

D-25 Harassment/Bullying and Violence

Epping Heights OSHC.

NQS

QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 4.1	Staffing arrangements.
QA. 4.2	Professionalism.
QA. 5.1.2	Dignity and rights of the child.
QA. 5.2	Relationships between children.
QA. 5.2.2	Self-regulation.
QA. 6.1.3	Families are supported.
QA. 6.2.2	Access and participation.
QA. 7.1.2	Management systems.

National Regulations

Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 86	Notification to parents of incident, injury, trauma and illness
Reg. 87	Incident, injury, trauma and illness record
Reg. 155	Interactions with children
Reg. 156	Relationships in groups
Reg. 168	Education and care service must have policies and procedures
Reg. 176	Time to notify certain information to Regulatory Authority
Reg. 181	Confidentiality of records kept by approved provider

My Time, Our Place

LO. 1	Children feel safe, secure, and supported
	Children learn to interact in relation to others with care, empathy and respect
LO. 2	Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
	Children respond to diversity with respect
	Children become aware of fairness
LO. 3	Children have a strong sense of wellbeing
LO. 5	Children are effective communicators

POLICY STATEMENT

Epping Heights OSHC recognises that all staff, 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 staff and families are aware of the Centre's philosophy, complaints and grievance procedures and that all children are made aware of the Centre rules.

RELATED POLICIES

- Epping Heights OSHC Policy A-3: Philosophy
- Epping Heights OSHC Policy A-14: Complaints
- Epping Heights OSHC Policy A-17: Privacy and Confidentiality
- Epping Heights OSHC Policy C-3: Staff Orientation and Induction
- Epping Heights OSHC Policy C-4: Staff Professionalism
- Epping Heights OSHC Policy C-7: Grievance Procedures
- Epping Heights OSHC Policy C-8: Disciplinary Action
- Epping Heights OSHC Policy C-12: Communication
- Epping Heights OSHC Policy C-13: Interactions with Children
- Epping Heights OSHC Policy D-9: Emergency Procedures
- Epping Heights OSHC Policy D-22: Child Protection – Mandatory Reporting
- Epping Heights OSHC Policy D-23: Child Management / Behaviour Guidance
- Epping Heights OSHC Policy D-24: Exclusion for Unacceptable Behaviour
- Epping Heights OSHC Policy D-30: Supervision

PROCEDURE

Harassment, bullying and/or violence will not be tolerated under any circumstances at Epping Heights OSHC. 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 or 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, "paying out", using words to threaten or tease, ridiculing someone's name; 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 sms).

Gestures - looks, shrugs or other gestures which are associated with threats or which are offensive.

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 - This is harassment and bullying which uses e-technology to harass or victimise others. It can take the form of text messaging, using social networking sites (such as Facebook, Internet chat-rooms, email and web-sites with the intention of harming another person.)

When involving children:

Basic agreements and clear guidelines of acceptable behaviour will be established through consultation with staff and children.

Epping Heights OSHC adopts the Epping Heights Public School philosophy against bullying:

At Epping Heights we are taking a **STAND** against Bullying:

S Stay Calm

T Try to ignore

A Ask to stop

N Never fight

D Duty teacher

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 staff at the Centre.

If a child is seen to be demonstrating any form of harassment or bullying, staff will:

- Talk to the child individually about the incident, ensuring the child understands that their behaviour is not tolerated at OSHC.
- 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 Centre Coordinator will be scheduled to discuss a behaviour management plan for the child (see Child Management policy)

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.

If the child physically hurts other children or adults the staff will:

- Remove the child from the situation
- Ensure the hurt person is all right and given proper attention and care
- Record the incident including all sides of the story, indicating date, time, victim, offender and attendant
- 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.

Such incidents will be referred to the Management Committee

Repeated incidents of physically injuring or threatening injury to other children and/or adults at the centre may result in a temporary suspension of a child's enrolment. The "Exclusion for Unacceptable Behaviour" procedure will be followed in such an instance (see Child Management policy)

When involving staff:

Staff will be presented with a staff handbook and code of conduct upon employment. Any staff member seen to be demonstrating harassment, bullying or violence of any kind will be referred to the Centre Coordinator and/or Management Committee. The steps outlined in the Disciplinary Action Policy will be followed.

Notify issues of significance to:

NSW Early Childhood Education and Care Directorate
Department of Education and Communities

Locked Bag 4028
ASHFIELD NSW 2131
Phone: (02) 02 9716 2100 or 1800 619 113 (toll free)
Fax: (02) 9716 2162

Website: www.det.nsw.edu.au
E-mail: cslicensing@dhs.nsw.gov.au

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 staff at the Centre, or on an excursion, staff 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 staff member should be directed to do so](#)
- [Where possible, staff will calmly move the children away from the person and observe the difficult situation, acting as a witness](#)
- [No staff member is 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](#)

[The steps outlined in D-9 Emergency Procedures will be followed.](#)

SOURCES

- 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
- Epping Heights Public School – Bullying Policy
- Bullyingnoway.gov.au

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