

**Policy Title:** Anti Bullying Policy

**Classification:** Health and Safety

**Monitored by:** H&S Advisor

**Approved by:** GM Operations

**Effective Date:** November 2021

**Review Date:** November 2023

**Objective:** To outline what workplace bullying looks like, and to explain the responsibilities that management and employees have, so that bullying is not part of our culture.

**Commitment:** Hutt City Kindergartens is committed to providing staff with a safe workplace, which is free from bullying. If bullying does occur, HCK will respond quickly to minimise the harm caused.

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### Related Documents

- Health & Safety at Work Act 2015
- Complaints Policy
- Complaints Procedure
- Anti Harassment Policy

### Scope of this Policy

- “Bullying” is defined *as repeated and unreasonable* behaviour towards a person or group that can lead to physical or psychological harm.
- Repeated behaviour is persistent and occurs over a period of time.
- Unreasonable behaviour covers actions which a reasonable person wouldn’t do, such as victimising, humiliating, intimidating or threatening a person.

Some examples of bullying behaviour are:

- Ignoring – excluding – isolating
- Persistent and/or public criticism – humiliation
- Persistent racial, sexual or other forms of harassment
- Interrupting when speaking
- Sabotage
- Supplying incorrect or unclear information
- Meaningless tasks - unpleasant jobs unfairly allocated
- Changing goalposts or targets
- Verbal abuse
- Ridiculing, insulting, teasing, sarcastic remarks
- Being encouraged to feel guilty
- Tampering/destroying/removing another person’s property
- Scapegoating
- Withholding or concealing information.

Bullying is not:

- One-off or occasional instances of rudeness, inconsideration, tactlessness or anger
- Managing performance in line with Association and MoE standards
- Constructive feedback and legitimate advice or peer review
- A single incident of unreasonable behaviour
- Differences of opinion or personality clashes that do not escalate into bullying.

## **Employee Responsibilities**

1. Tell your Head Teacher/Senior Teacher if you experience or see any bullying behaviours, or tell the HR Manager if your Head Teacher/Senior Teacher is the person bullying.
2. Try low-key solutions, such as discussing the situation and explaining how the behaviour makes you feel.
3. Follow HCK's Complaints Procedure if the behaviour continues.
4. Model inclusive and positive behaviours that discourage bullying in our workplaces.
5. Accept that individual perceptions of bullying may be different and negotiation may be needed.

## **Employer Responsibilities**

1. HCK will not tolerate bullying in the workplace.
2. Head Teachers/Senior Teachers will actively look for ways to create a positive workplace that discourages bullying.
3. Head Teachers/Senior Teachers will intervene early to deal with any unreasonable behaviour before it is repeated.
4. HCK will promote low-key solutions before formal actions, where appropriate.
5. HCK will provide information about bullying, and ensure all workers understand the Anti-Bullying Policy.
6. Head Teachers/Senior Teachers will record and investigate complaints of bullying fairly and in line with the Complaints Policy and Complaints Procedure.

## **When dealing with an allegation of bullying, HCK management will:**

1. Treat all allegations seriously and investigate promptly and impartially.
2. Support all parties involved, including reminding them about the EAP service.
3. Ensure confidentiality.
4. Keep accurate records.
5. Seek assistance from specialist advisors if requested or required.

## **Review:**

This policy will be reviewed biennially, in consultation with staff.