

Evidence of link to Regulations (ECSNR): Schedule 1

Evidence of link to NQS: 4.2,4.2.1, 4.2.2, 4.2.3, 7.1, 7.1.2, 7.2, 7.3.4

Harassment Free Work Work Place

Version	Date	Author	Change Description
1	August 2016	Sharon Hales	New policy and procedures
2	March 2018	Sharon Hales	Review and Update as Necessary

Policy Objective

Our education and care service will foster an environment of mutual respect equity and recognition of educator skills and strengths. This will be facilitated through the service philosophy and by adhering to the Early Childhood Code of Ethics and the Code of Conduct Policy. Our education and care service endeavours to define clear expectations and guidelines for educators through clear job descriptions, policies and procedures. Our service will encourage feedback and open communication to create understanding between educators and management.

Rationale

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

Procedure

The philosophy of the education and care service will guide educator interactions and practices by providing a vision, a purpose and meaningful direction regarding goals for children and families.

The Approved Provider and/or the Nominated Supervisor will:

- * Carry out an induction process for new employees at the commencement of employment. At this time, appropriate behaviours will be reinforced and discussed.
- * Familiarise new employees with the Code of Conduct Policy, the Complaints and Feedback Policy and the Early Childhood Code of Ethics.
- * Inform educators that inappropriate behaviours such as harassment and bullying will not be tolerated.
- * Encourage educators to report inappropriate behaviours using the Complaints and Feedback Policy
- * Address all inappropriate behaviours.
- * Increase educator awareness of appropriate interactions through professional development and training.
- * Encourage open discussions through educator team meetings, informal conversations and at performance appraisals to clarify each educator's role within our education and care service.

- * Welcome constructive feedback. Educators will be encouraged to express opinions and work collaboratively with the Nominated Supervisor and the management of the education and care service to contribute to the success of the service and to facilitate continual improvement.
- * Regularly review communication practices within the education and care service to ensure all educators are supported, empowered, and acknowledged for their contributions to the team and the service.
- * Treat all educators 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, rosters and service policies.
- * Be valued for their contributions to the education and care service 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 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 are not tolerated by educators or management.

SOURCES:

- **Early Childhood Australia** www.earlychildhoodaustralia.org.au
- **Australasian Legal information Institute** www.austlii.edu.au
- **Preventing and Managing Bullying at Work: A Guide for Employers** www.comcare.gov.au/forms_and_publications/publications/safety_and_prevention/?a=40108
- **Australian Government: Comcare – Bullying Risk Management Tool** https://www.comcare.gov.au/data/assets/pdf_file/0015/70422/Bullying_risk_management_tool_OHS_74.pdf

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Approved by: Staff and families	Approved Date: March 2018	Next review date: March 2019