



# Epping Views Primary Outside School Hours Care WORKPLACE BULLYING POLICY

Reviewed:	November 2019	Next Review Date: November 2020
Policy Owner:	Epping Views Primary School Age Care	
National Quality Standards (NQS)	4.2, 4.2.1, 4.2.2	
Related Policies, regulations and laws	<p>Health and Safety Policy, Code of Conduct policy, Cyber Safety Policy, Privacy and Confidentiality Policy, Staffing Policy, Student and Volunteer Policy.</p> <p>Education and Care Services National Law            Education and Care Services National Regulations. (2017).            Early Childhood Australia Code of Ethics. (2016).            Guide to the National Quality Standard. (2017).            Revised National Quality Standard. (2018).</p> <p><i>Anti-Discrimination Act:</i> See  <a href="https://raisingchildren.net.au/disability/disability-rights-the-law/law/anti-discrimination-laws">https://raisingchildren.net.au/disability/disability-rights-the-law/law/anti-discrimination-laws</a> for Acts for specific Australian states and territories.</p> <p>Australasian Legal information institute: <a href="http://www.austlii.edu.au">www.austlii.edu.au</a></p> <p>Australian Human Rights Commission:  <a href="https://www.humanrights.gov.au/employers/good-practice-good-business-factsheets/quick-guide-australian-discrimination-laws">https://www.humanrights.gov.au/employers/good-practice-good-business-factsheets/quick-guide-australian-discrimination-laws</a></p> <p>Australian Human Rights Commission. (2019). Reform of discrimination law:  <a href="https://www.humanrights.gov.au/">https://www.humanrights.gov.au/</a>  <i>Fair Work Act 2009</i> .</p> <p>Fair Work Ombudsman. (2019). Managing performance &amp; warnings:  <a href="https://www.fairwork.gov.au/employee-entitlements/managing-performance-and-warnings">https://www.fairwork.gov.au/employee-entitlements/managing-performance-and-warnings</a></p> <p>Fair Work Ombudsman. Rights and obligations:  <a href="https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/factsheets/rights-and-obligations/workplace-discrimination">https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/factsheets/rights-and-obligations/workplace-discrimination</a></p> <p>Safe Work Australia. (2019). Bullying:  <a href="https://www.safeworkaustralia.gov.au/bullying">https://www.safeworkaustralia.gov.au/bullying</a></p> <p><i>Work Health and Safety Act 2011</i>  <i>Workplace Relations Act 1996</i></p>	

**PURPOSE:**

Epping Views Primary Outside School Hours Care service is committed to providing a safe and equitable workplace for all staff and educators. Bullying, discrimination and harassment **WILL NOT** be tolerated under any circumstances. As part of this commitment, Epping Views Primary School Outside School Hours Care aims to prevent workplace bullying by adhering to the OSHC Professional Standards and Philosophy, ensuring a safe workplace and the wellbeing of all staff and Educators employed at the Service.

**PROCEDURE:**

Everyone has a right **NOT** to be bullied or harassed at work. Workplace bullying occurs when a person or group of people repeatedly behave unreasonably towards a worker or a group of workers, creating a risk to health, safety, and wellbeing. Bullying may involve any of the following types of behaviour:

- Aggressive or intimidating conduct
- Verbal Abuse
- Making belittling or humiliating comments
- Spreading malicious rumours
- Teasing, practical jokes or initiation of, or participation in 'initiation ceremonies'
- Excluding or isolating employees
- Misusing complaints or unsatisfactory performance processes against another staff member
- Deliberately withholding information vital for effective work performance

Bullying does not include management action carried out in a reasonable manner.

Discrimination occurs when someone is treated less favourably than others because of a particular characteristic (such as age, disability, or gender), or belong to a particular group within the population (due to, for example, religion, culture, or sexual orientation).

Harassment involves unwelcomed behaviour that intimidates, offends or humiliates a person because of particular characteristics as listed above.

There are a number of anti-discrimination, equal employment, workplace relations, and human rights laws, which make it illegal to discriminate or harass a person in the workplace.

Epping Views Primary School, Outside School Hour Care Service have a philosophy, code of conduct and code of ethics that aim to guide educators behaviours and interactions, whilst adhering to the best practice by providing a vision, purposeful and meaningful direction to ensure a safe working environment for all staff.

#### **MANAGEMENT AND/OR NOMINATED SUPERVISOR WILL:**

- A thorough induction process for new employees is to be conducted at the commencement of employment.
- Compliance with the Discrimination law.
- They have a comprehensive understanding of Epping Views Primary School Outside School Hours Care code of conduct, Grievance Policy and Professional Standards.
- Educators are informed that inappropriate behaviour, including bullying, discrimination, and harassment will not be tolerated and will be advised of potential consequences of this behaviour.
- Educators are aware of the bullying, discrimination, and harassment policy.
- Inappropriate behaviour are addressed immediately.
- Educators are aware of appropriate interactions through professional development and training.
- Staff and Educators are aware of their job roles and responsibilities, which are clarified through job descriptions, team meetings, performance appraisals, and service expectations.
- Constructive feedback is provided to all Educators.
- Communication practices are reviewed frequently to ensure best practice.
- All staff and educators are treated equally.
- All Educators are encouraged to embrace the uniqueness and diversity of their colleagues.

#### **EDUCATORS WILL:**

- Be involved in decision making with a clear understanding of their roles and responsibilities, outlined in each individual job description.
- Respect the skills, strengths and opinions of all educators in order to create a professional, cohesive team.
- Comply with all Discrimination laws.
- Be responsible for their own actions in the workplace.
- Raise matters of concern at an early stage to management.
- Provide management with specific information regarding the perceived bullying, discrimination, and/or harassment, and be prepared to have the complaint made known to the person to allow for fair management and rectification.
- Maintain confidentiality and not discuss or release information relating to a bullying, discrimination, or harassment allegation.

- Take bullying seriously.
- Evaluate the effectiveness of strategies implemented to discourage and eradicate bullying, discrimination, and/or harassment.