DATE:</b> August 31, 2025 or amended by the Ministry of Education Resources	<b>REVISED:</b>	<b>REPLACES:</b>

### **PURPOSE**

This policy establishes Coquitlam College (the College) commitment to protecting students from all forms of emotional, sexual or physical bullying and harassment, and outlines the practices in place to provide a safe and caring learning environment.

### **SCOPE**

This policy applies to all staff and students, and follows the guidelines as stated in the Safe, Caring and Orderly School Guide (2008), and applicable legislation.

### **POLICY STATEMENTS**

1. The College has a zero tolerance for bullying and harassment.
2. The College is committed to providing an environment in which every student feels safe, accepted and respected and, to the best of its ability will protect students from all forms of bullying and/or harassment that threaten their physical safety, social connectedness and inclusiveness regardless of the student's gender, race, culture, religion, sexual orientation or gender identity.
3. The school actively participates in the BC ERASE anti-bullying program providing training to staff members on developing a safe school environment and how to recognize and deal with unsafe situations.

### **PROCEDURES**

1. The College has zero tolerance to bullying and harassment. Students with any complaints should advise the staff immediately. The principal and/or counsellors will discuss the situation with the victim and according to the information received, appropriate action will be taken.
  - Discussion with the accused of their actions
  - Verbal warnings
  - Dismissal from the College
  - Parental contact if student is under the age of 19
  - Police intervention
2. The College has zero tolerance for any type of violent behavior, physical or non-physical. Students displaying this type of behavior will be required to follow the same protocol as found in the Bullying and Harassment Policy.

3. Decisions regarding consequences of unacceptable behaviour will consider an offender's background.
4. A guide [Safe, Caring and Orderly Schools](#) has been provided by the Ministry of Education that address many issues. Should any staff wish to refer to the guide, it can be found on the Ministry of Education website. Should any staff wish to refer to the guide, it can be found on the instructor portal homepage.
5. Each member of staff will:
  - a. be expected to establish and maintain a safe, caring and orderly environment in their classroom,
  - b. expect students to treat each other with respect by communicating to the general student population the school's expectations for acceptable behaviour,
  - c. be able to describe and share with students examples of inappropriate bullying behaviour, especially cyber-bullying, harassment, intimidation and threatening or violent behaviours, in school or at school-related activities or non-school-related activities that have a negative impact on the school environment,
  - d. develop restorative practices and strategies to remediate students who harass, bully or act offensively towards others,
  - e. be able to describe and share with students the consequences of unacceptable behaviour that may ultimately lead to suspension or expulsion, after taking into account the student's age, maturity and special needs, if any.
  - f. develop strategies that will allow students to report events that have occurred to them, with the comfort that the school will take all reasonable steps to prevent retaliation,
  - g. encourage a focus on the common good of all and tolerance for differences,
  - h. periodically throughout each year, attend the workshops provided that address the topics of assault, bullying, and harassment.

### **Reporting Procedures**

#### Victim

6. A person being harassed/bullied can deal with the problem by reporting the incident(s) to a responsible adult, teacher, vice-principal or principal.
7. The responsible adult will support and comfort the victim and will recommend that the victim speak to the school counsellor.
8. The responsible adult will explain the school's bullying and harassment policy of taking all reasonable steps to prevent retaliation by a person against them for making the complaint.
9. The responsible adult will then report the case to the Primary Safe School Coordinator (PSSC) who is the principal, or, if not available the school's alternate Safe School's Coordinator (SSC) for full investigation.
10. The Primary Safe Schools Coordinator will investigate the alleged bullying/harassment with sensitivity and confidentiality. After the investigation is completed, the school will take appropriate action(s).

#### Harasser/Bully

11. When an alleged perpetrator is made aware that they have been accused of bullying or harassing someone else, they will agree to cease such behaviour immediately.

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12. They may then reach out to the PSCC or SCC to share their perspective of the allegations. During this dialogue the PSCC or SCC will advise the alleged bully/harasser that any retaliation against a student who filed the complaint is strictly forbidden and may result in suspension, expulsion or reporting to the RCMP.
13. The PSCC will conduct a full investigation into the complaint and appropriate action(s) will be implemented, including possible counselling. If warranted, disciplinary actions will be decided by the principal based on the student's age, maturity and special needs, if any.

### Others

14. General awareness of issues around bullying and harassment is raised through discussion in the classroom and whenever it fits the natural context of the events of the school.
15. The staff has a responsibility to support and exemplify the policy of the school and to stress virtues of respect and tolerance, both through their personal relationships and in their teaching. Parents/Guardians are actively encouraged to support the school and accept the school's considered actions when their student is found to be involved in harassment, and to work in partnership with the school toward resolution.
16. Victim's parents are encouraged to support their child by being understanding and if necessary, support counselling.
17. If any other bystanders become aware of bullying or harassment instances in school or at school related functions, whether during school or outside of school hours, they must immediately report the incident to a responsible adult or teacher or school administration. The school will take all reasonable steps to protect the person who reports an alleged incident of bullying or harassment.

### **Hiring Practices**

18. To ensure that the staff works as a team in educating students and the school community that bullying and harassment behaviours are not appropriate, when hiring prospective teachers, the school interview process will inquire about the applicant's training in anti-bullying prevention training, ERASE or equivalent, if any.

### **ERASE (Expect Respect And Safe Education) Program**

19. In addition to bullying and violence prevention, the new erase website includes information and resources on online safety, mental well-being, substance use, and sexual orientation and gender identity. The site was created following extensive consultation with students, parents and educators. Please visit the new erase site for more information at <https://www2.gov.bc.ca/gov/content/erase>.
20. The School will participate in the ERASE STRATEGY TRAINING program of the Ministry of Education by providing release time for the school personnel who are required to complete the training:
  - A. Basic Violence Threat and Risk Assessment (Basic VTRA) training:
    - a. Primary Safe School Coordinator (PSSC – Principal)
    - b. Safe School Coordinator (Vice Principal)
  - B. Digital Threat Assessment (Basic DTA) training:
    - a. Primary Safe School Coordinator, or
    - b. Safe School Coordinator.

21. As the Ministry of Education requires, staff members will maintain their currency in ERASE training by attending the ERASE workshops at least every three years.

### **DEFINITIONS**

There are none.

### **Related Documents**

Ministry of Education Resources

- Safe and Caring School Communities – Independent Schools, 2019
- Bullying and Harassment Prevention Order
- ERASE Resources

### Appendix A

#### Coquitlam College Contacts

Basic VTRA (Violent Threat Risk Assessment): Mike Williams, Diana Wright, Chris Rands or Will Eckford  
Ensuring Safe and Caring School Communities: Mike Williams or Eve Eckford  
Basic DTA (Digital Threat Assessment): Chris Rands or Eve Eckford  
Coquitlam College School Liaison Officer: Constable Mike Chu 604-619-7210

#### External Contact Numbers

Safer School Together: 604-560-2285 or 1-855-677-3720

Call them for assistance with a serious threat assessment or school trauma. They can also provide assistance with managing worrying online behaviours.

The Associate Member Society of FISABC can provide support in an emergency in the form of advice or pointing you to another agency.

Janet Dhanani: 604-897-3838  
Kent Dykstra 604-530-5396  
Rob Anstey: 604-285-7766  
Michael Rapp: 604-823-6814  
Sukhbir Bolina: 604-897-3838