



**Caloundra City  
Private School**

## **WORKPLACE BULLYING POLICY**

Administration

July 2020

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## Workplace Bullying Policy

<b>Purpose:</b>	The purpose of this policy is to protect workers and others from workplace bullying.	
<b>Scope:</b>	All workers and other persons at the school, including students.	
<b>Status:</b>	12 August 2020 Version 1.01	<b>Supersedes:</b> New policy
<b>Authorised by:</b>	Board Chair	<b>Date of Authorisation:</b> 12 August 2020
<b>References:</b>	<ul style="list-style-type: none"> <li>• <i>Work Health and Safety Act 2011 (Qld)</i></li> <li>• <i>Education (Accreditation of Non-State Schools) Regulations 2017 (Qld)</i></li> <li>• CCPS Workplace Health &amp; Safety Statement</li> <li>• CCPS Workplace Health &amp; Safety Policy</li> <li>• CCPS Community Code of Conduct</li> <li>• CCPS Employee Code of Conduct</li> <li>• CCPS Complaints &amp; Dispute Resolution Policy &amp; Procedures</li> </ul>	
<b>Review Date:</b>	Biennial	<b>Next Review Date:</b> August 2022
<b>Policy Owner:</b>	CCPS Board	

## Policy statement

All workers at Caloundra City Private School have the right to work in an environment free from workplace bullying. Caloundra City Private School is committed to taking action to protect workers from workplace bullying and to respond appropriately should such behaviour occur, including undertaking possible disciplinary action. Any instances of workplace bullying should be reported under the Caloundra City Private School Complaints and Dispute Resolution Policy.

In accordance with relevant law, Caloundra City Private School prohibits workplace bullying towards its workers, whilst they are engaging in their work at Caloundra City Private School.

Under the *Work Health and Safety Act 2011 (Qld)*, Caloundra City Private School recognises its duty in relation to workplace bullying includes, so far as is reasonably practicable:

- a) elimination or minimisation of risks via the highest level of protection from hazards and risks as is reasonably practicable;
- b) the provision of a safe work environment and safe systems of work;
- c) fair and effective representation, consultation, co-operation, and issue resolution;
- d) provision of information, training, instruction, and supervision; and
- e) monitoring the health and safety of workers and the conditions at the workplace to ensure that work related illnesses and injuries are prevented.

The *Work Health and Safety Act 2011 (Qld)* defines health as meaning physical and psychological health and therefore includes the mental and physical health of workers that may be negatively impacted by workplace bullying.

## Definitions

- a) **Workplace bullying:** repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety
- b) **Repeated behaviour:** refers to the persistent nature of the behaviour and can involve a range of behaviours over time
- c) **Unreasonable behaviour:** means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating, or threatening

Examples of behaviour, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, as well as unreasonable and create a risk to health and safety include but are not limited to:

- a) abusive, insulting, or offensive language or comments, which may include use of electronic mediums;
- b) unjustified criticism or complaints;
- c) deliberately excluding someone from workplace activities;
- d) withholding information that is vital for effective work performance;
- e) setting unreasonable timelines or constantly changing deadlines;
- f) setting tasks that are unreasonably below or beyond a person's skill level;
- g) denying access to information, supervision, consultation, or resources to the detriment of the worker;

- h) spreading misinformation or malicious rumours, which may include use of electronic mediums; and
- i) changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

If workplace bullying behaviour involves violence, for example physical assault or the threat of physical assault, or any other unlawful activity, it will be reported to the police either by the complainant or the victim by the Principal or Principal's delegate.

### **Responsibilities**

#### **Person Conducting a Business or Undertaking**

In its legal role as a Person Conducting a Business or Undertaking, Caloundra City Private School undertakes its role and responsibilities under the legislation as detailed in the Caloundra City Private School Work Health and Safety Statement. Specifically, in relation to bullying, Caloundra City Private School acknowledges its responsibility to:

- a) take reasonable steps to prevent workplace bullying from occurring, as far as is reasonably practicable;
- b) appropriately respond to any occurrences of workplace bullying.

#### **Officers**

In their legal role as Officers, the Caloundra City Private School Board, the Principal and Leadership Team undertake their role and responsibilities under the legislation as detailed in the Caloundra City Private School Work Health and Safety Statement. Specifically, in relation to bullying, Officers at Caloundra City Private School have a responsibility to ensure that Caloundra City Private School acts to:

- a) take reasonable steps to prevent workplace bullying from occurring, as far as is reasonably practicable;
- b) appropriately respond to any occurrences of workplace bullying.

#### **Workers and Others**

Caloundra City Private School employees, as well as contractors and subcontractors and their employees, employees of a labour hire company who have been assigned to work in the school, outworkers, apprentices, trainees, students gaining work experience and volunteers, must undertake their role and responsibilities under the legislation as detailed in the Caloundra City Private School Work Health and Safety Statement. Specifically, in relation to bullying, workers at Caloundra City Private School have a responsibility to:

- a) Not bully any other person
- b) Appropriately report to the School bullying that is targeted towards them

Any concerns should be directed to their supervisor who will guide them through the process. When this is not possible, they should seek assistance from the Principal, Head of Junior School, Head of Students – Senior School or Business Manager.

## Prevention Strategies

- a) Take reasonable steps to prevent workplace bullying from occurring, as far as is reasonably practicable;
- b) following the School's Ethos, Aims and Values of Integrity, Respect, and Inclusiveness, promote a culture of fair treatment and tolerance;
- c) development of a whole school approach to foster positive and effective relationships;
- d) raise awareness of the different modes of bullying and its unacceptability within the Caloundra City Private School context through the implementation of anti-bullying programs and via in-service sessions;
- e) incorporation of strategies to deal with bullying discussed at staff in-services;
- f) provide in-service opportunities for staff in positions of added responsibility (and other interested staff) to attend Restorative Practices Training; and
- g) support staff to model appropriate behaviour in their dealings with all members of the Caloundra City Private School community (and beyond).

## Intervention Strategies

- a) Appropriately respond to any occurrences of workplace bullying;
- b) maintain accurate records, reports and incidents;
- c) act on evidence of bullying by:
  - i. isolating the bullying behaviour;
  - ii. providing support for the victim;
  - iii. allowing opportunity for the bully to learn about the consequences of his/her behaviour; and
  - iv. changing the behaviour of the bully through individual counselling, and where applicable, through restorative conferencing.
- d) Whilst the School has no duty to regulate off-campus Internet messages, statements, postings, or acts, nevertheless, the School reserves the right to regulate, review, investigate, and put in place consequences for harassment, intimidation, bullying or cyber-bullying, or for other disciplinary violations when such activities threaten violence against another member of the School community or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities. (Some actions of a threatening, violent, or defamatory nature could be covered under the Criminal Code.)