

Bullying Policy

Title:	Bullying Policy		
Last Reviewed:	June 2017	Next review due:	May 2019
NQF Reference:	Update		

Aim

- Blackmans Bay Childrens Services (BBCS) is committed to providing a safe and healthy workplace free from bullying.
- Staff are protected by this policy if they feel they are bullied by a supervisor, another worker, client, contractor or member of the public.
- BBCS will treat reports of workplace bullying seriously. We will respond promptly, impartially and confidentially.
- This policy will be made available to all stakeholders. New staff will be given a copy of this policy at their induction. Senior management and coordinators will remind staff of the policy from time to time.

Expected workplace behaviours

Under work health and safety laws, staff and other people at our workplace must take reasonable care that they do not adversely affect the health and safety of others.

BBCS expects people to:

- Act in accordance with the PEARLs

This policy applies to behaviours that occur:

- In connection with work, even if it occurs outside normal working hours
- During work activities; for example when dealing with clients
- At work related events; for example at conferences and work related social functions
- On social media where staff interact with colleagues or families and their actions may affect them either directly or indirectly

What is workplace bullying

Workplace bullying is defined as repeated and unreasonable behaviour directed towards a staff member or a group of staff members that creates a risk to health and safety.

Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable. It includes behaviour that victimises, humiliates, intimidates or threatens someone.

Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

What is not workplace bullying

Reasonable management action taken by senior management and coordinators to direct and control the way work is carried out is not workplace bullying, if the action is done in a reasonable and lawful way, taking the particular circumstances into account.

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What can you do?

If you feel you are being bullied and are not comfortable dealing with the problem yourself or your attempts to do so have not been successful, you should raise the issue with your immediate supervisor, health and safety representative, or senior management team. You may also raise any issues with your union representative.

If you witness unreasonable behaviour or feel that you have experienced bullying, then complete the notification of bullying behaviour form.

What you should expect of your workplace

- Act promptly
- Treat all matters seriously
- Ensure procedural fairness
- Be neutral
- Support everyone involved
- Don't victimise
- Communicate process and outcomes
- Keep records
- Maintain confidentiality
- Maintain transparency

How we will respond

If workplace bullying or unreasonable behaviour is reported or observed, BBCS will take the following steps:

- The responsible Director, HR or Coordinator will speak to those involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue
- If issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. Both sides will be able to state their case and relevant information will be collected and considered before a decision is made
- All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the matter or in resolving it will have access to the information
- The person making the report or helping to resolve it will not be victimised. Reports made maliciously or in bad faith will result in disciplinary action

Consequences of breaching this policy

Appropriate disciplinary action will be taken against anyone found to have breached this policy. These measures will depend on the nature and circumstance of each breach and could include:

- A verbal or written apology
- One or more parties agreeing to take part in counselling or training
- A verbal or written reprimand
- Transfer, demotion or dismissal of the person engaging in the bullying behaviour

If the investigation finds bullying has not occurred or cannot be substantiated, BBCS may still take appropriate action to address any workplace issues leading to the report

Bullying Policy

Links to other policies or documents

- Complaint and Grievance Policy
- Mental Health and Wellbeing Policy

Links to other policies or documents

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Sources

- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- www.justice.tas.gov.au

