

Laura Preschool Anti-Bullying Policy

The purpose of these procedures is to provide a systematic process to prevent violence and bullying in our site. This includes identification, assessment and control of bullying of staff, children, parents and any other users of the site.

Bullying is a desire to hurt, plus a hurtful action, plus power imbalance, plus repetition, plus a sense of enjoyment and a sense of being oppressed.

Bullying can be physical, psychological, verbal or social.

Director's responsibilities

- Model appropriate behaviour and follow grievance procedure flow chart
- Contribute to a centre culture of 'No Bullying' and program effectively to focus on building resilience and child protection strategies.
- Plan to prevent bullying in consultation with staff and notify parents involved.
- Retain records of consultation.
- When managing emergency violent situations, adapt and implement the DECD emergency guidelines.
- Monitor and review Anti Bullying Policy on a regular basis.
- Record all incidents of workplace violence and bullying and report serious or recurring incidents to District Director.
- Provide debriefing and access to support services following a violent situation.
- Ensure parents and/or children annually acknowledge the centre's Student Code of Conduct.

Parent responsibilities

- Model appropriate behaviour.
- Discuss problem with child.
- Follow grievance procedure flow chart to resolve concerns.
- DO NOT encourage violence as a suitable means of solving the issue.
- Discuss different solutions of sorting out the problem.

- All Staff will:
 - Report incidents of violence or bullying to the Director.
 - Implement/comply with planned preventative actions.
 - Follow parent complaints/ grievance procedure flow chart to resolve concerns.

Records to be kept

- Reoccurring incidents and relevant violence/bullying prevention plans
- Student Codes of Conduct

Links to National Quality Standards

1.1.1 Curriculum decision making contributes to each child's learning and developmental outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.

1.1.3 The program, including routines, is organised in ways that maximise opportunities for each child's learning.

2.3 Each child is protected.

2.3.1 Children are adequately supervised at all times.

2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

2.3.4 Educators, coordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect.

4.1 Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing.

4.2 Educators, coordinators and staff members are respectful and ethical.

5.1 Respectful and equitable relationships are developed and maintained with each child.

5.1.3 Each child is supported to feel secure, confident and included.

5.2.1 Each child is supported to work with, learn from and help others through collaborative learning opportunities.

5.2.2 Each child is supported to manage their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.

5.2.3 The dignity and rights of every child are maintained at all times

6.1.1 There is an effective enrolment and orientation process for families

7.3.4 Processes are in place to ensure that all grievances and complaints are addressed, investigated fairly and documented in a timely manner.

7.3.5 Service practices are based on effectively documented policies and procedure that are available at the service and reviewed regularly.

References

National Quality Standards, National Quality Framework, ACECQUA, accessed 18th June 2012.

Date: 18/06/2012

Review Date: June 2013 National Quality Standards, National Quality Framework, ACECQUA, accessed 27th March 2012.

Signed:

Chairperson – Governing Council _____

Director- _____