

OCCUPATIONAL VIOLENCE

POLICY

Rationale:

- Occupational violence refers to all forms of physical attacks and threatening conduct. All forms of harassment, bullying, discrimination, violence and threatening behaviour against our staff are completely unacceptable in our workplace, out of the workplace but as a result of employment at our school, or in cyberspace, and will not be tolerated.

Aims:

- To ensure all staff members are able to enjoy a working environment free of occupational violence, can freely participate in the wider world without becoming victims of physical or threatening conduct stemming from their employment, and are not subjected to attacks or threats from online internet based sources.

Implementation:

- **OHSR for the Underbool Primary School refers to the Principal.**
- Occupational violence is a workplace health and safety matter.
- All staff will be provided with information and instruction about occupational violence, their rights and their responsibilities, and strategies for recognising potential risk factors and the signs of impending violence, appropriate prevention measures, and strategies for minimising, appropriately responding to, and reporting instances of occupational violence.
- The principal will consult with the staff elected Health & Safety Representative to determine the likelihood, frequency, location and severity of possible instances of occupational violence.
- Through this process, as well as cooperation with staff, the principal will seek to identify individual staff members who may be at particular risk.
- The principal will identify specific risks and take appropriate measures to eliminate or control such risks.
- Controls may include the principal or senior staff member speaking directly with particular parents, banning certain individuals from entering the school, ensuring certain staff members conduct parent interviews only in the presence of senior staff members, minimising out of hours access by staff to the school, counselling staff about the pitfalls and dangers associated with the use of social media, and ensuring students, parents and the wider community are made well aware of the consequences of behaving in a violent or threatening manner toward staff.
- All incidents of occupational violence will be taken very seriously, fully documented, and reported to the police, the Education Department and WorkSafe as appropriate.
- Any staff members who are subjected to or witness occupational violence will be receive medical treatment, counselling and support as required.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

February 2015