

Flemington Primary School

POLICY FOLDER



ADMINISTRATION - Staff Health and Wellbeing Policy for Managing Workplace Harassment

Definition:

Workplace harassment is the exertion of power by one staff member over another – often presenting as bullying behaviour – which makes victims feel embarrassed, offended, upset, devalued, degraded, afraid, frustrated or angry. It is unwelcome, unreciprocated, uninvited and often repetitive. It is behaviour that breaches proper and professional conduct, is illegal and will not be tolerated.

Rationale:

Harassment in any form is unacceptable. All staff members have a responsibility to ensure our working environment remains free from harassment, and encourages all staff to develop attitudes and skills that discourage, challenge and report harassment in all forms.

Aims:

To provide a fair and supportive work environment free of harassment, that promotes personal and professional respect, and provides physical and emotional safety for all.

Implementation:

- All staff will be made aware of the legislative requirements relating to harassment.
- All staff will complete Department of Education online Workplace Discrimination & Sexual Harassment training.
- Professional development relating to harassment will be provided for all staff, who in turn will model and practice appropriate behaviour.
- All staff and the wider community will be familiar with the school's approach to harassment and will be provided with information relating to their rights and responsibilities.
- School protocols for resolving issues or complaints will be developed and well publicised.
- Staff members will not allow themselves or their colleagues to be subjected to harassment from other staff, parents, students or others – all such incidents will be recorded, evidence compiled and reported to the principal or independent authority.
- The principal will immediately investigate all complaints of workplace harassment.
- Staff members who harass others will be subjected to Department of Education disciplinary processes.
- Students who harass staff will be subjected to consequences consistent with our Student Code of Conduct.
- Parents or community members who harass members of our school will be managed in accordance with the law.

- Our school is a “No Put Down Zone”. ‘Fair Go’ posters will be prominently displayed and accompanying pamphlets readily available.
- Unresolved school-level issues may be referred by the principal, or the parties involved, to the appropriate authorities.
- All claims of harassment will be treated confidentially, documented, and promptly and constructively addressed.
- The privacy, rights and sensitivities of all individuals involved will be protected.

References

Schools of Future Reference Guide

Worksafe Guides

Occupational Health & Safety Act

Evaluation:

This policy was originally formed, and will be reviewed in consultation with all staff members as part of the school’s three-year review cycle, or at times that the principal forms an opinion that the school situation warrants a review.