

<b>Policy Title:</b>	Bullying Policy
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<b>Author:</b>	Operations Manager
<b>Owner:</b>	Chief Executive Officer
<b>Endorser:</b>	Lionheart Board
<b>Date Endorsed:</b>	20/06/2025
<b>Next Review Due:</b>	20/06/2027

## INTRODUCTION

Lionheart Camp for Kids (Lionheart) is committed to fostering a safe and respectful environment where all participants, staff, and volunteers feel protected from bullying. As an organisation working with children and young people, it is essential to implement proactive measures to prevent bullying and respond effectively when it occurs.

## PURPOSE

This policy aims to:

- Clearly define bullying and its various forms.
- Establish procedures to prevent and address bullying within Lionheart programs and activities, ensuring a psychologically safe workplace.
- Comply with relevant WA and Commonwealth legislation, ACNC governance standards, and guidance from the Fair Work Ombudsman.
- Promote a culture of respect, inclusivity, and open communication.

## SCOPE

This policy applies to all individuals involved in Lionheart, including employees, volunteers, board members, contractors, participants, and their families, in both physical and virtual environments. The policy extends to interactions that occur before, during, or after program hours and at any event where a person is representing Lionheart.

## DEFINITIONS

- *Bullying:* The repeated and intentional misuse of power by an individual or group to cause harm, distress, or fear to another person. Bullying can take various forms, including:
- *Physical Bullying:* Hitting, pushing, kicking, or damaging belongings.

- *Verbal Bullying*: Name-calling, insults, racist or homophobic remarks, and verbal abuse.
  - *Psychological Bullying*: Intimidation, stalking, or manipulation.
  - *Social Bullying*: Exclusion, spreading rumours, or public humiliation.
  - *Cyberbullying*: Online harassment, social media abuse, or inappropriate digital communications.
  - *Power Imbalance*: A situation where an individual or group holds greater influence, authority, or control—whether physical, social, psychological, or institutional—over another. Such imbalances can contribute to bullying when the position is misused to intimidate, dominate, or harm others who may feel unable to respond or defend themselves.
  - *Microaggression*: Subtle, often unintentional, behaviours or comments that convey bias, exclusion, or disrespect toward individuals or groups, particularly from marginalised backgrounds. While seemingly minor in isolation, repeated microaggressions can create a hostile or unsafe environment and may constitute psychological or social bullying.
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- **Psychological First Aid**: Low-impact debriefing that avoids providing or asking about graphic details and instead is about asking about thoughts, stress responses, and needs. While this is usually offered soon after an incident, as well as after each program, follow-up counselling or support may be indicated.

## **POLICY**

Lionheart has a zero-tolerance approach to bullying and commits to:

- Providing a safe and supportive environment for Participants, staff, and volunteers.
- Promoting awareness and education about bullying prevention.
- Encouraging open discussions about bullying and its impacts.
- Addressing all reports of bullying seriously, confidentially, and promptly.

## **PROCEDURE**

### **Prevention Measures**

- Anti-bullying education will be incorporated into volunteer and staff induction sessions.
- At the start of each program, participants will be guided to help form group rules, which includes creating safe and respectful environments.
- Staff and volunteers will model respectful and inclusive behaviour.

### **Reporting Bullying**

- Participants, staff, or volunteers who experience or witness bullying are

encouraged to report the incident to the Lead Facilitator or Camp Manager as soon as they feel comfortable and safe to do so. Reports will be handled with sensitivity, and individuals are supported throughout the process.

- Reports of bullying can also be submitted anonymously via the online enquiry form on Lionheart's website (name field is required but can be completed with the words 'anonymous'). Anonymous reports will be investigated with the same level of seriousness and confidentiality.
- Staff and volunteers must escalate concerns to the Operations Manager and/or CEO if necessary.

### **Response to Bullying Reports**

- All reports will be promptly investigated with sensitivity and fairness with investigation commencing within 5 days of receipt and aimed to be concluded within 20 days whenever practicable.
- Staff and volunteers are expected to take an active role as bystanders by recognising bullying behaviours and responding appropriately. This includes taking safe and constructive action where appropriate, and promptly reporting concerns to the Lead Facilitator, Camp Manager, or directly to the Operations Manager to ensure the wellbeing of all individuals involved.
- Where bullying is found to have occurred, appropriate action will be taken, which may include:
  - Support for the victim through Psychological First Aid (PFA) and access to counselling or EAP.
  - Consequences for the perpetrator, which may include behavioural support, formal warnings, or exclusion from Lionheart programs, depending on the severity of the incident. Further guidance on disciplinary procedures can be found in the *Our People Policy*.
  - Mediation and conflict resolution shall be facilitated by a trained staff member to support respectful communication, where appropriate and with the informed consent of all parties involved.

### **Record Keeping**

- A written record of all bullying reports, investigations and outcomes will be maintained confidentially by the Operations Manager.

### **Follow- Up**

- Follow-up will be conducted with affected parties to ensure the bullying has ceased and that the environment remains safe. For more information, please refer to the *Record Keeping Policy*.

## **Bullying outside of Lionheart Programs**

- Participants may experience bullying outside of Lionheart programs. They may be bullied in their school or home environment, online or through social media and disclose this to a volunteer or staff member at a Lionheart program.
- If this situation arises, the team member is encourage to follow the same procedure as above.

## **REVIEW**

This policy will be reviewed every two years or as required to align with legislative changes and best practices.

## **RELATED DOCUMENTS**

- Child and Vulnerable People Safety Policy
- Risk Management Policy
- Our People Policy
- Record Keeping Policy

## **REFERENCES**

- Fair Work 2009 (Cth)
- Work Health and Safety Act 2011 (Cth)
- Occupational Safety and Health Act 1984 (WA)
- Australian Charities and Not-for-profits Commission (ACNC) Governance Standards
- National Centre Against Bullying: [www.ncab.org.au](http://www.ncab.org.au)

## **KEY CONTACT PERSON**

For further information please contact the Operations Manager by emailing [enquiries@lionheartcampforkids.com.au](mailto:enquiries@lionheartcampforkids.com.au).