

Bullying and Harassment

LEAP East Victoria Park regards the dignity and autonomy of all people as a core value of the group. Harassment and bullying behaviour is based on the misuse of power in human relationships, and negates the dignity and autonomy of its victims.

LEAP East Victoria Park regards the health and safety of its volunteers and families as a key responsibility.

LEAP East Victoria Park is fully committed to eliminating, as far as possible, all forms of bullying and organised activities and in its relationships with its members through a culture of openness, support, and accountability.

DEFINITIONS

Unreasonable behaviour is behaviour that is offensive, humiliating, intimidating, degrading or threatening. It includes, but is not limited to:

- Verbal abuse
- Initiation pranks
- Excluding or isolating members
- Giving a person the majority of an unpleasant or meaningless task
- Humiliation through sarcasm, or belittling someone's opinions
- Constant criticism or insults
- Spreading misinformation or malicious rumours
- Deliberately setting routines or procedures to inconvenience certain members
- Displaying written or pictorial material which may degrade or offend certain members

Bullying is repeated, unreasonable behaviour directed towards a person or group of persons. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

Harassment is uninvited, unwelcome behaviour, which does not have any group function. Harassment includes any written, physical, or verbal conduct that from the perspective of a reasonable person is intimidating, offensive or humiliating against another person. Harassment is any behaviour, which is not asked for and not wanted and that happens because of a person's sex, race, age, pregnancy, marital status, disability, transgender (transsexuality) or sexuality.

Harassment can include:

- Sexual or suggestive remarks or gestures
- Displaying or circulating sexually suggestive, offensive or degrading/insulting material

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- Making fun of someone, imitating someone's accent, spreading rumours, unwelcome practical jokes
- Obscene or unsolicited telephone calls, letters, faxes, texts or E-mail messages
- Invasion of personal space, unnecessary physical contact
- Continually ignoring or dismissing someone's contribution in a meeting/discussion.
- Pushing, shoving or jostling or assault
- Threats, insults, name calling, inappropriate language

PROCEDURES

Where a parent/guardian wishes to address their child(ren)'s behaviour, this should be dealt with discreetly as it arises (please ensure this is done calmly, quietly and away from others).

However, if you have any repetitive/continual issues and concerns with any aspect of LEAP East Victoria Park and/or its members (adults and children), please ensure you report your concerns to the Organiser as soon as the issue arises.

The Organisers will respect your privacy and investigate any issues and concerns discreetly.

LEAP East Victoria Park strongly encourages any member who feels they have been bullied, or have witnessed bullying taking place, to take action by making it clear that such behaviour is unwelcome and offensive.

- Instructors, Volunteers and Members are encouraged to first discuss the matter with the involved party prior to lodging a formal complaint.
- If the complaint cannot be resolved informally, the complainant should provide written details of their concerns and the nature of the complaint, to the organiser.
- The organiser will initiate an informal meeting with the complainant to discuss the complaint and come to a full understanding of it.
- If the matter involves a member and one of the organisers, the complainant may discuss the issue directly with another of the group organisers or with the HBLN Groups Coordinator.
- The organiser should address the complaint with a view to resolving it within two weeks. This may take the form of the organiser prescribing certain actions to be adopted which address the issues and find a resolution.
- On completion of the investigation the organiser will determine a course of action to be taken.

Possible course of actions may include, but not be limited to, any combination of the following:

- formal apologies and undertaking that the behaviour will cease;
- removing a participant who is engaging in bullying or harassing behavior from the class without recourse to a refund for fees already paid;
- exclusion from future activities organised by LEAP East Victoria Park;

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- disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious;
- for the person found to have harassed or bullies another person to reimburse the complainants class costs for classes not attended due to discrimination or harassment;
- official warnings recorded on a confidential file kept by the organiser(s) ;
- official warning to the person who complained if there is strong evidence that the complaint was vexatious or malicious;
- conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution;
- If the group finds that a particular member is repeatedly disruptive to the Code of Conduct and the group's overall well-being, that family may be asked to leave the LEAP East Victoria Park.

Record keeping

A register of complaints and appeals will be kept in a confidential file held by the organiser(s). The register will be maintained by the organiser(s) and will record the following for each complaint or appeal:

- Details of the complainant and the nature of the complaint
- Date lodged
- Action taken
- Date of resolution and reason for decision
- Indication of complainant being notified of outcome
- Complainant response and any further action

Copies of all correspondence will be kept in a confidential file.

The documents and files will be confidential and access is restricted to LEAP East Victoria Park Organiser.

Written documents produced as part of the dispute should be held on this confidential file by the organiser for a period of twelve (12) months and destroyed if no further conflicts arise.