



WAIKATO DIOCESAN  
School for Girls

## Anti-Bullying Policy (Staff)

### NAG 5 – Health & Safety Policy # 5.12

#### 1. Bullying defined:

- 1.1 Bullying is defined as unreasonable and repeated behaviour towards a person or group that can lead to physical or psychological harm.
- 1.2 Repeated behaviour is persistent and can include a range of actions.
- 1.3 Unreasonable behaviour covers actions which a reasonable person wouldn't do in similar circumstances, including victimising, humiliating, intimidating or threatening a person.
- 1.4 A single incident isn't considered bullying but can escalate if ignored. Managing performance in line with the School's policies and processes is not bullying.

#### 2. Bullying at work has the potential for:

- 2.1 Serious consequences.
- 2.2 An individual to experience health problems, loss of self-esteem and performance ability.
- 2.3 Divisions to occur as people take sides.
- 2.4 Productivity losses and potentially financial losses or reputational damage for staff and the School.

#### 3. The School will do the following to minimise and respond to workplace bullying:

- 3.1 The Senior Leadership Team and the Board of Trustees will minimise workplace bullying by:
  - 3.1.1 Establishing respect for the broad range of human values and character strengths required for this the School to survive.
  - 3.1.2 Actively looking for ways to create a positive workplace ('healthy work') that staff feel is pleasant, fair, rewarding and positively challenging.
  - 3.1.3 Encouraging positive leadership styles and investing in our staff to achieve this.
  - 3.1.4 Training key staff to receive bullying reports and give support and advice.
  - 3.1.5 Directing attention towards behaviour rather than people, and aiming to promote harmonious relationships across all departments within the School.

- 3.1.6 Providing staff who believe they've been bullied with a range of options to resolve the issue, promoting low-key solutions before formal actions where appropriate to repair the working relationship and promote positive work values.
- 3.1.7 Openly discussing bullying, in both formal and informal settings, and providing information and training about it.
- 3.1.8 Identifying factors that contribute to bullying, and putting effective control measures in place.
- 3.1.9 Ensuring the School's processes and systems are fit for purpose and regularly reviewed.
- 3.1.10 Having regular staff surveys on the School's culture.

**4. Staff agree to:**

- 4.1 Advise their Head of Department, or the person they report to, if they experience or see any bullying behaviours – but if the Head of Department or person the staff member reports to is the person behaving in a bullying manner, then advise the Principal or People and Culture Manager, or the Board Chair.
- 4.2 Try low-key solutions first, such as talking to the person initially, if safe to do so.
- 4.3 Follow the School's informal or formal processes when making a complaint.
- 4.4 Keep an eye out for other people, providing support when seeing a person being isolated or experiencing reprisals.
- 4.5 Accept that perceptions of bullying may need to be negotiated.

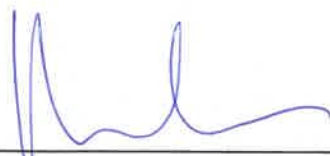
**5. The Senior Leadership Team, Heads of Department, and Managers agree to:**


- 5.1 Ensure workers have clarity on what their roles entail.
- 5.2 Intervene early to call out and deal with any unreasonable behaviour before it escalates.
- 5.3 Record and investigate complaints fairly and in line with the School's policies and processes.
- 5.4 Look for informal solutions before escalating an issue to higher levels, such as mediation or investigation, where appropriate.

**6. When dealing with an allegation of bullying the School will:**

- 6.1 Treat all matters seriously and investigate promptly and impartially.
- 6.2 Ensure neither the person who complained nor the alleged bully are victimised.
- 6.3 Support all parties involved.
- 6.4 Find appropriate remedies and consequences for confirmed bullying as well as false reports.
- 6.5 Communicate the process and its outcome.
- 6.6 Ensure confidentiality.
- 6.7 Use the principles of natural justice.
- 6.8 Keep good documentation.

6.9 Have specialist external advisors available to help.

Adopted by BOT:  Signed (BOT Chairperson)  
17/12/21 Date

Adopted by PB:  Signed (PB Chairperson)  
17/12/21 Date

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Reviewed: (Adopted November 2021)	Next review: 2024
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