

NO BULLYING WITHIN THE WORKPLACE

(STAFF) POLICY

PURPOSE

To provide a fair and supportive work environment free of harassment, that promotes personal and professional respect, and provides physical and emotional safety for all. Workplace harassment is the exertion of power by one staff member over another- often presenting as bullyish behaviour – which makes victims feel embarrassed, offended, upset, devalued, degraded, afraid, frustrated or angry. It is unwelcome, unreciprocated, uninvited and often repetitive. It is behaviour that breaches proper and unprofessional conduct, is illegal and will not be tolerated.

Harassment in any form is unacceptable. All staff members have a responsibility to ensure our working environment remains free from harassment, and encourages all staff to develop attitudes and skills that discourage, challenge and report harassment in all forms.

Guidelines

- All staff will be made aware of the legislative requirements relating to harassment through professional development, and will in turn model and practise appropriate behaviour.
- All staff and the wider community will be familiar with the school's approach to harassment and will be provided with information relating to their rights and responsibilities.
- Staff members will not allow themselves or their colleagues to be subjected to harassment from other staff, parents, students or others – all such incidents will be recorded, evidence compiled and reported to the principal or independent authority.
- The principal will immediately investigate all complaints of workplace harassment and staff members who harass others will be subjected to DEECD disciplinary processes.
- Staff are to record issues of harassment on 'edusafe' after speaking with the principal.
- Parents or community members who harass members of our school will be managed in accordance with the law.
- Unresolved school-level issues may be referred by the principal, or the parties involved, to the appropriate authorities.
- All claims of harassment will be treated confidentially, documented and promptly and constructively addressed.
- The privacy, rights and sensitivities of all individuals involved will be protected.
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Refer to DEECD Documents of Complaints Procedures, Awards and Acts covering the Workplace and Occupational Health And Safety, including the WorkSafe report entitled "Prevention of Bullying and Violence at Work"

www.eduweb.vic.gov.au/school/principals/management

www.workcover.vic.gov.au/pages/ohsmgtsystem.aspx

EVALUATION

This policy to be reviewed in September 2015



COUNCIL APPROVED: _____

DATE: _____