

# **Bullying Prevention and Intervention Policies**

The purpose of this document is to establish policies and procedures on bullying prevention and intervention.

A positive climate exists when all members of the community feel safe, comfortable, and accepted. To help achieve a positive environment, BYC will actively promote and support positive behaviours and endeavour to ensure that students, parents and members of the broader sailing community are involved.

BYC will support and maintain a positive climate in their LTS program. The following are some characteristics of this positive climate:

- Students and staff feel safe and are safe.
- Healthy and inclusive relationships are promoted.
- Students are encouraged to be positive leaders.
- All partners are actively engaged.
- Improvement of learning outcomes for all students is emphasized.

In recognition of the importance of addressing bullying, which can have a significant impact on student safety, learning, and the sailing school climate, bullying is one of the infractions for which suspension may be considered.

## **Policy Development on Bullying Prevention and Intervention**

BYC may draw upon evidence-based practices that promote positive student behaviour.

BYC is required to adhere to the Municipal Freedom of Information and Protection of Privacy Act, the Ontario Human Rights Code, and regulations made under other Acts in the development and implementation of policies.

## **Policy Components and Implementation Strategies**

### ***1. Policy Statement***

BYC asserts that:

- Bullying adversely affects a person's ability to learn.
- Bullying adversely affects healthy relationships and the club climate.
- Bullying adversely affects LTS's ability to educate its students.
- Bullying will not be accepted on BYC property, at BYC-related activities (e.g., regattas) or in any other circumstances (e.g., online) where engaging in bullying will have a negative impact on the LTS climate.

## ***2. The Definition of Bullying***

For the purposes of policies on bullying prevention and intervention, BYC will use the following definition of *bullying*:

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Students may attain or maintain power over others through real or perceived differences. Some areas of difference may be size, strength, age, intelligence, economic status, social status, solidarity of peer group, religion, ethnicity, disability, need for special education, sexual orientation, family circumstances, gender, and race.

Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g., hitting, pushing, tripping), verbal (e.g., name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g., excluding others from a group, spreading gossip or rumours). It may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet websites, or other technology).

## ***3. Prevention and Awareness-Raising Strategies***

BYC policies may include a comprehensive prevention and awareness-raising strategy that includes expectations for appropriate student behaviour.

BYC policies may include teaching strategies that support the bullying prevention policies. These strategies should focus on developing healthy relationships by including bullying prevention in daily activities (e.g., by including all in activities).

BYC should provide opportunities for staff to participate in bullying prevention training and leadership initiatives.

## ***4. Intervention and Support Strategies***

BYC policies will include a comprehensive intervention strategy to address incidents of bullying, including appropriate and timely responses. Intervention and support will be consistent with a progressive discipline approach. The strategies will range from early interventions to more intensive interventions in cases of persistent bullying.

All employees must take seriously all allegations of bullying behaviour and act in a timely, sensitive, and supportive manner when responding to students who disclose or report bullying incidents.

Employees who work directly with participants must respond to any student behaviour that is likely to have a negative impact on the climate. Such behaviour includes all inappropriate and disrespectful behaviour at any time if, in the employee's opinion, it is safe to respond to it.

BYC will put in place procedures to allow students to report bullying incidents safely and in a way that will minimize the possibility of reprisal. These procedures will also define the responsibilities and roles of the management, staff, parents, and students.

BYC will provide support for students who have been bullied, students who have bullied others, and students who have been affected by observing bullying.

BYC will outline in their policies the procedures that are in place to support students – as well as their parents – regarding bullying issues. These policies and procedures will outline what BYC is required to do to support these students, including the development of specific plans to protect victims, and must outline a process for parents to follow if they are not satisfied with the supports that their children receive.

### ***5. Reporting to Management***

The purpose of reporting incidents of inappropriate and disrespectful behaviour is to ensure that the management is aware of any activities taking place for which suspension or expulsion may be considered.

An employee who becomes aware that a student may have engaged in an activity for which suspension or expulsion must be considered will report the matter to the manager or his delegate as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, will report it to the manager or his delegate no later than the end of the school day.

In cases where an immediate action is required, a verbal report to the manager or his delegate will be made. A written report must be made when it is safe to do so.

All employee reports made to the manager will be made in writing,

The manager will provide the person who submitted the report with written acknowledgement of receipt and will specify whether action has been taken or no action is required.

If the manager has decided that action must be taken as a result of an incident of bullying, he or she will file a copy of the reporting form with documentation indicating the action taken.

In addition to employees of the BYC, volunteers and members may also be encouraged to report such incidents in writing.

## ***6. Notice to parent or guardian***

If the manager believes that a student under the age of 18 has been harmed as a result of a bullying activity, the manager shall, as soon as reasonably possible, notify the parent or guardian of the student.

When notifying a parent or guardian the manager shall disclose;

- (a) the nature of the activity that resulted in harm;
- (b) the nature of the harm; and
- (c) the steps taken to protect the student's safety, including the nature of any disciplinary measures taken in response to the activity.

When notifying a parent or guardian, the manager shall not disclose the name of or any other information identifying or personal information about a student who engaged in the activity that resulted in the harm.

## ***7. Activities leading to possible suspension***

The manager shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities:

Bullying;

Uttering a threat to inflict serious bodily harm on another person;

Swearing at staff or at another person in a position of authority;

Committing an act of vandalism that causes damage to property;

Possessing or being under the influence of alcohol or illegal drugs;

Any other activity that any reasonable parent would condemn;

## ***8. Mitigating factors***

In considering whether to suspend for engaging in an above activity, a manager may take into account any mitigating or other factors.

The following mitigating factors may be taken into account;

1. The student does not have the ability to control his or her behaviour.
2. The student does not have the ability to understand the foreseeable consequences of his or her behaviour.
3. The student's continuing presence in the school does not create an unacceptable risk to the safety of any person.

The following other factors may be taken into account if they would mitigate the seriousness of the activity for which the student may be or is being suspended or expelled:

1. The student's history.
2. Whether a progressive discipline approach has been used with the student.
3. Whether the activity for which the student may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment.
4. How the suspension or expulsion would affect the student's ongoing education.
5. The age of the student.

#### ***9. Manager's duties where no notification to parent or guardian is required***

If the manager believes that a student has been harmed but does not notify a parent or guardian, the manager shall document and file the rationale for the decision not to notify a parent or guardian.

#### ***10. Appeal process***

Parents or guardians not satisfied with the disciplinary actions or supports that their children receive may appeal to the Board of Directors through the *BYC Harassment Policy* provisions.

#### ***11. Training Strategies for Administrators, Instructors, and Other Staff***

BYC may put in place training strategies on bullying prevention and intervention. The training strategies must include ways of responding to gender-based and homophobic bullying that are consistent with equity training on cultural sensitivity, on respect for diversity, and on special education needs. BYC may also make this training available to other adults who have significant contact with students (e.g., yard staff, bar staff, volunteers).

#### ***12. Communications and Outreach Strategies***

BYC should actively communicate their policies and procedures on bullying prevention and intervention to students, parents, instructors and other staff.

BYC should make every effort to provide access to appropriate supports for parents and to expand opportunities to support staff in addressing bullying issues.

#### ***13. Monitoring and Review***

BYC will monitor, review, and evaluate the effectiveness of these policies and procedures.