

# Contributing to a positive and safe approach: Early Childhood Services



## Ok, not Ok or Unsure

These instances have representative situations across the three categories – it may be that some Services will have different resolutions for some questions but legislative requirements may clearly operate in some. The examples do not represent all the possible situations in this area. This is an opportunity to affirm what is ok and think about what is not ok.

### Ok/Not ok

1. Being part of a decision to not employ someone because of a disability, if the disability would not prevent them carrying out the requirements of the job.
2. As a manager talking about a change in duties in response to regulatory changes.
3. Asking questions about a proposal that other staff members are keen to progress in a staff meeting.
4. Employing casual workers.
5. Mimicking a colleague with an accent.
6. Making a recommendation for counselling to a close colleague who has talked to you about their problems.
7. As a Service leader directing someone to cease a behaviour that is impacting negatively on others.
8. Asking intrusive questions about someone's personal life, including their sex life.
9. Requesting someone stop using a pet name they have made up for you, that you don't like, but others think is good fun.
10. Being part of telling jokes with sexual connotations for fun, about a new, young colleague.
11. Repeated requests to date someone when they have said no previously.
12. Organising a series of practical jokes against one person.
13. Loudly abusing a person who has not used the right process when others, including children, are present.
14. Greeting other staff regularly and pleasantly.
15. Not speaking to someone who you think has shown no understanding of what you do.
16. A Service leader wants to teach a young staff member a lesson and so always rosters them on a close shift.
17. Deliberately withholding or supplying incorrect information to a colleague you do not like.
18. Deliberately not inviting a work colleague, who you know would like to come, to a work based social activity, because you don't like them.
19. As a manager, letting employees know the consequences of failing to meet job expectations.
20. Spreading some funny gossip that you think is obviously not true to make another person a bit uncomfortable.
21. Running your hands over a colleague's clothes and body when it is not clear whether they like it or not.
22. Asking colleagues to leave you out of long, but fun, group emails.
23. Persisting to talk about a controversial and personally sensitive topic when the person has asked you to stop.
24. Grabbing a colleague and pushing them against the wall after you heard them say something you didn't like.
25. Walking away from a group of staff talking about how bad the Service is getting.
26. Seeking approval to attend professional learning that is related to your area of responsibility.

# Contributing to a positive and safe approach: Early Childhood Services

---



27. Being told it's not possible to attend professional learning at this time by management.
28. Looking up union guidelines or contractual details as preparation for a meeting.
29. As a manager, requesting staff or volunteers undertake some part of shared tasks that are a legitimate part of work expectations (even if a task is unwelcome or unappealing).
30. Telling another staff member on a contract that you will make sure they never work again because you don't like them.
31. You forgot to mention the work of one colleague in a presentation (you apologised later).
32. Being informed you have a performance interview as part of the whole site undertaking performance management.
33. Posting unfavourable comments about an incident at the Service on social media.
34. Using the staff home address and contact details to publicise your part time sales business.
35. Responding to a negative parent comment on social media to defend one of your colleagues.
36. Posting photos of your excursion on your personal social media.
37. Always sitting with the same group of friends at the same table in the staff room.
38. Respectfully challenging the Service leader because you are always on a roster to open.

1. Being part of a decision to not employ someone because of a disability, if the disability would not prevent them carrying out the requirements of the job.

OK      UNSURE      NOT OK

2. As a manager talking about a change in duties in response to regulatory changes.

OK      UNSURE      NOT OK

3. Asking questions about a proposal that other staff members are keen to progress in a staff meeting.

OK      UNSURE      NOT OK

4. Employing casual workers.

OK      UNSURE      NOT OK

5. Mimicking a colleague with an accent.

OK      UNSURE      NOT OK

6. Making a recommendation for counselling to a close colleague who has talked to you about their problems.

OK      UNSURE      NOT OK

7. As a Service leader directing someone to cease a behaviour that is impacting negatively on others.

OK      UNSURE      NOT OK

8. Asking intrusive questions about someone's personal life, including their sex life.

OK      UNSURE      NOT OK

9. Requesting someone stop using a pet name they have made up for you, that you don't like, but others think is good fun.

OK      UNSURE      NOT OK

10. Being part of telling jokes with sexual connotations for fun, about a new, young colleague.

OK      UNSURE      NOT OK

11. Repeated requests to date someone when they have said no previously.

OK      UNSURE      NOT OK

12. Organising a series of practical jokes against one person.

OK      UNSURE      NOT OK

13. Loudly abusing a person who has not used the right process when others, including children, are present.

OK      UNSURE      NOT OK

14. Greeting other staff regularly and pleasantly.

OK      UNSURE      NOT OK

15. Not speaking to someone who you think has shown no understanding of what you do.

OK      UNSURE      NOT OK

16. A Service leader wants to teach a young staff member a lesson and so always rosters them on a close shift.

OK      UNSURE      NOT OK

17. Deliberately withholding or supplying incorrect information to a colleague you do not like.

OK      UNSURE      NOT OK

18. Deliberately not inviting a work colleague, who you know would like to come, to a work based social activity, because you don't like them.

OK      UNSURE      NOT OK

19. As a manager, letting employees know the consequences of failing to meet job expectations.

OK      UNSURE      NOT OK

20. Spreading some funny gossip that you think is obviously not true to make another person a bit uncomfortable.

OK      UNSURE      NOT OK

21. Running your hands over a colleague's clothes and body when it is not clear whether they like it or not.

OK      UNSURE      NOT OK

22. Asking colleagues to leave you out of long, but fun, group emails.

OK      UNSURE      NOT OK

23. Persisting to talk about a controversial and personally sensitive topic when the person has asked you to stop.

OK      UNSURE      NOT OK

24. Grabbing a colleague and pushing them against the wall after you heard them say something you didn't like.

OK      UNSURE      NOT OK

25. Walking away from a group of staff talking about how bad the Service is getting.

OK      UNSURE      NOT OK

26. Seeking approval to attend professional learning that is related to your area of responsibility.

OK      UNSURE      NOT OK

27. Being told it's not possible to attend professional learning at this time by management.

OK      UNSURE      NOT OK

28. Looking up union guidelines or contractual details as preparation for a meeting.

OK      UNSURE      NOT OK

29. As a manager, requesting staff or volunteers undertake some part of shared tasks that are a legitimate part of work expectations (even if a task is unwelcome or unappealing).

OK      UNSURE      NOT OK

30. Telling another staff member on a contract that you will make sure they never work again because you don't like them.

OK      UNSURE      NOT OK

31. You forgot to mention the work of one colleague in a presentation (you apologised later).

OK      UNSURE      NOT OK

32. Being informed you have a performance interview as part of the whole site undertaking performance management.

OK      UNSURE      NOT OK

33. Posting unfavourable comments about an incident at the Service on social media.

OK      UNSURE      NOT OK

34. Using the staff home address and contact details to publicise your part time sales business.

OK      UNSURE      NOT OK

35. Responding to a negative parent comment on social media to defend one of your colleagues.

OK      UNSURE      NOT OK

36. Posting photos of your excursion on your personal social media.

OK      UNSURE      NOT OK

37. Always sitting with the same group of friends at the same table in the staff room.

OK

UNSURE

NOT OK

38. Respectfully challenging the Service leader because you are always on a roster to open.

OK

UNSURE

NOT OK