

“Working, Praying, Sharing and Learning Together”  
“Gweithio, Gweddiwn, Rhannu a Ddysgu gyda’n Gilydd”



# St Mary’s R.C. Primary School



## Anti-Harassment & Anti-Bullying at the Workplace Policy

February 2016



## **Anti-Harassment and Anti-Bullying at the Workplace**

Date	Review	Nominated Governor
29/2/16	1/1/17	Tim Pritchard

We work hard to provide a working environment that is free from harassment and bullying by respecting the rights of all school personnel and treating them with respect and dignity.

We deplore all forms of harassment and bullying and we believe it is the duty of everyone to ensure that harassment and bullying has no place in this school.

We understand that harassment is the unwanted conduct that affects a person’s dignity while bullying can best be defined as offensive, malicious, intimidating or insulting behaviour. Harassment and bullying can create a great deal of stress and anxiety in a person which can lead to illness, absenteeism, lack of commitment, poor performance and even resignation.

We recognise that harassment and bullying are acts of gross misconduct and we will not tolerate any form of verbal or non-verbal harassment, physical harassment, coercion, isolation, or intrusion.

We believe it is our duty to make all school personnel understand that we are committed to preventing all forms of harassment and bullying whether they take place on or off the school premises or outside the normal school day during informal social events, by investigating all complaints and taking the necessary action if required.

We will investigate and take the appropriate action if any member of the school personnel is harassed or bullied by parents or others as we are aware that we have a duty to investigate all complaints and not to ignore them as this can be deemed an unlawful action.

We will protect any member of the school personnel who makes a complaint or who has assisted in an investigation, from intimidation, victimization or discrimination.

Under the Criminal Justice and Public Order Act 1994, Protection from Harassment Act 1997, Criminal Justice and Police Act 2001, Anti-terrorism, Crime and Security Act 2001 and the Equality Act 2010 harassment is regarded as a criminal offence. It should be noted that any employee who is harassed by fellow employees or third parties may call in the police to investigate the situation.



## Aims

- To create and maintain a work environment that is free from bullying and harassment.
- To have in place procedures to deal with all forms of harassment and bullying.

## Procedure

<b>Role of the Governing Body</b>	<p>The GB has:</p> <ul style="list-style-type: none"> <li>▪ delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;</li> <li>▪ nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the GB;</li> <li>▪ responsibility for the effective implementation, monitoring and evaluation of this policy</li> </ul>
<b>Role of the Headteacher</b>	<p>The Headteacher working with the GB will ensure that:</p> <ul style="list-style-type: none"> <li>▪ this policy is communicated to all school personnel by: <ul style="list-style-type: none"> <li>- training and awareness sessions</li> <li>- the staff handbook</li> <li>- induction training</li> </ul> </li> <li>▪ school personnel are aware: <ul style="list-style-type: none"> <li>- of the complaints procedure</li> <li>- that all complaints will be thoroughly investigated</li> <li>- that retaliation against another member of staff for complaining about harassment is a disciplinary offence</li> </ul> </li> </ul> <p>The Headteacher will:</p> <ul style="list-style-type: none"> <li>▪ monitor the effectiveness of this policy;</li> <li>▪ annually report to the GB on the success and development of this policy</li> </ul>
<b>Role of School</b>	<p>School personnel will:</p>



<p><b>Personnel</b></p>	<ul style="list-style-type: none"> <li>▪ respect the dignity of their colleagues;</li> <li>▪ understand the GB’s commitment to preventing harassment and bullying in school;</li> <li>▪ understand their responsibilities in creating and maintaining a working environment that is free from harassment and bullying;</li> <li>▪ know where to seek advice and guidance;</li> <li>▪ be reassured that all complaints will be investigated;</li> <li>▪ understand the complaints procedure</li> </ul>
<p><b>Procedure for Dealing with Harassment and Bullying</b></p>	<p><b>Phase 1 – Informal Action:</b></p> <ul style="list-style-type: none"> <li>▪ The victim may decide to approach the harasser/bully on their own or with support from a colleague or their union representative in order to resolve the situation informally.</li> <li>▪ Or, the victim may have an informal meeting with the Head to discuss the situation in order to resolve the matter informally.</li> <li>▪ If the informal approach has failed then a formal complaint is then made.</li> </ul> <p><b>Phase 2 – Formal Action and Investigation:</b></p> <ul style="list-style-type: none"> <li>▪ The complaint must be in writing and outlining in detail the alleged incident/s.</li> <li>▪ The written complaint must be given to the Headteacher who will inform the GB.</li> <li>▪ The GB will begin an investigation by appointing an independent investigator.</li> <li>▪ The investigator will begin a fact finding exercise in order to obtain a fair and balanced view of the circumstances surrounding the allegation by interviewing:                         <ul style="list-style-type: none"> <li>- the complainant</li> <li>- the alleged harasser/bully</li> <li>- any witnesses</li> </ul> </li> </ul> <p><b>Phase 3 – Interviews:</b></p> <ul style="list-style-type: none"> <li>▪ Anyone interviewed will be advised that:                         <ul style="list-style-type: none"> <li>- they may be accompanied by a colleague, friend or</li> </ul> </li> </ul>



	<p>their trade union representative</p> <ul style="list-style-type: none"> <li>- all discussions are confidential</li> <li>- their statement should be signed, dated and that it might be used at any future disciplinary hearing</li> <li>- the investigation will be completed as soon as possible</li> <li>- a report will be compiled at the end of the investigation which may be copied and used at any further disciplinary hearing</li> </ul> <p><b>Phase 4 – The Final Report:</b></p> <ul style="list-style-type: none"> <li>▪ From the results of the investigation the Headteacher will decide:                     <ul style="list-style-type: none"> <li>- if the allegation does not amount to harassment under this policy</li> <li>- whether to use the disciplinary procedure in respect of the alleged perpetrator</li> </ul> </li> <li>▪ The Headteacher will write to both the complainant and the alleged perpetrator of:                     <ul style="list-style-type: none"> <li>- the outcome of the investigation</li> <li>- their right of appeal against the decision</li> </ul> </li> <li>▪ All records of the investigation will be kept confidential and retained in accordance with the Data Protection Act.</li> </ul>
<b>Monitoring the Effectiveness of the Policy</b>	<p>Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.</p>

<b>Headteacher:</b>	<i>Tim Baxter</i>	<b>Date:</b>	29/2/16
<b>Chair of Governing Body:</b>	<i>Tim Pritchard</i>	<b>Date:</b>	29/2/16