

POLICY		PROCEDURE
Procedure Name	Workplace Discrimination, Harassment and Bullying Procedure	
NESA Manual Section	Staff (B3) Teaching Staff Must Be Appropriately Qualified (B3.1)	
Related Procedures & Documents	Code of Conduct for Staff Procedure (B2.3) Staff Grievance Procedure (B2.3) Child Safety and Wellbeing Procedure (B8.1) Child Protection Procedure (B8.1) Work, Health and Safety Procedure (B2.3) Document and Record Retention Procedure (B2.3)	
Related Policies	Workplace Discrimination, Harassment and Bullying Policy (B3.1) Code of Conduct for Staff Policy (B2.3) Staff Grievance Policy (B2.3) Child Safety and Wellbeing Policy (B8.1) Child Protection Policy (B8.1) Work, Health and Safety Policy (B2.3) Working With Children Check Policy (B8.1) Document and Record Retention Policy (B2.3)	
Related Legislation	Anti-Discrimination Act 1977 (NSW) Fair Work Act 2009 Sex Discrimination Act 1984 (Cth) Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2017 (NSW) Privacy Act 1988 (Cth)	
Date of Issue / Last Revision	2 August 2019 4 March 2022 – Re-formatted 12 March 2025 18 July 2026	
Date Set for Review	July 2029	

Workplace Discrimination, Harassment and Bullying Procedure

This Procedure outlines the processes for preventing, reporting, assessing and responding to concerns relating to workplace discrimination, harassment, sexual harassment, workplace bullying and victimisation at Central Coast Montessori Primary School (CCMPS). It supports the implementation of the Workplace Discrimination, Harassment and Bullying Policy by promoting the timely, fair and confidential management of workplace concerns and fostering a safe, respectful and inclusive workplace.

Scope

This Procedure applies to all employees, contractors, volunteers, Board members, consultants, work experience participants and any other person engaged by or performing work on behalf of CCMPS. It applies to workplace conduct occurring on School premises, during work-related activities, online communications and any other circumstance connected with employment or engagement by the School.

Key Principles

CCMPS is committed to ensuring that:

- workplace concerns are addressed promptly, fairly and consistently;
- all parties are treated with dignity, respect and procedural fairness;
- confidentiality is maintained as far as reasonably practicable;
- concerns are resolved at the lowest appropriate level wherever possible;
- formal investigation processes are undertaken where required;
- individuals who raise concerns or participate in investigations are protected from victimisation; and
- appropriate records are maintained throughout the process.

Preventing Workplace Issues

The School seeks to minimise workplace issues by:

- promoting respectful workplace behaviour;
- providing induction and ongoing professional learning;
- communicating behavioural expectations clearly;
- encouraging early discussion of workplace concerns;
- providing appropriate supervision and leadership; and
- regularly reviewing workplace practices and policies.

Reporting Workplace Concerns

Any person who experiences or witnesses behaviour that may breach the *Workplace Discrimination, Harassment and Bullying Policy* is encouraged to report the matter as soon as reasonably practicable.

Reports may be made to:

- the Principal;
- an appropriate supervisor or manager;
- the Board Chair, where the concern involves the Principal or where otherwise appropriate; or
- another authorised person nominated by the School.

Where a person is unsure whether particular behaviour constitutes a breach of the Policy, they are encouraged to seek advice before deciding whether to make a formal complaint.

Initial Assessment

Upon receiving a workplace concern, the Principal or delegated officer will undertake an initial assessment to determine the most appropriate response.

This assessment may consider:

- the nature and seriousness of the reported behaviour;
- whether immediate action is required to protect the health, safety or wellbeing of any person;
- whether the matter may be resolved informally;
- whether a formal investigation is required;

- whether another School policy or external reporting obligation applies; and
- any support measures that may be required for those involved.

Informal Resolution

Where appropriate and with the agreement of the parties involved, concerns may be resolved informally.

Informal resolution may include:

- facilitated discussions;
- clarification of expectations;
- supported conversations;
- mediation where appropriate;
- workplace coaching; or
- other reasonable measures aimed at restoring respectful working relationships.

Informal resolution will not be appropriate where allegations are serious, involve unlawful conduct or present an ongoing risk to health, safety or wellbeing.

Formal Investigation

Where informal resolution is not appropriate, or where allegations are serious, the School may initiate a formal investigation.

A formal investigation will generally include:

- notifying relevant parties of the allegations;
- providing an opportunity to respond;
- gathering relevant information and evidence;
- interviewing relevant individuals where necessary;
- maintaining appropriate confidentiality throughout the process; and
- documenting findings and recommendations.

Investigations will be conducted in accordance with the principles of procedural fairness.

Outcomes

Following consideration of all available information, the School will determine the appropriate outcome.

Depending on the circumstances, outcomes may include:

- no further action;
- education or professional learning;
- workplace coaching or support;
- mediation;
- changes to workplace arrangements;
- performance management;
- disciplinary action in accordance with School policies and employment obligations; or
- referral to external agencies where required.

Support for Individuals

The School recognises that workplace concerns can be distressing for everyone involved.

Where appropriate, the School may provide reasonable support measures during and after the resolution process, taking into account the needs of all parties and the circumstances of the matter.

Confidentiality

All workplace concerns will be managed as confidentially as reasonably practicable.

Information will only be shared with those who have a legitimate need to know in order to investigate, manage or resolve the matter or where disclosure is otherwise required by law.

Protection from Victimisation

CCMPS prohibits victimisation of any individual who:

- raises a workplace concern in good faith;
- makes a complaint;
- provides information during an investigation; or
- participates in any workplace resolution process.

Any act of victimisation may result in disciplinary action.

Record Keeping and Documentation

The School will maintain records relating to:

- workplace concerns and reports;
- informal resolution processes;
- formal complaints;
- investigation documentation;
- interview notes and supporting evidence;
- findings and outcomes;
- workplace support measures;
- disciplinary actions (where applicable);
- correspondence with relevant parties; and
- policy acknowledgements, education and training records where relevant.

Records are retained securely in accordance with the *Document and Record Retention Policy and Procedure* and stored in the designated digital storage environment, currently CCMPS G:Drive.

Monitoring, Evaluating and Review

Annual adjustments may be made to this Procedure in response to identified areas for improvement to ensure it remains current, effective and aligned with School practice. Otherwise, this Procedure will be reviewed every three (3) years, or earlier if required due to changes in legislation, regulatory requirements, NESA guidance, child safety standards, significant incidents or identified gaps in practice.

Related Documents and References

[Independent Schools NSW Governance Resource Manual March 2026](#)

[NESA Registered and Accredited Individual Non-Government Schools \(NSW\) Manual February 2026](#)

[NESA Resources for Schools](#)

In the event of any inconsistency between this Policy and applicable legislation, the legislation will prevail.