



Marton Activity Centre

MAC Policy

BULLYING, DISCRIMINATION & HARASSMENT	Document ID	: POL007
	Amendment No	: 4
	Quality Area	: MACQA4
	Approved By	: Management
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POLICY STATEMENT

Marton Activity Centre is committed to providing a safe and equitable workplace for all staff and educators. Bullying, discrimination and harassment will not be tolerated under any circumstances.

SCOPE

This policy applies to staff, management and educators of the Service.

PROCEDURE

Everyone has a right to not be bullied or harassed at work. Workplace bullying occurs when a person or group of people repeatedly behave unreasonably towards a worker or a group of workers, creating a risk to health and safety. Bullying may involve any of the following types of behaviour:

- Aggressive or intimidating conduct
- Belittling or humiliating comments
- Spreading malicious rumours
- Teasing, practical jokes or 'initiation ceremonies'
- Exclusion from work-related events
- Unreasonable work expectations
- Displaying offensive material
- Pressure to behave in an inappropriate manner

Bullying does not include management action carried out in a reasonable manner.

Discrimination occurs when someone is treated less favourably than others because they have a particular characteristic or belong to group within the population, such as age, race or gender.

Harassment involves unwelcome behaviour that intimidates, offends or humiliates a person because of particular characteristics as listed above and including disability, religion, or sexuality.

There are a number of anti-discrimination, equal employment opportunities, workplace relations, and human rights laws which make it illegal to discriminate or harass a person in the workplace.

Our Service philosophy, code of conduct and early childhood code of ethics will guide educator interactions and best practice by providing a vision, a purpose and meaningful direction to ensure a safe working environment for all staff.

MANAGEMENT AND NOMINATED SUPERVISOR WILL ENSURE:

- A thorough induction process for new employees is conducted at the commencement of employment
- They have a comprehensive understanding of the Service's code of conduct, complaint and grievance policy and the Early Childhood Code of Ethics which will be reviewed annually
- Educators are informed that inappropriate behaviour, including bullying and harassment will not be tolerated
- Educators are aware of the Service's bullying and harassment procedure
- Inappropriate behaviour is addressed
- Educators are aware of appropriate interactions through professional development and training
- Staff and Educators are aware of their job roles and responsibilities which will be clarified through job descriptions, team meetings, performance appraisals and expectations
- Constructive feedback is provided to staff and Educators
- Communication practices are reviewed frequently to ensure best practice
- All staff and educators are treated equally
- Meetings are documented accurately and appropriately
- An understanding and compliance with discrimination law

EDUCATORS WILL:

- Be involved in decision making with a clear understanding of their roles and responsibilities, outlined in each individual job description
- Be encouraged to embrace the uniqueness and diversity of their colleagues
- Respect the skills, strengths and opinions of all educators in order to create team cohesion based on professionalism.
- Comply with discrimination law

- Be responsible for their own actions in the workplace
- Raise matters of concern at an early stage to management
- Provide management with specific information regarding the perceived bullying and being prepared to have the complaint made known to the person, to allow for fair management and rectification
- Maintain confidentiality and not discuss or release information relating to a bullying allegations.

CONSIDERATIONS

NATIONAL QUALITY STANDARDS (NQS)

Quality Area 4: Staffing Arrangements		
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Education and Care Services National Regulations and National law NSW		
Reg	145	Staff Record
Reg	146	Nominated Supervisor
Reg	147	Staff Members
Reg	148	Educational Leader
Reg	149	Volunteers and Students
Reg	150	Responsible Person
Reg	151	Record of Educators working directly with children
Reg	185	Laws and Regulations to be available

SOURCE

Australian Children's Education and Care Quality Authority (2014)
Guide to the Education and care services National Law
Education and Care Services National Regulations (2015)
ECA Code of Ethics
Guide to the National Quality Standard
Revised National Quality Standard
Australasian legal information institute: www.austlii.edu.au

SERVICE POLICIES/ DOCUMENTATION

Policies	Documents
Code of Conduct	Australian Children's Education & Care Authority
Staffing Arrangements	My Time, Our Place
Multicultural & Religious Beliefs	ECA Code of Ethics
Privacy & Confidentiality	Revised National Quality Standards
Family Communication	
Interactions with children	
Staff Communication	
Work Health & Safety	
Respect for Children	
Relief Educator, Volunteer, students and Visitors	
Cyber Safety	