

Victimisation Prevention Policy

DOCUMENT CONTROL			
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1. **Purpose**

1.1. This Policy aims to identify and address inappropriate behaviours which constitute victimisation and provide a mechanism to enable workers within CST to engage in mutual protection, support and encouragement.

1.2 Discriminatory behaviour in the workplace is unacceptable and will not be tolerated.

2. **Scope**

2.1. This Policy applies to all workers of Christian Schools Tasmania.

2.2. This Policy does not replace any legislation, and if any part of it is in conflict, the relevant legislation will take precedence.

2.3. This policy does not form part of a worker's contract of employment or engagement. CST may vary, replace or terminate this policy from time to time.

3. **Policy**

3.1. **Guiding Principles:**

- CST is a caring community, filled with people committed to serving each other and building one another up. We expect all relationships within CST to be built on justice, love and truth, and obedience to Christ.
- CST affirms the right of all workers to feel safe and to learn and work in an environment free from humiliation, intimidation and hurt. There is no place within the CST community for victimisation.
- CST recognises positive outcomes, physical health and emotional, psychological and spiritual wellbeing can be adversely affected by victimisation.
- CST is committed to the wellbeing, safety and health of all workers, and this commitment informs school policies, programs and actions.
- It is the responsibility of staff and other workers to work together to create a culture of appreciation and acceptance, free from any form of victimisation.
- A strong partnership, common understanding and effective communication between staff and other workers are central to the success of this process and the building of this culture.

3.2. **Victimisation:**

3.2.1. Unlawful victimisation is unfair treatment for complaining about discrimination or harassment. It is also unlawful to be victimised for helping another person to make such a complaint. It is against the law because victimisation punishes people for speaking out and stops them from complaining.

4.3. **Duty of Care:**

4.3.1 All workers must use every endeavour to keep themselves and others safe and well and therefore have a responsibility to report any instances of victimisation or suspected victimisation within the workplace.

4.3.2 The procedure to be followed to report an instance of victimisation or suspected victimisation within the workplace can be found in the CST Procedure for Dealing with Instances of Inappropriate Behaviour.

4.4 **Procedure:**

4.4.1 Workplaces will provide professional development and appropriate resourcing to meet the needs of the workers in developing and implementing strategies and practices which anticipate, identify and prevent all forms of victimisation.

4.4.2 In developing safe workplace culture, it is important to recognise deterring such behaviour requires a multi-faceted approach, which includes:

- a culture of appreciation and acceptance of individuals, modelling appropriate attitudes between staff and students;
- an ethos that models respect, compassion and cooperation;
- communication outlining firm action and appropriate consequences in cases where bullying and harassment are identified;
- appropriate supervision in schools of all students by staff;
- communication between staff and other workers.

4.5 **Response:**

4.5.1 Where any incident of victimisation is observed or reported, it will be responded to:

- in a timely manner. This will confirm our duty of care to protect all workers within our communities and also model what is appropriate and acceptable behaviour within the community;
- with sensitivity and confidentiality.
- When dealing with any such incident, the CST community will:
 - facilitate appropriate communication and mediation between those involved;
 - communicate adequately and appropriately with parents where required;
 - communicate adequately and appropriately as a staff body;
 - have systems in place to identify where a person may be subject to repeated inappropriate behaviour;
 - maintain confidentiality, only divulging information where absolutely necessary;
 - use procedurally fair processes where an investigation is required;
 - ensure that there is adequate and appropriate reporting, data collection and recording procedures in place when investigating incidents.

4.5.2 All incidents of inappropriate or victimising behaviour will be dealt with adequately and appropriately, recognising that the behaviours do often vary widely in severity and seriousness.

4.5.3 The response to all incidents of inappropriate or victimising behaviour will be proportionate with its level of severity and the specific circumstances surrounding the victimising behaviour.

4.6 **Breach of the Victimisation Prevention Policy:**

4.4.1 Any worker who is found to have breached this policy will be subject to disciplinary action in accordance with CST disciplinary policy, up to and including termination of employment or engagement.

4.4.2 Any worker who becomes aware of any actual or potential breach or breaches of this policy must report this information to CST as soon as the worker becomes aware of the actual or potential breach. Failing to report an actual or potential breach may result in disciplinary action in accordance with CST disciplinary policy, up to and including termination of employment or engagement.

5. **References and Additional Related Documents**

- CST Conflict Resolution Policy
- CST Grievance Response Policy
- CST Work Health and Safety Policy

6. **Record Keeping**

- 6.1 This Policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.
- 6.2 The master copy is kept in <https://www.cst.tas.edu.au/services> under Policy Documents, online in read-only in PDF form. Any printed or downloaded copies are deemed uncontrolled.

GENERAL DEFINITION OF TERMS:

Where referred to in this document:

Christian Schools Tasmania (CST) means an association of Christians who, through their Board of Directors, are legally responsible for Calvin Christian School, Channel Christian School, Emmanuel Christian School and Northern Christian School.

The School refers to the CST school to whom the Policy applies.

The Board means the Board of Directors of Christian Schools Tasmania.

Executive is a forum including the Chief Executive Officer, Principals and the Business Manager.

Chief Executive Officer (CEO) is the person appointed to the position of Chief Executive Officer of the Association, or a person acting from time to time in that position.

Principal means the person charged with responsibility for the operation of an Association school, or a person acting from time to time in that position.

Compliance Manager is the person appointed to the position of Compliance Manager of the Association, or a person acting from time to time in that position.

Business Manager is the person appointed to the position of Business Manager of the Association, or a person acting from time to time in that position.

Manager means a person appointed to a managerial position within CST.

Staff is any person either employed by CST either on a casual, part-time or permanent basis as well as volunteers, contractors and sub-contractors engaged in working at a CST School.

Parent is a person who is the legal guardian of a child enrolled at a CST school.

Child means any student enrolled at a CST school.