

Workplace Anti-Bullying Procedure Checklist

The purpose of this checklist is to assist schools to have clear procedures in place for preventing and responding to workplace bullying. Any 'no' responses should be reviewed and the required action taken.

POLICIES AND PROCEDURES	YES	NO
Is there a workplace anti-bullying policy in place that has been developed in consultation with staff and Health and Safety Representatives (HSR) if any?		
Does the policy include: <ul style="list-style-type: none"> • A definition of bullying • Clarification of what behaviours are not bullying • A commitment to a safe work environment • A statement that bullying includes communication through SMS, email, social media and outside of work hours • The possible consequences if staff engage in bullying behaviour • A process for staff to report issues or complaints • Information about the internal and external support available to staff 		
Are there clear procedures for reporting, dealing with and resolving workplace bullying affecting staff: <ul style="list-style-type: none"> • Caused by students • Caused by parents • Caused by other staff • Caused by the principal 		
Are the policy and procedures accessible and communicated to all staff, contractors and volunteers?		
INFORMATION AND TRAINING	YES	NO
Have school leaders been trained in responding to reports of workplace bullying?		
Have staff received information and training on the anti-bullying policy and procedures? Does the training include: <ul style="list-style-type: none"> • The school's anti-bullying policy and procedures • Standards of behaviour expected in the workplace • Standards of acceptable use of social media and technology • How to deal with workplace bullying • How to recognise and report incidents of workplace bullying • How the school deals with reports of workplace bullying • Where to go for additional information and assistance 		
Has regular refresher anti-bullying training been scheduled (ideally annually)?		
Are anti-bullying training attendance records maintained?		
COMPLAINTS PROCEDURE	YES	NO
Do staff know who to report incidents of bullying to?		
Do staff know how and when to report bullying?		
Are the following items recorded when documenting bullying complaints: <ul style="list-style-type: none"> • The person who made the report • When the report was made • To whom the report was made • The details of the issue reported • Action taken to respond to the issue • Any further action requires (what, when and by whom) 		
Are both informal and formal complaints procedures available to staff?		
Does the procedure specify that complaints are treated seriously and responded to promptly?		
Does the procedure specify that complaints are investigated impartially?		
Is support available and provided to all persons involved, as required?		