

Bullying, Discrimination and Harassment

Our Service is committed to creating a workplace with vision and meaningful direction, adhering to code of conduct and ethical behaviour to ensure a productive work environment free from bullying, discrimination and harassment.

National Quality Standard (NQS)

Quality Area 4: Staffing Arrangements		
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.

RELATED POLICIES

Code of Conduct Policy
 Staffing Arrangements Policy
 Multi-Cultural Policy
 Privacy and Confidentiality Policy
 Family Communication Policy
 Interactions with Children, Family and Staff Policy
 Work Health and Safety Policy
 Health and Safety Policy
 Respect for Children Policy
 Student and Volunteer Workers Policy
 Cyber Safety Policy

PURPOSE

We are 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, we aim to prevent workplace bullying by adhering to the Early Childhood Code of Ethics, Fair Work requirements and philosophy, ensuring a safe workplace for all staff and Educators employed at the Service.

SCOPE

This policy applies to staff, management and educators of the Service.

IMPLEMENTATION

Everyone has a right not 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 and safety. Bullying may involve any of the following types of behaviour:

- Aggressive or intimidating conduct
- Belittling or humiliating comments
- Spreading malicious rumours
- Teasing, practical jokes or 'initiation ceremonies'
- Exclusion from work-related events
- Unreasonable work expectations
- Displaying offensive material
- Pressure to behave in an inappropriate manner

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

Discrimination occurs when someone is treated less favourably than others because they have a particular characteristic or belong to group within the population, such as age, race or gender.

Harassment involves unwelcome behaviour that intimidates, offends or humiliates a person because of particular characteristics as listed above and including; disability, religion, or sexuality.

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

Our Service philosophy, code of conduct and early childhood code of ethics will guide educator interactions and best practice by providing a vision, a purpose and meaningful direction to ensure a safe working environment for all staff.

Management and Nominated Supervisor will ensure:

- A thorough induction process for new employees is conducted at the commencement of employment
- They have a comprehensive understanding of the Service's code of conduct, complaint and grievance policy and the Early Childhood Code of Ethics which will be reviewed annually
- Educators are informed that inappropriate behaviour, including bullying and harassment will not be tolerated
- Educators are aware of the Service's bullying and harassment procedure
- Inappropriate behaviour is addressed
- Educators are aware of appropriate interactions through professional development and training

- Staff and Educators are aware of their job roles and responsibilities which will be clarified through job descriptions, team meetings, performance appraisals and expectations
- Constructive feedback is provided to staff and Educators
- Communication practices are reviewed frequently to ensure best practice
- All staff and educators are treated equally
- Meetings are documented accurately and appropriately
- An understanding and compliance with discrimination law

Educators will:

- Be involved in decision making with a clear understanding of their roles and responsibilities, outlined in each individual job description
- Be encouraged to embrace the uniqueness and diversity of their colleagues
- Respect the skills, strengths and opinions of all educators in order to create team cohesion based on professionalism
- Comply with discrimination law
- 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 and being 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 allegations

Source

- Australian Children’s Education & Care Quality Authority (2014)
- Guide to the Education and Care Services National Law
- Education and Care Services National Regulations (2015) ECA Code of Ethics
- Guide to the National Quality Standard
- Fair Work
- Early Childhood Australia www.earlychildhoodaustralia.org.au
- Australasian Legal information institute www.austlii.edu.au
- Revised National Quality Standard

Review

Date Reviewed	Modifications	Next Policy Review Date
May 2017	Research and created bullying and harassment policy and procedure	May 2018
October 2017	Updated the references to comply with the revised National Quality Standard	May 2018
August 2018	Minor modifications made to comply with Fair Work requirements and law	August 2019