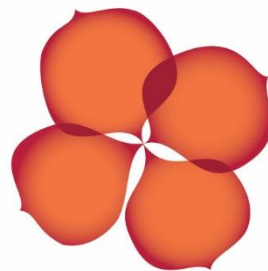


POLICY

**Bullying, Discrimination
and Harassment**



**NT
CHRISTIAN
SCHOOLS**

DOCUMENT INFORMATION

Document Title: Bullying, Discrimination and Harassment Policy
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Policy
Feedback



AMENDMENT HISTORY

Version	Date	Changes Made
1.0		Version history unrecorded
2.0	11/2024	Psychosocial Hazards description added to policy, policy review to include information around managing psychosocial hazards within the work environment, information related to zero tolerance of racism included, new policy template and Board approved preamble.

1 Preamble

NT Christian Schools is an organisation that exists to advance the Christian religion through the provision of high-quality education and training services and religious instruction. A holistic and relational approach to learning for each individual student, underpinned by a biblical world view provides an education for the whole person, for the whole of life.

We believe that the Christian faith is a life-transforming faith that will be authentically evidenced in a believer's actions. The bible exhorts us to pursue godliness and to model biblical standards of behaviour. Everything we do, our practices, our conduct, our use and stewardship of resources is an act of worship to God and a witness to those around us.

All members of the NT Christian Schools community are to be committed to ensuring a safe and caring environment for students, staff and the whole community in a manner that is consistent with the Christian ethos and beliefs of NT Christian Schools.

Employees and those a policy applies to are fully supported by NT Christian Schools in ensuring compliance with these documents.

2 Purpose

Our Service is committed to creating a workplace with vision and meaningful direction, adhering to our code of conduct and practicing ethical behaviour to ensure a productive work environment free from bullying, discrimination, and/or harassment. Sexual harassment has no place in our Service.

We are committed to providing a safe and equitable workplace for all staff and educators. 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, Fair Work requirements, and the Service statement of philosophy, ensuring a safe workplace and the wellbeing of all staff and educators employed at the Service. This policy has been developed to ensure all educators, staff, families and visitors to our Service are clear about the standards of behaviour that is expected.

3 Policy applies to

This applies to management, the approved provider, nominated supervisors, students, staff, families, visitors (including contractors) and children of the Service. Management refers to centre directors, and various persons in management operating from NT Christian Schools Business Services Office.

The policy is available to all parents, carers, students, staff, volunteers and contractors via the NT Christian Schools website and on request from any office of NT Christian Schools.

The policy is available to all staff and Directors of the Board via the NT Christian Schools *Canvas Policy and Advisory Library*.

4 Policy

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, safety, and wellbeing.

Bullying may involve any of the following types of behaviour:

- aggressive or intimidating conduct;
- making belittling or humiliating comments;
- spreading malicious rumours;
- teasing, practical jokes or initiation of, or participation in 'initiation ceremonies';
- exclusion from work-related events;
- unreasonable work expectations;
- displaying offensive material, and/or;
- pressure to behave in an inappropriate manner.

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

- making decisions about poor performance;
- taking disciplinary action;
- directing and controlling the way work is to be carried out.

Discrimination occurs when someone is treated less favourably than others because of a particular characteristic (such as age, disability or gender), or belong to a particular group within the population (due to, for example, religion, culture, or sexual orientation).

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

Psychosocial Hazards refer to aspects of work-related conditions or factors that could cause potential psychological or social harm to employees. Stress, fatigue, bullying, violence, aggression, harassment and burnout can be examples of potential psychosocial hazards, which can cause harm to employees physical and mental health, negatively impacting their overall wellbeing.

Sexual Harassment includes unwelcome sexual advance, unwelcome request for sexual favours and engaging in other unwelcome conducts of sexual nature. Our service implements a zero-tolerance approach to Sexual harassment.

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

Australia's federal anti-discrimination laws are contained in the following legislation:

[Age Discrimination Act 2004](#)

[Disability Discrimination Act 1992](#)

[Racial Discrimination Act 1975](#)

[Sex Discrimination Act 1984](#)

[Fair Work Legislation Amendment \(Secure Jobs Better Pay\) Act 2022](#)

Our Service philosophy, code of conduct and the [Early Childhood Australia \(ACA\) Code of Ethics](#) will guide educator behaviours and interactions and adhere to best practice by providing a vision and a purposeful and meaningful direction to ensure a safe working environment for all staff.

5 Roles and responsibilities

5.1 Approved Provider, Management and Nominated Supervisors

The Approved Provider, Management and Nominated Supervisors will ensure:

- a thorough induction process for new employees is conducted at the commencement of employment;
- all staff have a comprehensive understanding of the Service's code of conduct, *Dealing with Complaints Policy* and the *Early Childhood Code of Ethics*;
- the *Bullying, Discrimination and Harassment Policy*, and all related policies are reviewed annually;
- educators are informed that inappropriate behaviour, including bullying, sexual harassment, discrimination and harassment will not be tolerated, and will be advised of potential consequences of this behaviour;
- all staff and educators are aware of the Service's *Bullying, Discrimination and Harassment Policy* and Procedure;
- inappropriate behaviour is addressed in a timely manner;
- a clear process is in place regarding raising complaints and grievances related to bullying, discrimination and harassment;
- complaints or grievances are treated seriously and immediate action is taken in a timely manner;
- all staff and 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 clear management expectations;
- all staff and educators are encouraged to embrace the uniqueness and diversity of their colleagues;
- constructive feedback is provided to staff and educators;
- communication practices are reviewed frequently to ensure best practice;

- all staff and educators are treated equally and fairly;
- meetings are documented accurately and appropriately;
- an understanding and compliance with discrimination law is communicated with all employees;
- ensure the service implements a zero-tolerance approach towards racism;
- that proactive measures are taken to identify and manage psychological and psychosocial hazards and risks within the work environment through risk assessments in line with WH&S legislation.

5.2 Educators and Staff

Educators and Staff will:

- be involved in decision making with a clear understanding of their roles and responsibilities, outlined in each individual job description
- 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 all discrimination laws
- be responsible for their own actions in the workplace
- raise matters of concern to management at an early stage
- report any incidents or bullying, discrimination or harassment, including sexual harassment they have experienced or witnessed
- provide management with specific information regarding the perceived bullying, discrimination, and/or harassment, and be 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 bullying, discrimination, or harassment allegations
- follow the Service's *Bullying, Discrimination and Harassment procedure*
- evaluate the effectiveness of strategies implemented to discourage and eradicate bullying, discrimination, and/or harassment
- ensure compliance with a zero tolerance of racism within the Service
- assist in identifying and reducing psychological and psychosocial hazards and risks within the work environment.

6 The Australian Children's Education and Care Quality Authority

6.1 National Quality Standard (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.

6.2 Education and Care Services National Regulations

Regulation	Definition
168	Education and care services must have policies and procedures

7 Continuous Improvement Reflection

Policies will be reviewed regularly and updated when need identified in consultation with families, staff and management.

8 Related Resources – NTCS PAL / Childcare Desktop

- Bullying, Discrimination and Harassment Procedure
- Code of Conduct Staff Acknowledgement

9 Related legislation and policy

9.1 NT Christian School policies and procedures

- Staff and Board Code of Conduct
- Dealing with Complaints Policy
- Interactions with Children, Families and Staff Policy
- Privacy and Confidentiality Policy
- Student and Volunteer Policy
- Work Health and Safety Policy

9.2 Legislation

- *Anti-Discrimination Act*: See <https://raisingchildren.net.au/disability/disability-rights-the->

[law/law/anti-discrimination-laws](#) for Acts for specific Australian states and territories.

- Australasian Legal information institute: www.austlii.edu.au
- Australian Children’s Education & Care Quality Authority. (2014).
- Australian Human Rights Commission. (2019). Reform of discrimination law: <https://www.humanrights.gov.au/>
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2023).
- [Education and Care Services National Regulations](#). (Amended 2023).
- *Fair Work Act 2009* (Cth).
- Fair Work Ombudsman. (2019). Bullying & Harassment: <https://www.fairwork.gov.au/employee-entitlements/bullying-and-harassment>
- Fair Work Ombudsman. (2019). Managing performance & warnings: <https://www.fairwork.gov.au/employee-entitlements/managing-performance-and-warnings>
- Fair Work Ombudsman. Sexual harassment in the workplace. <https://www.fairwork.gov.au/employment-conditions/bullying-sexual-harassment-and-discrimination-at-work/sexual-harassment-in-the-workplace>
- Guide to the National Quality Framework. (Amended 2023).
- Law Council of Australia. (2019). Bullying and harassment in the workplace: <https://www.lawcouncil.asn.au/policy-agenda/advancing-the-profession/equal-opportunities-in-the-law/bullying-and-harassment-in-the-workplace>
- Revised National Quality Standard. (2018).
- Safe Work Australia. (2019). Bullying: <https://www.safeworkaustralia.gov.au/safety-topic/hazards/bullying>
- Safe Work Australia. Workplace Sexual Harassment: <https://www.safeworkaustralia.gov.au/safety-topic/hazards/workplace-sexual-harassment>
- *Work Health and Safety Act 2011* (Cth).

9.3 Other relevant resources

- Fair Work [Bullying in the Workplace](#)
- Respect@Work <https://www.respectatwork.gov.au/>
- Safe Work Australia [Preventing workplace sexual harassment](#)

9.4 Acknowledgement

Policy adapted from Childcare Centre Desktop © 2024