

## Anti-Bullying Policy

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**Category:** General Policies

**Policy Number:** CSM 05

**Responsible Authority:** President, College of Sports Media

**Approval:** President, College of Sports Media

**Last Reviewed/Revised:** August 31, 2018

**Mandatory Review/Revision:** No later than Augusts 31<sup>st</sup>, 2020

## Purpose

This policy is intended to ensure that every member of The College of Sports Media (CSM) community experiences and contributes to an understanding and respectful study and work environment that is free from bullying.

The College of Sports Media ascribes to the **Ontario Human Rights Code** (“the Code”). The Code states that it is public policy in Ontario to recognize the inherent dignity and worth of every person, and to provide for equal rights and opportunities without discrimination. The Code aims to create a climate of understanding and mutual respect for the dignity and worth of each person so each person feels part of the community.

## Scope

1. This policy applies to all members of the College of Sports Media community engaged in college-related study, work, relevant off-site activities, social interaction or other contact.

Specifically:

- a) All students;
- b) All management, faculty, consultants or contract employees, including academic and non-academic;
- c) Members of CSM’s Advisory Board;
- d) Members of any college-related committee, established by the college;
- e) Independent contractors, such as those undertaking construction or providing services or conducting research for CSM;
- f) Volunteers; and
- g) Visitors on campus and at college-related functions off-site.

2. This policy applies to incidents of bullying that occur on CSM's premises including, but not limited to:
- While engaged in academic- or work-related activities;
  - At college-related social functions;
  - Over the telephone; or through e-mail, social media or other electronic communication, such as text messaging or on social networking web sites.
  - This policy applies to incidents of bullying that occur between members of The College of Sports Media community when involved in college-related academic or work activities off college premises including, but not limited to:
    - In the course of academic placements or academic-related work;
    - In the course of work-related field assignments;
    - During academic- or work-related travel; or
    - At college-related social functions.

**Related policies:**

- Anti-Oppression, Access and Equity
- Human Resources
- Anti Violence
- Safety Statement
- Sexual Harassment and Sexual Violence

## Definitions of Bullying for Purpose of this Policy

The College of Sports Media does not tolerate bullying in any form. It contravenes the college's policies, organizational culture and commitment to safety. It is also a contravention of the Ontario Human Rights Code.

Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying:

- deliberate exclusion, malicious gossip and other forms of relational bullying,
- cyber-bullying and

- Identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person’s membership of the Traveller community and bullying of those with disabilities or special educational needs.

Isolated or one-off incidents of intentional negative behaviour, including a one-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the colleges’ code of behaviour as per the Student Handbook.

However, in the context of this policy, placing a one-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with The College of Sports Media’s various policies regarding behaviour (anti-oppression, sexual harassment, anti violence, etc).

## Some Examples of bullying behaviours

<p><b>General behaviours which apply to all types of bullying</b></p>	<ul style="list-style-type: none"> <li>▪ Harassment based on Ontario Human Rights grounds legislation- e.g. sexual harassment, homophobic bullying, racist bullying etc.</li> <li>▪ Physical aggression</li> <li>▪ Damage to property</li> <li>▪ Name calling</li> <li>▪ The production, display or circulation of written words, pictures or other materials aimed at intimidating another person</li> <li>▪ Offensive graffiti</li> <li>▪ Extortion</li> <li>▪ Intimidation</li> <li>▪ Insulting or offensive gestures</li> <li>▪ The “look”</li> <li>▪ Invasion of personal space</li> <li>▪ A combination of any of the types listed.</li> </ul>
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<p><b>Cyber</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Denigration:</b> Spreading rumours, lies or gossip to hurt a person’s reputation</li> <li>▪ <b>Harassment:</b> Continually sending vicious, mean or disturbing messages to an individual</li> <li>▪ <b>Impersonation:</b> Posting offensive or aggressive messages under another person’s name</li> <li>▪ <b>Trickery:</b> Fooling someone into sharing personal information which you then post online</li> <li>▪ <b>Outing:</b> Posting or sharing confidential or compromising information or images</li> <li>▪ <b>Cyber stalking:</b> Ongoing harassment and denigration that causes a person considerable fear for his/her safety             <ul style="list-style-type: none"> <li>▪ Silent telephone/mobile phone call</li> <li>▪ Abusive telephone/mobile phone calls</li> <li>▪ Abusive text messages</li> <li>▪ Abusive email</li> <li>▪ Abusive communication on social networks e.g. Facebook/Twitter/You Tube or on games consoles</li> <li>▪ Abusive website comments/Blogs/Pictures</li> <li>▪ Abusive posts on any form of communication technology</li> </ul> </li> </ul>
<p><b>Identity Based Behaviours</b></p>	
<p><b>Homophobic and Transgender</b></p>	<ul style="list-style-type: none"> <li>▪ Spreading rumours about a person’s sexual orientation</li> <li>▪ Taunting a person of a different sexual orientation</li> <li>▪ Name calling e.g. Gay, queer, lesbian...used in a derogatory manner</li> <li>▪ Physical intimidation or attacks</li> <li>▪ Threats</li> </ul>
<p><b>Race, nationality, ethnic background, immigrant status</b></p>	<ul style="list-style-type: none"> <li>▪ Discrimination, prejudice, comments or insults about colour, nationality, culture, social class, religious beliefs, ethnicity</li> <li>▪ Exclusion on the basis of any of the above</li> </ul>
<p><b>Relational</b></p>	<p>This involves manipulating relationships as a means of bullying. Behaviours include:</p> <ul style="list-style-type: none"> <li>▪ Malicious gossip</li> <li>▪ Isolation &amp; exclusion</li> <li>▪ Excluding from the group</li> <li>• Spreading rumours</li> <li>▪ Talking loud enough so that the victim can hear</li> <li>▪ Use or terminology such as ‘nerd’ in a derogatory way</li> </ul>

<b>Sexual</b>	<ul style="list-style-type: none"> <li>▪ Unwelcome or inappropriate sexual comments or touching</li> <li>▪ Harassment</li> </ul>
<b>Special Educational Needs, Disability</b>	<ul style="list-style-type: none"> <li>▪ Name calling</li> <li>▪ Taunting others because of their disability or learning needs</li> <li>▪ Taking advantage of some student’s vulnerabilities and limited capacity to recognise and defend themselves against bullying</li> <li>▪ Mimicking a person’s disability</li> <li>▪ Setting others up for ridicule</li> </ul>

## Procedures

The primary aim in investigating and dealing with bullying is to resolve any issues and to restore, as far as is practicable, the relationships of the parties involved;

The college’s procedures must be consistent with the following approach. Every effort will be made to ensure that all involved understand this approach from the outset.

### **1. Reporting bullying behaviour**

1. Any student may bring a bullying incident to the President or his designate;
2. All reports, including anonymous reports of bullying, will be investigated and dealt with by the President or his designate
3. Faculty or Administration staff at CSM must report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the President or his designate;

### **2. Investigating and dealing with incidents:**

1. In investigating and dealing with bullying, the President or his designate will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved- as per the definitions and examples outlined in the colleges policy;
2. Students are required to co-operate with any investigation and assist the college in resolving any issues and restoring, as far as is practicable, the relationships of the parties involved as quickly as possible;
3. Where possible incidents should be investigated outside the classroom situation to ensure the privacy of all involved;

4. All interviews should be conducted with sensitivity and with due regard to the rights of all students concerned. Students who are not directly involved can also provide very useful information in this way;
5. If a group is involved, each member should be interviewed individually at first. Thereafter, all those involved should be met as a group. At the group meeting, each member should be asked for his/her account of what happened to ensure that everyone in the group is clear about each other's statements;
6. Each member of a group should be supported through the possible pressures that may face them from the other members of the group after the interview by the President or his designate. It may also be appropriate or helpful to ask those involved to write down their account of the incident(s)
7. Where the President or his designate has determined that a student has been engaged in bullying behaviour, it should be made clear to him/her how he/she is in breach of the college's anti-bullying policy and efforts should be made to try to get him/her to see the situation from the perspective of the student being bullied;
8. It must also be made clear to all involved (each set of students) that in any situation where disciplinary sanctions are required, this is a private matter between the student being disciplined and the college.

### **3. Follow up and recording**

- a. In determining whether a bullying case has been adequately and appropriately addressed the President or his designate must, as part of his/her professional judgement, take the following factors into account:
  - ✓ Whether the bullying behaviour has ceased;
  - ✓ Whether any issues between the parties have been resolved as far as is practicable;
  - ✓ Whether the relationships between the parties have been restored as far as is practicable;
  - ✓ Any feedback received from the parties involved,
1. Follow-up meetings with the relevant parties involved should be arranged separately with a view to possibly bringing them together at a later date if the pupil who has been bullied is ready and agreeable.

### **4. Established intervention strategies**

- a. President or designate interviews with all relevant students
- b. Negotiating agreements between students involved and following these up by monitoring progress. This can be on an informal basis or implemented through a more structured mediation process
- c. Appropriate disciplinary action if needed.

## 5. Disciplinary Measures

- a. A student has the option of lodging a **formal complaint** to the President of his designate if:

- Circumstances are such that the student cannot or does not choose to approach the respondent(s) for *informal resolution*
- Informal resolution does not resolve the bullying conduct/behavior of concern;
- The student does not choose to use *mediation*;
- Mediation is unsuccessful;
- The complaint is such that neither informal resolution nor mediation is an appropriate response;
- The conduct of concern is repeated; or
- The student chooses a formal complaint process for seeking resolution.

- b. If determined by The College of Sports Media that the Respondent persisted in bullying behaviour, immediate disciplinary or corrective action will be taken.

- c. This may include any of the following:

- I. Verbal warning of student
- II. A warning letter appended to the student's academic record
- III. Suspension
- IV. Expulsion and /or
- V. Mandatory anti-bullying training
- VI. the placement of certain restrictions on the Respondent's ability to access certain premises or facilities
- VII. any other actions that may be appropriate in the circumstances.

## Making False Statements

(a) It is a violation of this Anti-Bullying Policy for anyone to knowingly make a false complaint of bullying or to provide false information about a complaint. Disciplinary measures as outlined above will also apply.

(b) Individuals who violate this Policy are subject to disciplinary and / or corrective action up to and including expulsion.

## Opportunity for Review/Appeal of Findings

The Complainant or Respondent may request a review of the complaints resolution process to the President and or their designate on the following grounds:

- That the procedures outlined in this policy were not followed; or
- That there were compelling or extraordinary circumstances that were not considered.

The Complainant or Respondent must request a review within ten (10) working days of receiving the copy of the decision. The request must include the reasons for requesting the review, and evidence to support the request.

The President and or his designate will review the decision to identify whether there is evidence that:

- The procedures outlined in this policy were not followed;
- Procedural fairness was not demonstrated; or
- Compelling or extraordinary circumstances that were beyond the complainant's or respondent's control, and that could have had a bearing on the decision, were not considered.

If appropriate evidence is identified, the President and or his designate will make amendments to the decision. If no evidence is identified, the decision will stand.

A letter will be filed with the complainant and respondent that sets out the outcome of the review, and informs both parties that the decision is final with no internal avenue for further review.