

**Prevent
Bullying
Read
This
Booklet**

Prevent Bullying

Policy to Address Bullying Behaviour

The *School* is committed to providing a working environment in which all employees are treated with dignity and respect in accordance with Catholic values, where bullying at work will not be tolerated, and where all employees can be productive without interference from harassment.

Bullying is unlawful under the Occupational Health and Safety Act (1985).

What is Bullying?

“...repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety.”

Within this definition

“*unreasonable behaviour*” means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten

“*Behaviour*” includes actions of individuals or a group, and may involve using a system of work as a means of victimising, humiliating, undermining or threatening

“*risk to health and safety*” includes risk to the mental or physical health of the employee”

How Does Bullying Affect Employees?

Bullying at work has major impacts on both individuals and the *School*. Bullying can affect the mental and physical health of employees.

Types of Bullying

The following are examples of bullying behaviour/actions which are unacceptable at *School*.

Include here a list of behaviours/actions which the staff have agreed are forms of bullying and are unacceptable.

Examples of Verbal Bullying (eg - Belittling comments, patronising titles or nicknames, offensive and abusive language)

Examples of Non-verbal Bullying (eg – setting unrealistic deadlines, exclusion from the workgroup, withholding information)

Examples of Physical Bullying (eg unwanted physical contact)

Examples of the Sources of Bullying (eg from fellow staff members, parents, students etc)

What to do if you are Feeling Bullied

If you are feeling bullied tell the person how you are feeling and tell them to stop. The Complaints Handling Procedure which is attached to this policy is a mechanism for you to lodge a complaint if the behaviour is repeated.

What the School Will Do

The school will deal with your complaint in accordance with the complaints handling procedure expeditiously and in a confidential manner.

Responsibilities of Employees in Leadership Positions

Employees in leadership positions at the school have a key role to play in preventing workplace bullying. These responsibilities include:

- Taking immediate action to stop workplace bullying if he/she observes it
- Ensuring staff understand their responsibilities and are made aware of the school policy and procedure in relation to workplace bullying
- Responding promptly and fairly to any reported complaints, in accordance with the complaints handling procedure
- Ensuring staff are not victimised as a result of lodging a complaint
- Ensuring that their own behaviour is free from inappropriate behaviours
- Monitoring to reduce the risk of bullying occurring or recurring in your area

Responsibilities of Employees

All employees are expected to:

- Comply with the school policy and procedure in relation to workplace bullying
- Treat others fairly and with respect at all times
- Take a firm stand so that what you say or do does not condone workplace bullying by others
- Report instances of bullying
- Offer support to those experiencing victimisation
- Promote the importance of acting against workplace bullying among your colleagues.

Where to Go For Further Information

- Contact officer within the school
- The Principal
- Workcover's Bullying Draft Code of Practice, available on the Workcover web-site – www.workcover.vic.gov.au
- All Stars Self Defence Centres 9579 0800 www.allstars.net.au.

How Will the School Administer this Policy?

Professional Development Programmes for all staff in (include P/D which will be conducted at the school, examples of this training could be assertiveness training, conflict resolution and communication skills) will be conducted.

The Policy will be reviewed every year (specify the appropriate period of time) to ensure that it is adequately addressing bullying at the school/college.