

# COATESVILLE PRIMARY SCHOOL

## Policy for Dealing with Bullying or Harassment of Staff

<b>Version:</b>	Final	<b>Date of Issue:</b>	6 September 2004		
<b>Authorised:</b>	School Council	/ /	<b>Copy No.:</b>		

It is recognised that staff in schools and related workplaces may be victims of bullying or harassment in the workplace that is perpetrated by another staff member, parent or student.

Coatesville Primary School is committed to providing all employees with a healthy and safe environment, free from bullying. The school will act swiftly in dealing with any form of identified bullying or harassment of its workers.

All employees are expected to act in a professional manner and treat each other with respect and dignity when they are in the workplace or working on behalf of the school.

This policy applies to all members of school staff, including Principal Class, Teaching Service, Student teachers, School Service Officers, School Council employees, ancillary staff and contract personnel at Coatesville PS and will be made available on request.

Every manager and employee has the responsibility to comply with this policy and to ensure that bullying does not occur in the workplace.

DE&T Complaints and Procedures, Awards and Acts covering the Workplace and Occupational Health and Safety, including the Worksafe report entitled "Prevention of Bullying and Violence at Work"

School Charter and listed Codes of Practice where all responsibilities and roles are clearly outlined.

[www.eduweb.vic.gov.au/HRWeb/ohs/accp/guide.htm](http://www.eduweb.vic.gov.au/HRWeb/ohs/accp/guide.htm)

[www.workcover.vic.gov.au/vwa/home.nsf/pages/b&vintro](http://www.workcover.vic.gov.au/vwa/home.nsf/pages/b&vintro)

Bullying may:

- take the form of a person being exposed regularly and over time to negative actions on the part of one or more persons.
- include but is not limited to name-calling, sarcasm, insults, putdowns territorial ownership, physical violence, emotional hurt, exclusion and demands for money or possessions.
- involve electronic equipment such as mobile phones or computers.

- be planned or unintentional.

This policy and procedure shall be issued under the authority of the Coatesville Primary School Council and was adopted at the School Council meeting on 13 September 2004.

### **6.1 Aims**

To reinforce to the whole school community that no form of bullying is acceptable whether this be adult to adult, student to student, adult to student or student to adult.

Be alert to signs and evidence of bullying and to take responsibility to report bullying whether as an observer or victim.

To ensure that all reported incidents of bullying are followed up and that support is put into place to both victim and perpetrator.

To uphold the school's Values at all times within the workplace.

### **6.2 Implementation**

Staff will be made aware of, and provided with, a copy this policy annually.

Staff are responsible for reporting any incident to the Principal, Assistant Principal and/or Occupational Health and Safety representative/s.

Investigation will be carried out in accordance with DE&T guidelines and may involve other appropriate personnel such as regional or central DE&T management, School Support Service Officers or Worksafe personnel.

Protocols will be developed to avoid situations where inappropriate behaviours may occur eg. parent/teacher interviews, information sessions.

If a parent is involved in such behaviours the Principal will advise the person concerned in writing to advise them of the implications of their actions. If necessary, prohibition notice powers will be invoked and the police contacted.

Staff members who have been bullied will be offered counselling.

Future meetings involving the victim and the perpetrator will be in the presence of the Principal or delegate.

## **7. RECORDS**

All records of all communication regarding workplace bullying will be maintained and stored securely by the Principal and forwarded to relevant DE&T bodies and other organisations as required.

On-line training, as required by DE&T.

All staff will be advised of this policy on an annual basis through

- staff induction at commencement of school year
- individual copy of policy distributed to each staff member
- reference in Staff Information Book.

OH&S representative will be nominated and trained annually.

This policy and procedure is to be reviewed as part of the Triennial Review cycle.