

Ballina River Street Children’s Centre

Bullying, Discrimination and Harassment Policy

Ballina River Street Children’s Centre 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. |

PURPOSE

We are committed to providing a safe and equitable workplace for all Teachers/educators and staff. 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 and centre philosophy, ensuring a safe workplace for all teachers/educators and staff employed at the Service(BRSCC).

SCOPE

This policy applies to Teachers/Educators, staff, management and educators of the Service(BRSCC).

IMPLEMENTATION

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 reasonable management action carried out in a reasonable manner.

Discrimination occurs when someone is treated less favourably than others because they have a particular characteristics or belong to a particular group of people, such as age, race or gender.

Harassment involves unwelcome behaviour that intimidates, offends or humiliates a person because of a particular characteristic such as race, age, gender, 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(BRSCC) philosophy, code of conduct and early childhood code of ethics will guide teacher's/educator's interactions and best practice by providing a vision, a purpose and meaningful direction to ensure a safe working environment for all teachers/educators and staff members.

Management and Nominated Supervisor will ensure:

- A thorough induction process for new employees is conducted at the commencement of employment
- Compliance with discrimination law
- They have a comprehensive understanding of the Service's code of conduct, complaint and grievance policy and the Early Childhood Code of Ethics
- Teachers/Educators are informed that inappropriate behaviour, including bullying and harassment will not be tolerated
- Teachers/Educators are aware of the bullying and harassment procedure
- Inappropriate behaviour is addressed
- Teachers/Educators are aware of appropriate interactions through professional development and training
- Teachers/Educators and Staff 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 Teachers/Educators and staff.
- Communication practices are reviewed frequently to ensure best practice
- All Teachers, educators and staff are treated equally

Teachers/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 teachers and 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 Standards
- Childcare Centre Desktop Policies – www.childcarecentredesktop.com.au
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Review

| Date Reviewed | Modifications | Next Policy Review Date |
|---------------|--|-------------------------|
| January, 2018 | Changes to policy format and Updated the references to comply with the revised National Quality Standard | January 2019 |