

Bullying, Discrimination and Harassment Policy



At The Farmhouse Montessori School we believe that students attend school to participate in quality education that will help them to become self-directed, lifelong learners who can create a positive future for themselves and the wider community. Any inappropriate behaviour that hinders teaching and learning at the school and interferes with the wellbeing of students cannot be accepted.

Students, teachers, parents, caregivers and members of the school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying, discrimination and harassment. Our School is committed to creating a workplace with vision and meaningful direction, adhering to code of conduct and ethical behaviour to ensure a productive and safe work environment.

Definition

Bullying can be defined as deliberately hurtful behaviour, either physical or psychological, that occurs often over time by an individual or group of individuals and causes distress, hurt or undue pressure.

Bullying involves the abuse of power in relationships.

Bullying takes many forms.

‘Conflicts and fights between equals or single incidents are not defined as bullying.’ (DET *Bullying: Preventing and Responding to student Bullying in Schools Policy 2011*)

	Direct	Indirect
Physical	Hitting Kicking Spitting Throwing Stones	Getting another person to assault someone
Verbal	Verbal Insults Name calling	Persuading another person to insult someone or do something Spreading malicious rumours
Non-Verbal	Threatening and obscene gestures Use of technology that causes distress, hurt or exerts undue pressure on another party. For example:- mobile phones, computers, videos, cameras or any form of mobile recording device, social media, text messaging or any other forms of e-communication	Removing and hiding belongings. Deliberate exclusion from group or activity Uploading pictures, photos and /or videos without permission

PURPOSE

The Farmhouse Montessori School is committed to providing a safe and equitable workplace for all staff, educators and students. Bullying, discrimination and harassment will not be tolerated under any circumstances. As part of this commitment, we aim to prevent workplace bullying by adhering to the Early Childhood Code of Ethics and centre philosophy, ensuring a safe workplace for all staff, Educators employed at the School and all students that attend.

SCOPE

Bullying, Discrimination and Harassment Policy/QA Policies

This policy applies to staff, management, educators and students of the Farmhouse Montessori School.

IMPLEMENTATION

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 reasonable 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 a particular group of people, such as age, race or gender.

Harassment involves unwelcome behaviour that intimidates, offends or humiliates a person because of a particular characteristic such as race, age, gender, 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 School 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
- Compliance with discrimination law
- They have a comprehensive understanding of the Service's code of conduct, complaint and grievance policy and the Early Childhood Code of Ethics
- Educators are informed that inappropriate behaviour, including bullying and harassment will not be tolerated
- Educators are aware of the 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

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

Students have a responsibility to:-

- Behave appropriately, respecting individual differences and diversity
- Inform a teacher if they are being bullied or harassed or if they see someone being bullied i.e. behave as responsible bystanders
- Attempt to learn strategies to deal with bullying incidents.

Parent and Caregivers have a responsibility to:-

- Model and promote positive relationships that respect and accept individual differences and diversity within the school community
- Work collaboratively with the school to resolve incidents of bullying ,discrimination and harassment when they occur
- Encourage their children to show consideration, respect and support for others and to develop responsible on-line behaviour
- Encourage their child to adapt learnt strategies to deal with bullying
- Encourage their child to notify teachers if they are being bullied or harassed or witness any incidents of such
- Inform the school if bullying/harassment is suspected

Managing Bullying/discrimination and harassment

The Farmhouse Montessori School implement the following initiatives to support students as part of our student welfare program.

1. Strategies will include: -
 - Orientation Program. This commences before students commence and involves a buddy system in the Primary school program
 - Visiting performances on anti-bullying/discrimination and harassment
 - Welfare meetings and discussions
 - Staff development days and courses to continue to develop staff expertise in this area.

Procedures for Dealing with Bullying/discrimination and harassment Behaviour

- Reporting - students are encouraged to report incidences of bullying to the teachers on playground duty or to their classroom teacher when they return to the classroom.
- ‘Group Time’ is also used to encourage students to discuss incidences of bullying.
- Parents wishing to discuss bullying issues arising with their child/children are encouraged to contact the school and make an appointment with the class teacher
- Dealing with behaviours - teachers deal with incidents as they arise
- Ongoing incidents are reported to parents and discussed at welfare meetings to create staff awareness and provide greater support for students
- Bullies and the victims of bullying are provided with consultation.

Evaluation

Incidents of bullying/ discrimination and harassment are monitored on an ongoing basis.

The school’s Duty of Care Policy-Safe and Supportive Environment Policy, including the Bullying, Discrimination and Harassment Policy will be reviewed every three years in accordance with School and Department guidelines.

Source

- **Australian Children’s Education & 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**
- **Fair Work**
- **Early Childhood Australia www.earlychildhoodaustralia.org.au**
- **Australasian Legal information institute www.austlii.edu.au**

Review

Policy Review Date
Jan 2018