

PREVENTION OF BULLYING IN THE WORKPLACE POLICY

PURPOSE:

- To maintain a safe workplace for all staff by preventing workplace bullying.
- To deal promptly and effectively with any alleged incidents of workplace bullying.

GOALS:

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

GUIDELINES:

- Baden Powell College 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 (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 Early Childhood Development 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 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 Early Childhood Development (DEECD) and 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 has a responsibility to comply with this policy and to treat other staff with dignity and respect.
- Recommend that ample time and consideration is given to resolution/discussion of concern before formal process actioned. A supportive mentoring program will be in existence at all times.

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| EVALUATION: |
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This policy will be evaluated as part of the biennial cyclic process of policy review.