



CAMBRIDGE PRIMARY SCHOOL

Prevention of bullying in the workplace

Purpose

Cambridge Primary School is committed to providing all employees with a healthy and safe workplace free from bullying and intimidation. Bullying is not an acceptable part of our workplace culture as it can harm one's health and wellbeing. Workplace bullying will not be tolerated at this school.

Guidelines

Definition of Workplace Bullying.

Workplace bullying is defined as: *“repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to that employee’s health, mental wellbeing and safety”*.

Bullying, harassment and discrimination includes a wide range of unwelcome and unsolicited behaviours that are largely defined by the offended person. These behaviours include workplace practices such as:

- belittling opinions or unconstructive criticism
- isolating an employee from normal work interactions, training and development, or career opportunities
- undermining work performance, deliberately withholding work-related information or resources
- overwork, unnecessary pressure or impossible deadlines
- unexplained job changes, meaningless tasks, under-work, tasks beyond a person's skills, or failure to give credit where due
- teasing or regularly being made the brunt of pranks or practical jokes
- displaying written or pictorial material or sending emails that degrade or offend
- unreasonable administrative sanctions
- yelling, screaming, abuse, offensive language, insults, inappropriate comments about a person's appearance, life style, slandering an employee or his/her family
- sexual or other unwanted advances.

Implementation

- Cambridge Primary School shall be a bullying free workplace committed to providing staff with a safe and healthy workplace.
- The principal shall ensure that all staff are aware of their responsibility to prevent workplace bullying and of their requirement to report any instance of alleged bullying.
- If a bullying incident occurs, the person(s) subject to the bullying should, without delay, report the incident to the principal. If the report involves the principal it should be made to the Regional Director at the Regional Office.
- If a staff member observes a bullying incident they should immediately report the incident to the principal (or Regional Director, as appropriate).
- All reports of workplace bullying will be treated seriously and there will be prompt intervention to investigate and

resolve the issue.

- All reports will be investigated according to the established Department of Education and Training complaints resolution procedures.

- Once a report is lodged, those directly involved will be informed of the complaint, and are permitted to have a support person present throughout the issue resolution process, including at any interviews or meetings.

§ The principles of natural justice shall be followed in any investigation.

§ The person who reported the incident shall not be victimised as a result of having made the report.

§ The person in charge of the investigation/resolution process must not have been involved in the alleged incident.

§ All parties are to maintain strict confidentiality throughout the process.

§ A record shall be made of all proceedings and outcomes.

§ If a case has been found against an individual, the records will be securely filed (in a sealed envelope marked ‘Authorised access only’) in the person’s official file.

§ Recommendations arising from an investigation/resolution process shall be implemented by the principal, as appropriate. This may include disciplinary or dismissal action in line with the Department of Education and Training’s unsatisfactory performance procedures.

§ It is incumbent upon the principal to review the process, risk factors and harm minimisation strategies at the school.

§ Staff will be involved in discussion and problem solving around the issues of risk assessment, process review and refinement, and harm minimisation.

§ All staff at this school have a responsibility to comply with this policy and to treat other staff with dignity and respect.

Evaluation

This policy is to be reviewed as part of the Cambridge PS policy review cycle.

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number 1.</u>	<u>Date Produced</u>
December 2004	Year 2006	13		Dec 2004