Leadership and Management – Quality Area 6

Harassment Free Workplace

INTRODUCTION:

Creating a workplace with a vision and meaningful direction, consistent values and ethics will foster a positive and productive work environment free from harassment or bullying. Further when professional standards guide educator’s practises, interactions and relationships, children’s learning and development, safety wellbeing will be effectively supported.

AIM:

Forest Hill Community Preschool will foster an environment of mutual respect equity and recognition of educator’s skills and strengths. This will be facilitated through our philosophy and by adhering to the early childhood code of conduct policy. Forest Hill Community Preschool endeavours to define clear expectations and guidelines for educators through clear job descriptions, policies and procedures. Forest Hill Community Preschool encourages open communication to create understanding between educators and management.

STRATEGIES:

Forest Hill Community Preschools philosophy and policy and procedures will guide educator interactions and practises by providing a vision, a purpose and a meaningful direction regarding goals for children and families.

**The Nominated Supervisor will:**

* Carry out an orientation process for new employees at the commencement of employment. All staff are to read the staff handbook prior to starting employment. Appropriate behaviour and expectations will be discussed and staff familiarized with code of ethics, policies and procedures, complaints and feedback and grievances.
* Encourage open communication and inform educators of inappropriate behaviours such as harassment and bullying and breeches to policies and procedures will not be tolerated.
* Encourage educators to report inappropriate behaviours using the complaints/grievances policies.
* Address all inappropriate behaviours.
* Increase educators awareness of appropriate interactions through professional development and training
* Encourage open discussions through staff meetings both informal and formal and through staff appraisals and self-reflection to clarify areas of improvement and professional growth.
* Welcome constructive feedback and reflection on teaching practises. Educators are encouraged to express opinions and work collaboratively with the nominated supervisor/Director and management. These points and effective team work contributes to the success of the Preschool and facilitates continual improvement.
* Regularly review communication practises within the Preschool to ensure all educators are supported, empowered and acknowledged for their contributions.
* Treat all educators and staff equitably.

**Educators will:**

* Be involved in decision making with a clear understanding of their roles and responsibilities as defined in their job descriptions, duty lists and policies and procedures of the preschool.
* Be valued for their contributions to the Preschools program and routines
* Be encouraged to embrace the uniqueness and diversity of their colleagues. Skills, strengths and opinions of team members will be respected and supported by all educators and staff to create team cohesion based on respect and professionalism.

EVALUATION

Educators and Management conduct themselves in a professional manner according to the Early Childhood code of ethics, the code of conduct and legislative guidelines. Inappropriate behaviours including harassment and bullying will not be tolerated.

**Statutory Legislation & Considerations:**

* Early Childhood Code of ethics
* Human rights and equal opportunities commission act 1986
* Fair work Act 2009
* NSW anti-discrimination act 1977
* Guide to National quality standard (3) ACECQA (2011)
* Early Years Learning Framework for Australia Belonging being becoming 2009

**Sources:**

* Early Childhood Australia [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
* Australasian legal information institute [www.austlii.edu.au](http://www.austlii.edu.au)
* Preventing and managing bullying at work. A guide for employers [www.comcare.gov.au/forms](http://www.comcare.gov.au/forms)
* Australian Government: Comcare – Bulllying Risk Management Tool [www.comcare.gov.au](http://www.comcare.gov.au)

**Links to other policies documents**

* Complaints/feedback/grievance policy
* Code of ethics
* Education and Care Services National Regulation 2011: Schedule 1
* National Quality Standards/elements: 4.2,4.2.1,4.2.3,7.1,7.1.2,7.2,7.3.4