



St Joseph's School  
Kingswood

# **BULLYING & HARASSMENT CODE OF CONDUCT – STAFF POLICY**

## **ST JOSEPH'S SCHOOL KINGSWOOD**

## **Rationale**

St Joseph's Kingswood is a Catholic school in the Josephite tradition. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

## **1. POLICY**

St. Joseph's School is committed to providing its employees with a safe work environment that is free from inappropriate behaviour and will take all reasonable steps to minimise any form of workplace bullying or harassment and to treat people with equity and dignity. It is in this context that bullying/harassment of any person is not tolerated.

## **2. SCOPE**

This procedure applies to all persons in the workplace and includes employees, visitors, volunteers, contractors and the St Joseph's community.

## **3. DEFINITIONS**

"Workplace Harassment" is any verbal, written or physical behaviour or conduct that is of an offensive, threatening, intimidating, abusive or belittling nature and that is unwelcome, unreciprocated, uninvited and usually, but not always, repeated.

The following are examples of "workplace harassment"

- unwelcome practical jokes
- the use of unsuitable language in the workplace
- spreading gossip or rumours
- the reciting of sexist jokes

"Bullying" as defined by the Work, Health & Safety Act, is behaviour that is directed towards an employee or a group of employees, that is repeated and systematic, and that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten the employee or employees to whom the behaviour is directed, creating a health or safety issue;

The following are examples of "workplace bullying"

- verbal abuse
- intimidating behaviour
- denying opportunities for training, promotion or interesting work; or
- excluding or isolating employees

## **4. RESPONSIBILITIES**

### **4.1 Role and Responsibilities of Principal:**

Management at all levels have a key role to play in preventing workplace bullying/harassment/occupational violence. It is the responsibility of the Principal to identify and manage any issues with appropriate support.

### **4.2 Role and Responsibilities of Employees:**

- Are responsible for their own health and safety
- Report incidents of bullying/harassment/occupational violence to the Principal or other recognised responsible officer.
- Implement, be conversant and comply with relevant policies and procedures (of specific importance is the SACCS document “Procedures for Responding to Bullying in the Workplace – 2006”)
- Seeking internal/external assistance if required

## **5. PROCEDURES**

If a person is being bullied there are a number of ways to approach the problem. There are informal and formal procedures available. Written notes of any bullying, including details of dates, times, witnesses, what happened and what you felt/said should be kept.

Refer to procedures for “Responding to Bullying in the Workplace”.

(CESA Online>CESA Services>Policies, Procedures & Guidelines).

## **6. TRAINING**

All employees will be trained in the requirements of this procedure during induction. Employees will be trained in any risk assessments and/or safe operating procedures developed as a result of this procedure.

## **7. REFERENCES**

Occupational Health, Safety & Welfare Act 1986

Occupational Health, Safety & Welfare Regulations 1995

Catholic Education South Australia – Procedures for Responding to Bullying in the Workplace 2005

Workplace Harassment and Bullying in South Australia – Business SA, October 2005

Department of Education and Children Services – Violence/Bullying Management Procedure

## **8. APPENDICIES**

Appendix A: CESA Code of Conduct

Appendix B: Grievance Flowchart

# **APPENDIX A: CATHOLIC EDUCATION SOUTH AUSTRALIA**

## **CODE OF CONDUCT**

### **INTRODUCTION**

Catholic Education provides education as part of the mission of the church. Schools under the auspices of Catholic Education promote responsibility, respect, civility and academic excellence in a safe learning and teaching environment. Fundamental to this is a respect for the value and dignity of each person and promoting appropriate behaviours in the workplace between all staff members regardless of position or authority. This will ensure that all staff members feel safe and empowered in the performance of their work in the school community.

Principals, teachers and other staff are role models in the school environment and must uphold appropriate standards of behaviour. Principals and those in leadership within schools are expected to role model appropriate behaviours and actions, and to hold everyone under their authority accountable.

### **PURPOSE**

The purpose of this Code of Conduct is to articulate the guiding principles and standards which govern all employees of Catholic Education. This will assist all staff to understand their responsibilities and obligations, and to provide guidance in appropriate conduct.

### **APPLICATION**

This Code of Conduct applies to all employees of Catholic Education whether they are on school property, on school buses or at school authorised events, activities or excursions.

A Code of Conduct cannot cover every situation. If a staff member is unsure of the appropriate action to take in a particular situation, they should discuss the matter with their line manager or the Principal.

### **STANDARDS OF BEHAVIOR**

Respect and valuing others

All employees of Catholic Education must:

- Respect and comply with all applicable Federal and State laws
- Relate to one another with dignity, courtesy and respect at all times.
- Value and respect the differences individuals can bring to a team.
- Respect the rights, dignity and views of others.

- Treat each other with honesty, fairly, responsibly and compassionately.
- Acknowledge individuals strengths and weaknesses in a work environment.
- Notify management early where there are occurrences of bullying or harassment.
- Not engage in, and take reasonable steps to prevent bullying or recriminations or other forms of harassment in or outside the workplace.

## **Communication**

Communication between staff is to be respectful and civil at all times. Maintain open, honest communication rather than through gossip and complaints to other staff. Staff must listen to others and use appropriate language at all times.

## **Leadership**

Leaders have a responsibility to behave in a manner which:

- Sets a good example for others
- Involves employees in decisions which affect them, and provide equal opportunity to develop those skills.
- Ensures employees are treated fairly and equitably
- Will take seriously and act expeditiously to a complaint from an employee

Expectations

- Ensures employees understand what is expected and how feedback will be provided.
- Carry out duties in a professional and conscientious manger.

## **Professional Conduct**

Employees must:

- Respect, and seek where necessary, the professional opinions of colleagues in their area of competence, and acknowledge their contribution.
- Comply with any lawful and reasonable direction given by someone in the school who has the authority to give the direction
- Notify any incidences of bullying or other forms of harassment without fear of recrimination and repercussions for the individual/s.
- Employees should not fear recrimination or repercussions after notifying incidences of bullying etc.
- Adhere to other relevant professional Codes of Conduct where applicable

## **Physical Safety**

Members of staff must:

- Take reasonable care to protect their own health and safety in the workplace and to protect the health and safety of others
- Not inflict or participate with others in inflicting any bodily harm on another person
- Resolve any conflict which may arise peacefully and without any aggressive physical or verbal behaviour

## **CONSEQUENCES OF BREACH OF CODE OF CONDUCT**

A breach of this Code may give rise to a range of outcomes, including counselling and/or disciplinary action following appropriate investigation.

### CURRENT RELATED POLICIES

WHS – Work, Health and Safety

SACCS - Conflict Resolution Policy

SACCS - Discrimination and Harassment Policy

SACCS - Allegations of Misconduct

Enterprise Agreement - Clause 12, Grievance

# CATHOLIC EDUCATION

## SOUTH AUSTRALIA

# CODE OF CONDUCT

Acknowledgement of receipt of this Code of Conduct:

I \_\_\_\_\_

(Name)

Of \_\_\_\_\_

(Name of School/Organisation)

Acknowledge that I have received the Code of Conduct on:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

## APPENDIX B: GRIEVANCE FLOWCHART

Individual Feels Harassed/Bullied

Informal Options

Formal Options

Speaks to Harasser/Bully

Harassment/ Bullying Stops

No further action

Speaks with Contact Officer or confidentially with a colleague

No further action

Takes up mediation option with Harasser/Bully

Speaks to Harasser/Bully with the option of contact officer or colleague being present

If harassment/bullying continues, commence formal option

Lodge formal complaint with any of the following:

- The Principal
- The Deputy-Principal
- Coordinator of Personnel, Catholic Education Office (if the complaint is about a Diocesan Principal contact the Principal Consultant) or to the appropriate employing authority (if the complaint is about a non-Diocesan Principal)
- Legal and Industrial Officer
- Appropriate Union [IEU (SA)]
- Seek advice and/or lodge with Equal Opportunity Commission
- SafeWork SA 8303 0400

NB: Once you begin the formal grievance procedure, investigation and action will be taken

Note: AccessOcar Counselling Service is available to all CESA employees and their family. Phone 1300 66 77 00

#### **REVIEW**

This policy will be reviewed every 3 years, or earlier if information becomes available that significantly affects the content of the policy