



Harassment Free Workplace

Approved by board on: 8th August 2023
Scheduled review date: 8th August 2025

Introduction

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.

Goal

Forbes Preschool 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.

Policy

Our Preschool 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.

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

Responsibilities

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 and 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 the preschool.
- Welcome constructive feedback. Educators will be encouraged to express opinions and work collaboratively with the Nominated Supervisor and the management of the

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Preschool to contribute to the success of the service and to facilitate continual improvement.

- Regularly review communication practices within the Preschool 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.

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.

Related Documents

Code of Conduct

ECA Code of Ethics