



# Periwinkle PRESCHOOL

for Rudolf Steiner  
early childhood education

## Harassment Free Workplace

*When human beings meet seeking the spirit with unity of purpose then they will also find their way to each other..." – Rudolf Steiner*

### Introduction

Our Preschool philosophy fosters an environment of mutual respect & equity between all staff, educators, families & children. We strive to create a workplace with vision and meaningful direction, consistent values, and ethics to foster a positive and productive work environment free from harassment. Our practice, interactions, and relationships are guided by the National Quality Frameworks, Steiner Philosophy and Early Childhood Approved Frameworks to ensure children's learning development, safety and wellbeing will be supported.

### Goals

Our education and care service will foster an environment of mutual respect equality and recognition of educator's skills and strengths. This will be facilitated through the service philosophy and by adhering to the Early Childhood Australia Code of Ethics and the Code of Conduct policy. Our Preschool service endeavors to define clear expectations and guidelines for our families & educators through our handbook, clear job descriptions, policies & procedures.

### Strategies/How it will be done

The philosophy of the education and care service will guide educator interactions and practices by providing a vision, a purpose and meaningful direction regarding goals for children and families.

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Quality Area 5: Relationships with Children

Quality Area 6: Collaborative Partnerships with families & communities

Quality Area 7: Governance and Leadership



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**The Approved Provider/Administrator/The Nominated Supervisor will:**

- Carry out an induction process for new employees at the commencement of employment. At this time, appropriate behaviours will be reinforced and discussed.
- Familiarise new employees with the Code of Conduct Policy, the Complaints and grievances policy and the Early Childhood Australia Code of Ethics.
- Inform educators & families that inappropriate behaviours such as harassment and bullying will not be tolerated.
- Familiarise new families with the Periwinkle Handbook & policies including the Periwinkle complaints and grievances procedure.
- Encourage educators to report inappropriate behaviours by staff or families using the Complaints and Grievance procedure.
- Address all inappropriate behaviours.
- Increase educator awareness of appropriate interactions between educators and families through professional development and training.
- Encourage open discussions through educator team meetings, informal conversations and at performance appraisals to clarify each educator's role within our education and care service.
- Welcome constructive feedback. Educators will be encouraged to express opinions and work collaboratively with the Nominated Supervisor and the management of the education and care service to contribute to the success of the service and to facilitate continual improvement.
- Regularly review communication practices within the education and care service to ensure all educators are supported, empowered, and acknowledged for their contributions to the team and the service.
- Treat all educators equitably.

**Educators will:**

- Be involved in decision making with a clear understanding of their roles and responsibilities as defined in their job descriptions, duty lists, rosters and service policies.
- Be valued by their colleagues and the Periwinkle community for their contributions to the education and care service program and routines.

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- Be encouraged to embrace the uniqueness and diversity of their colleagues.
- Skills, strengths, and opinions of team members will be respected and supported by all educators to create team cohesion based on respect and professionalism.

## **Families will:**

- Treat educators and members of our community with respect & kindness.
- Acknowledge that every family is on their own learning journey.
- Accept others regardless of beliefs, race, gender, sexual orientation, parenting styles.
- Not confront other families or family members regarding a child's behaviour, previous incident, altercation or other.
- Submit any concerns regarding the wellbeing of their child or another child's behaviour directly to staff.
- Speak kindly to staff, in person or over the phone.
- Follow the complaints and grievances procedure if aware of families breaching this policy.

## **Families will not:**

- Discriminate against a child.
- Name call another child, family, or educator.
- Ask for another child's private information.
- Adhere to gossip around another child, family or staff.

## **If families breach these policies, the Approved Provider or delegated authority (Nominated Supervisor) will:**

1. Approach family to discuss what policies were breached and them a warning.
2. If no remorse or understanding has been shown, and/or another breach has occurred, enrolment will cease immediately.

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### **Evaluation:**

Educators and Management conduct themselves in a professional manner according to the Early Childhood Code of Ethics, the Code of Conduct and legislative guidelines. Inappropriate behaviours including harassment and bullying are not tolerated by educators or management.

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