



POLICY: Rangitikei College Board of Trustees

Workplace Anti-Bullying Policy

Rationale

The Board of Trustees treats workplace bullying as a serious issue as it can effect both the physical and mental health of school staff. As well as causing health and safety issues for an employee, an environment which tolerates bullying can lead to poor performance, decreased productivity and difficulties in retaining and recruiting staff.

It is the responsibility of the Board of Trustees, through the Principal, to ensure that employees are safe and free from bullying, harassment and discrimination at their workplace. Any reports of bullying should be treated seriously and dealt with promptly.

Definition

Bullying is defined as unreasonable and repeated behaviour towards a person or group that can lead to physical or psychological harm.

Repeated behaviour is persistent and can include a range of actions.

Unreasonable behaviour covers actions which a reasonable person wouldn't do in similar circumstances, including victimising, humiliating, intimidating or threatening a person.

A single incident isn't considered bullying but can escalate if ignored. Managing performance in line with business policies and processes is not bullying.

Guidelines

1. The Board of Trustees and Principal will minimise workplace bullying by:
 - a. encouraging adherence to our pouwhenua: core purpose, vision and values
 - b. establishing respect for the broad range of human values and character strengths required for the school to flourish
 - c. actively looking for ways to create a positive workplace that employees feel is pleasant, fair, rewarding and positively challenging
 - d. encouraging positive leadership styles
 - e. directing attention towards behaviour rather than people, and aiming to promote harmonious relationships across the school
 - f. providing employees who believe they've been bullied with a range of options to resolve the issue
 - g. promoting low-key solutions before formal actions where appropriate
 - h. aiming to restore the working relationship and promote positive work and school values
 - i. identifying factors that contribute to bullying, and putting effective control measures in place

- j. ensuring our processes and systems are fit for purpose and regularly reviewed
- k. having regular employee surveys on staff wellbeing

2. Employees are expected to:

- a. inform a senior staff member if they experience or see any bullying behaviours
- b. try low-key solutions (eg talking to the person initially (if safe to do so))
- c. follow the school's Complaints Policy when making a complaint
- d. keep an eye out for other people, providing support when required
- e. accept that perceptions of bullying may need to be negotiated.

3. When dealing with an allegation of bullying the Principal, Board chair, or appropriate senior staff member will:

- a. treat all matters seriously and investigate promptly and impartially
- b. ensure neither the person who complained nor the alleged bully are victimised
- c. support all parties involved
- d. find appropriate remedies and consequences for confirmed bullying as well as false reports
- e. communicate the process and its outcome
- f. ensure confidentiality
- g. use the principles of natural justice
- h. keep good documentation
- i. seek specialist external advisors available to help either with the process or parties involved.

Chairperson:

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Date:

2. 11. 20

Next review date: November 2023

ASSOCIATED PROCEDURES AND DOCUMENTS:

1. Refer: <http://www.worksafe.govt.nz/worksafe/toolshed/bullying-prevention-toolbox>

(NB: Procedures are developed as part of school management. The Board of Trustees will be informed of the development or revision of procedures derived from Board policies by the Principal. For some especially significant procedures, these will be presented to the Board in full)