



Work-Place Bullying Policy

Policy No. 2.21

Purpose

To provide all staff and school community members with a workplace/school environment that is free from bullying.

Rationale

Bullying in the workplace is not to be tolerated at Wales Street PS as it:

- is contrary to maintaining the health, safety and wellbeing of staff and parents
- can cause stress for individuals and create poor morale within the workplace
- is ethically and morally unacceptable

Definition

Workplace bullying is on –going unreasonable behaviour directed towards an employee, or group of employees, that creates a risk to health and/or safety.

Workplace bullying can include such behaviour as deliberately changing work routines to victimise particular employees, verbal abuse, physical abuse, ridiculing someone's opinions, excluding someone from workplace activities, or humiliating someone through sarcasm, insults, intimidation, exclusion and ignoring.

Guidelines

- Every staff member and community member has a responsibility to behave in a reasonable manner, to comply with this policy and to treat everyone who works here with dignity and respect.
- Wales Street Primary School is committed to providing all employees and community members with a healthy and safe workplace free from bullying and intimidation.
- Wales Street primary School will not tolerate bullying behaviour in the workplace or at activities organised through the workplace.
- Bullying is not an acceptable part of our work and school culture and it can harm a person's health and wellbeing.

Procedures

- Any staff or community member who experiences or witnesses workplace bullying should report it to the principal as soon as possible.
- Anyone who experiences or witnesses bullying involving the principal should report it to the Regional Director.

- When bullying is reported it will be investigated quickly and in accordance with the appropriate DEECD and Government guidelines.
- If there is no response from the relevant authority, a complainant is entitled to approach the school's occupational health and safety representative.
- Where necessary, a formal investigation will be undertaken following the procedures described in relevant Department of Education and Early Childhood Development materials. Disciplinary action may result.

This policy should be read in conjunction with the following school-developed policies and guidelines:

- Staff code of practice (School Strategic Plan)
- Principal Class code of practice (School Strategic Plan)
- Statement about community building (School Strategic Plan)
- School values and behaviours
- Bullying Policy
- Student Engagement Policy
- School Mission Statement

References

- Complaints resolution procedures, Department of Education and Early Childhood Development (available at:
 - <http://www.eduweb.vic.gov.au/hrweb/workm/perform/comres.htm>)
- Health, safety and wellbeing policy, Department of Education and Early Childhood Development (available at:
 - www.eduweb.vic.gov.au/hrweb/ohs/other/legisl.htm
- Sexual harassment policy and procedures, Department of Education and Training, (available at:
 - <http://www.eduweb.vic.gov.au/hrweb/Docs/SexHarPolicy.doc>)

Some useful contacts:

Department of Education and Early Childhood Development

Conduct and Ethics Unit, telephone 9637 2594

Diversity and Equity Unit, telephone 9637 2454

Employee Health Branch, telephone 9637 2395 (counselling and mediation), and 9637 2385 (policy and strategy)

Northern Metropolitan Region, telephone 9488 9488

Merit Protection Board, telephone 9651 0290

Victorian Equal Opportunity Commission, telephone 9281 7111