



Bullying & Harassment Policy

This Policy applies to all students and employees of the School as well as visitors. Everyone has the right to be treated with dignity and respect in the school and it is expected that they treat others with the same dignity and respect in return.

The School will not tolerate inappropriate behaviour and will respond to any bullying or harassment of its employees by colleagues, students, members of the public or third parties (such as contractor employees) promptly, objectively and independently.

The nature of bullying and harassment can vary. For example, it may be a series of incidents or an isolated incident. It may involve one employee against another or a group of employees. It may occur in public, private or through a variety of forms whether face to face, written communications such as internet, email or by telephone.

Bullying or harassment is very personal and the school recognises that individuals react to how they are treated in different ways. What may be acceptable to one person may not be to another. It is the perception of the individual alleging the bullying and harassment that is of paramount importance. If it is found that bullying and harassment has occurred, action will be taken.

Procedure

If a student or an employee believes that they have been bullied or harassed they should report this to a manager who will investigate immediately.

Definitions of bullying and harassment

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Harassment, in general terms is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, sexual orientation, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.



Harassment can take a number of forms that may include:

- Sexual - verbal or non verbal behaviour that is unwelcome and of a sexual nature.
- Racial - behaviour that is threatening, abusive or insulting to individuals or groups because of their colour, race, nationality or ethnic origin.
- Disability - behaviour that is threatening, abusive or insulting to individuals because they have some form of physical or mental disability.
- Sexual orientation - behaviour that is threatening, abusive or insulting to employees on the basis of their sexual orientation.

The perception and interpretation of the person who feels harassed is central to the consideration of any complaint of harassment. It is the effect not the intention that determines what forms of behaviour might constitute harassment.

It is also important that students and employees are able to differentiate between constructive criticism and reasonable actions to improve performance and persistently offensive and intimidating behaviour. If an employee is unsure, but feel that they are being bullied or harassed, they should refer to the support options outlined below.

Support options

There are a range of sources of advice and support available to employees to help them decide how best to deal with harassment and bullying:

Confidential Care helpline – 24 hour telephone - Free and confidential information, support and counselling service on **free phone 0800 085 1376**.

Please contact the school Operations Manager for further information, clarification or any query related to this policy.