



GLENVALE CHRISTIAN SCHOOL

Workplace Bullying Policy

BBP-607

1. PURPOSE:

The purpose of this policy is to protect employees and others from workplace bullying.

2. SCOPE:

All employees and other persons at the school, including volunteers and students.

3. POLICY STATEMENT:

All persons at Glenvale Christian School have the right to work in an environment free from workplace bullying. Glenvale Christian School is committed to taking action to protect all persons from workplace bullying and to responding appropriately should such behaviour occur, including possible disciplinary action. Any instances of workplace bullying should be reported under the GCS Resolution of Issues Procedure (BBP-702).

In accordance with relevant law, Glenvale Christian School prohibits workplace bullying towards its employees and volunteers, whilst they are engaging in their work at GCS.

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

- Elimination or minimisation of risks via the highest level of protection from hazards and risks as is reasonably practicable
- The provision of a safe work environment and safe systems of work
- Fair and effective representation, consultation, co-operation and issue resolution
- Provision of information, training, instruction and supervision
- Monitoring the health and safety of employees 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 people that may be negatively impacted by workplace bullying.

4. DEFINITIONS:

- **Workplace bullying:** repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.
- **Repeated behaviour:** refers to the persistent nature of the behaviour and can involve a range of behaviours over time.
- **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, unreasonable and create a risk to health and safety include but are not limited to:

- abusive, insulting or offensive language or comments, which may include using electronic mediums

- unjustified criticism or complaints
- deliberately excluding someone from workplace activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person's skill level
- denying access to information, supervision, consultation or resources to the detriment of the worker
- spreading misinformation or malicious rumours, which may include using electronic mediums
- 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, it should be reported to the police.

5. RESPONSIBILITIES:

Person Conducting a Business or Undertaking (PCBU)

In its legal role as a PCBU, Glenvale Christian School undertakes its role and responsibilities under the legislation as detailed in the *GCS Work Health and Safety Policy* (BBP-711). Specifically, in relation to bullying, Glenvale Christian School acknowledges its responsibility to:

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

Officers

In their legal role as Officers, Glenvale Christian School's Board Members, the Principal and the Business Manager undertake their role and responsibilities under the legislation as detailed in the *GCS Work Health and Safety Policy* (BBP-711). Specifically, in relation to bullying, Officers at Glenvale Christian School have a responsibility to ensure that Glenvale Christian School acts to:

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

Workers and Others

Glenvale Christian School's employees, as well as contractors and subcontractors and their employees, employees of a labour hire company who has 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 *GCS Work Health and Safety Policy* (BBP-711). Specifically, in relation to bullying, Workers and Others at Glenvale Christian School have a responsibility to:

1. not bully any other person
2. appropriately report to the school bullying that is targeted towards them.

6. IMPLEMENTATION:

➤ **Awareness**

Employees and parents will be made aware of this policy through the GCS Website.

All staff will be made aware of this Policy by having it included in their Staff Policy Handbook. As well, staff will be reminded of the Policy as it applies to them and their students at the beginning of each academic year, and through review at staff development meetings from time to time. The Principal will be responsible to ensure that this is implemented.

- **Training**
The Principal will regularly educate and train employees appropriately on how to prevent and manage workplace bullying.
- **Dispute Resolution**
Resolution of Issues Policy and Procedures are in place.
- **Record Keeping & Monitoring**
Any allegation presented to the Principal must be reported to the Board Chair. The Principal is required to keep appropriate records, monitor and report sexual harassment issues. Reports shall be given to the Board as required.

7. RELEVANT LEGISLATION:

- Work Health and Safety Act 2011 (Qld)
- Education (Accreditation of Non-State Schools) Regulations 2017 (Qld)

8. OTHER RELATED POLICIES:

- BBP-711 Work Health and Safety Policy
- BBP-601 Staff Employee Code of Conduct
- BBP-202 Board Members Code of Conduct
- BBP-701 Resolution of Issues Policy
- BBP-702 Resolution of Issues Procedures

- Form-BBP-100 ARCHER Values

Policy Level/Authority	Board		
Distribution	Board members, Staff, School Community via website		
Version	1.1		
Revision History	Version 1	April 2017	New policy from ISQ template
	Version 1.1	May 2019	Update legislation reference, minor wording change
Next Review Date (biannually)	April 2021		