Doncaster Gardens Primary School
Staff Anti-Bullying Policy

Philosophical Basis:
Doncaster Gardens Primary School is committed to providing all staff members with a healthy and safe workplace free from bullying and intimidation. Bullying is not an acceptable part of the workplace culture as it can harm a person’s health and well-being. This policy is inclusive of all members of staff, and each person has a responsibility to comply with the policy, and to treat everyone with dignity and respect.

Guidelines:
- By definition, bullying is repeated and unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety.
- It can include behaviour which is repeated or occurring as a pattern of behaviour such as:
  - deliberately changing work rosters to victimise particular employees
  - verbal abuse
  - exclusion
  - undermining or isolating
  - psychological harassment
  - intimidation
  - assigning meaningless tasks unrelated to the job
  - giving staff members impossible tasks
  - deliberately withholding information that is vital for effective work performance
  - initiation practices
  - sabotaging someone’s work
  - ridiculing someone’s opinions
  - cyberbullying
- All concerns about bullying behaviour must be responded to quickly, recognising the seriousness of the issue.
- All staff members who experience or witness bullying, are encouraged to report it immediately.

Implementation:
- The Principal will appoint an Equal Opportunity Coordinator each year who will oversee the implementation of this policy.
- All staff will be made aware of what bullying is, and understand and acknowledge that it is unacceptable.
- All reported incidents of bullying will be followed up in an appropriate manner in accordance with DEECD policy regarding grievance resolution.
- All staff will be made aware of the procedures for lodging a concern or grievance related to bullying.
- All concerns about bullying behaviour must be notified to the Principal in writing, at which time a formal investigation will be undertaken in line with DEECD processes.
- If the bullying concern relates to the Principal, the written complaint must be lodged with the appropriate Regional Office, as detailed in the Teacher Class Handbook.
- When a concern or grievance is lodged, all aspects of confidentiality will be maintained.

Evaluation:
- Comprehensive records of all concerns and grievances related to bullying will be maintained.
- This policy will be reviewed every three years as part of the policy review cycle.

June 2013