



Woollooware Outside School Hours Care

(02) 9523 9971
34 Wills Road, Woollooware, 2230
info@woshc.com
accounts@woshc.com

BULLYING AND HARRASSMENT POLICY

POLICY STATEMENT

We recognise that all educators, children, parents, and visitors have a right to feel safe and comfortable while at the Centre. We aim to provide an environment that is free from physical, emotional, psychological, or sexual harassment, bullying or violence by ensuring all educators and families are aware of the Centre's philosophy, complaints, and grievance procedures and that all children are made aware of the Centre rules.

CONSIDERATIONS

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Privacy Act 1988
- Children's and Young Persons (Care and Protection) Act 1998
- United Nations Convention on the Rights of the Child
- NSW Anti-Discrimination Act 1977
- Bullyingnoway.gov.au
- National regulation 85; Incident, injury, trauma and illness policies and procedures
- National Regulation 86; Notification to parents of incident, injury, trauma and illness
- National Regulation 87; Incident, injury, trauma and illness record
- National Regulation 155; Interactions with children
- National Regulation 156; Relationships in groups
- National Regulation 168; Education and care service must have policies and procedures
- National Regulation 176; Time to notify certain information to Regulatory Authority
- National Regulation 181; Confidentiality of records kept by approved provider

PROCEDURES

Harassment, bullying and/or violence will not be tolerated under any circumstances at WOSHC. Bullying is identified as a range of anti-social behaviours which are different from one-off events of aggression or conflict between individuals or groups.

Harassment and bullying can take many forms:

- Physical - hitting, punching, pushing, any kind of sexual interference; threatening to harm people or their property; hiding, damaging, or destroying the property of others
- Verbal - name-calling, putting others down, using words to threaten or tease, ridiculing; making derogatory comments about a person's culture, background, customs, gender, sexuality, or beliefs; spreading rumours about people or their families and friends; mocking or denigrating another person's abilities and talents (including via e-mail and text)
- Gesture - looks, shrugs or other gestures which are associated with threats or which are offensive



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- Sexual - sexual harassment in this context, refers to " deliberate sexual comments and gestures, or any other conduct of a sexual nature which is perceived to be embarrassing, demeaning or compromising"
- Cyber Bullying – using text messages or social media to harass or with the intention of harming or victimising others

Bullying and harassment will not be tolerated at WOSHC

STRATEGIES

Educators will teach children strategies to challenge bullying behaviour through appropriate and age-specific learning experiences. Strategies could include:

- using assertive behaviour – saying “No” or “I don’t like it when you do that”
- knowing when to walk away from teasing
- learning to read other people’s feelings, body language, or expressions
- developing appropriate conflict resolution skills

The Centre will work with children and families to promote socially responsive environments in which empathy and respect for others, taking responsibility for your actions and understanding how your actions affect others are modelled, encouraged, and taught. Children will be taught about their right to feel safe and the importance of telling others when they feel unsafe.

Effective supervision will be maintained in all play areas and all aspects of the program.

When involving children:

Basic agreements and clear guidelines of acceptable behaviour will be established through consultation with educators and children. Not all aspects of bullying will attract consequences and restrictions as below as often the incidents can be handled and resolved appropriately with assistance of the educators at the Centre.

If a child is seen to be demonstrating any form of harassment or bullying, educators will (*for full outline of action against behavioural concerns, see WOSHC policy “Behaviour Guidance Policy”*):

- talk to the child individually about the incident, ensuring the child understands that antisocial behaviour is not tolerated at the Centre
- speak to other children involved in the incident
- complete an incident report including all sides of the story, indicating date, time, victim, offender and attendant (child names shall remain confidential)
- ensure that the parents of all the children involved are notified of the incident, as soon as is practicable, but no later than 24hrs following the incident

If deemed necessary, a meeting with the Nominated Supervisor will be scheduled to discuss a behaviour management plan for the child. If the behaviour continues, the Management Committee will be informed and a decision will be made as to whether the child should be excluded from the Centre for a period of time.



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When involving educators:

Educators will be presented with an Educators Handbook and code of conduct upon employment. Any educators seen to be demonstrating harassment, bullying or violence of any kind will be referred to the Nominated Supervisor and/or Management Committee. The privacy and confidentiality of all involved in an incident involving harassment, bullying, or violence, will be maintained as per the Centre's policy on Privacy and Confidentiality.

Harassment and threats of violence from unknown persons:

If a person/s known or unknown to the service harasses or makes threats to children or educators at the Centre, or on an excursion, educators will:

- Calmly and politely inform them of Policy and ask them to leave the Centre or the vicinity of the children
- If they refuse to leave, explain that it may be necessary to call the Police to remove them
- If they still do not leave, call the Police
- If the Responsible Person on duty is unable to make the call, another educator should be directed to do so
- Where possible, educators will calmly move the children away from the person and observe the difficult situation, acting as a witness
- No educators are to try to physically remove the unwelcome person, but try to remain calm and keep the person as far as possible from the group while waiting for the Police

DATE ENDORSED: 16 March, 2021

DATE FOR REVIEW AND EVALUATION: 15 March, 2023