



Anti-bullying Policy for Staff

Adopted: 01-19
Prepared by: JUH

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Authorised by: SHCC

This Policy applies throughout the School from the EYFS to Year 6.

Principles

As part of its overall equal opportunities policy, the School is committed to ensuring that all members of staff are treated with dignity and respect while at work, irrespective of age, disability, gender reassignment, marital and civil partnership status, pregnancy and maternity, race or colour, nationality or national or ethnic origins, religion and belief, sex, and sexual orientation ('protected characteristics').

The School is committed to providing a caring, friendly and safe environment that is free from disruption, violence and any form of harassment for all our staff. Bullying, harassment, victimisation and discrimination of any kind, whether on School premises, outside the School premises or outside School hours, are unacceptable and will not be permitted or condoned by the School and may be treated as a disciplinary offence.

The School is committed to creating an environment of positive working relationships. To establish and protect such an environment, the School has policies and procedures, for example our Grievance Procedure, which enable staff to raise concerns and allow these to be addressed.

This Policy is concerned with the prevention of harassment and bullying in the workplace, and aims to provide a means of challenging unreasonable or unjustifiable behaviour. It is not intended to inhibit reasonable and effective management of staff.

Definition of bullying

Bullying is characterised as a persistent pattern of aggressive, intimidating, malicious or insulting behaviour or abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying does not always derive from supervisor/subordinate relationships or vice versa; unacceptable peer pressure can also amount to bullying.

Examples of bullying include:

- Displays of rage at a colleague in public and/or in private
- Personal insults and name-calling
- Persistent unjust criticism and public humiliation
- Setting objectives with impossible deadlines
- Removing areas of responsibility and inflicting menial tasks instead
- Ignoring or excluding an individual, or talking only to a third party to isolate another
- Spreading malicious rumours

- Insulting someone
- Copying critical memos or emails about someone to others who do not need to know
- Ridiculing or demeaning someone
- Exclusion
- Victimisation
- Unfair treatment
- Overbearing supervision
- Unwelcome sexual advances
- Touching or standing too close
- Displaying offensive materials
- Making threats or comments about job security without foundation
- Deliberately undermining a competent worker by overlooking and constant criticism
- Preventing individuals progressing by intentionally blocking promotion or training opportunities

Bullying can take other forms. For example, what may emerge as a concern initially categorised as ‘harassment’, ‘intimidation’ or ‘aggressive management’ may, upon investigation, be considered to be a case of bullying.

Effects of bullying

A person who is subject to bullying may suffer from physical and/or emotional symptoms, e.g. disturbed sleep, feeling sick, sweating, shaking, depression and loss of confidence and motivation. Additionally, they can suffer in other ways, e.g. loss of training and development opportunities, and missed promotion opportunities.

How to complain about harassment or bullying

The School undertakes that any allegations of harassment or bullying will be considered seriously and confidentially. Lack of confidentiality can harm both the complainant and also the person accused. The School recognises that staff may fear victimisation for making or being involved in a complaint and so is committed to ensure complainants do not suffer. In some circumstances, confidential informal advice from persons nominated for this purpose by the School e.g. a member of the Senior Management Team, a Governor or the staff member’s trade union or professional association may help a member of staff who is unsure of how best to proceed.

Procedure

Staff are encouraged to make clear to the person who is harassing or bullying them that the behaviour is unwelcome and must be stopped. However, it may not be possible to resolve the matter in this way.

Staff may find it helpful to keep records of incidents of behaviour, which they consider to be harassment or bullying, noting the date and time of the incident and details of any witnesses. Such records can be helpful in describing the problem and may also be used if any formal action is subsequently taken. It is not expected, however, that such records would be kept for extended periods without the complainant’s concerns being raised through the procedure described in this section.

Should the behaviour continue, staff should approach a senior member of staff, e.g. their Subject Co-ordinator, Head of Section or line manager or, if appropriate (e.g. if that person is the one causing the concerns), another senior member of staff.

If both of these approaches fail, or if the person causing the concerns is the Headteacher, staff should seek advice from the nominated Governor for safeguarding, their trade union or professional association.

The senior member of staff handling the complaint of harassment or bullying is likely, in the first instance, to discuss the complaint informally with the alleged perpetrator. This discussion should take place without delay after the complaint has been made.

If the matter is not resolved informally, the complainant should follow the formal process set out in the School's Grievance Procedure (appended hereto).

Relocation within the School may be considered and, if it is feasible, every effort will be made to relocate the harasser or bully and not the victim, subject to consultation with all parties. Suspension of the harasser or bully may be considered.

Staff who feel they have been harassed or bullied or who have been the subject of allegations will be given access to support, e.g. counselling, if this is appropriate.

If, after an investigation (which may include medical enquiries), a period of absence is attributed to proven harassment or bullying at work, no absence shall be recorded against the entitlement to occupational sick pay.

Responsibilities of staff (including complainants)

The School requires all staff to maintain a high standard of conduct in relationships with colleagues and those who are under their direct authority.

The School will not tolerate intimidation, victimisation, retaliation or discrimination against an individual for filing a complaint or assisting in an investigation, whether or not the complaint is upheld. Where such action is alleged, the matter will be dealt with in the same way as an allegation of harassment or bullying.

Malicious complaints of harassment or bullying will not be condoned and will be regarded as a disciplinary offence. They will be dealt with in accordance with the School's disciplinary procedures.

This Policy must not be used as a defence against reasonable management behaviour, e.g. action under the School's disciplinary procedure. Such procedures may be suspended where a complaint of harassment or bullying is made.

This Policy further requires all staff to act to eliminate any harassment or bullying in the workplace of which they are aware. Failure to do so will be considered a failure to fulfil all the responsibilities of their position.

Harassment or bullying of any kind should not be dismissed by staff as trivial or insignificant, as a matter of interest only to a minority or as behaviour that can be excused as fun, a joke or banter.

Linked Policies

- [Absence Policy](#)
- [Capability and Disciplinary Procedure](#)
- [Capability and Disciplinary Procedure for Employees on Probation](#)
- [Equal Opportunities Policy for Employees](#)
- [Grievance Procedure](#)
- [Social Media Policy](#)
- [Stress Management Policy](#)
- [Whistleblowing Policy and Procedure](#)

APPENDIX – GRIEVANCE PROCEDURE

Introduction

A grievance is any concern, problem or complaint that an employee has in relation to their employment.

Should an employee at any time have a grievance connected with their employment it will be the School's intention to consider and resolve it at the earliest opportunity and to the satisfaction of all concerned wherever possible.

This grievance procedure is not contractual but applies to all employees who should familiarise themselves with its provisions. It should be regarded as a guideline only and may be adapted in any particular case to suit the circumstances. In particular, while all stages of this grievance procedure will be dealt with without unreasonable delay, the time limits and processes referred to may be varied. Furthermore, this grievance procedure may be amended by the School from time to time as it considers appropriate.

Where possible, an employee should try to settle any grievance informally with a senior member of staff at the earliest opportunity. Where any grievance cannot be resolved informally, the steps contained in the formal procedure set out below should be followed.

Employee responsibilities

Employees have a responsibility to raise any grievances promptly and reasonably, to assist the School, if required, in any investigation of the matters raised in a grievance, to follow this Grievance Procedure and to attend all meetings arranged under it.

Employees may raise grievances either informally or formally. If a grievance is raised informally first, the grievance may still be raised formally subsequently if it is not resolved to the employee's satisfaction.

The School aims to deal with all grievances promptly and impartially, and to make all reasonable efforts to achieve a satisfactory outcome.

Employees have the right to appeal against a decision the School makes in respect of a grievance raised. In these cases, the grievance appeal will be dealt with by representatives of the Governing Body.

The decision at the appeal stage is final and there is no further right of appeal.

Procedure

1. Dealing with grievances informally

If an employee has any grievance, they should discuss this with a senior member of staff in the first instance, who will then attempt to resolve the situation on an informal basis.

If attempts to resolve the matter informally do not work, it may be appropriate for an employee to raise a formal grievance under the following formal procedure.

2. Right to be accompanied at grievance meetings and appeal meetings

At all formal stages of this procedure, an employee is entitled to be accompanied by a fellow employee or by a trade union official.

Should you wish to be accompanied, you must advise the name of your chosen companion to the Bursar as soon as possible and in advance of any meeting.

3. Formal procedure

The School will make all reasonable efforts to deal with formal grievances in a fair and consistent manner. While the School will make every effort to settle any grievance within the time limits detailed in this procedure, this may not be possible on some occasions.

Employees must set out the nature of the grievance, and the full particulars of it, in writing. The written grievance should be submitted to a senior member of staff in the first instance. If the grievance is against the employee's line manager, the employee should submit it to another manager or a more senior member of the School.

4. Attending the grievance meeting

The employee will be invited to a meeting to discuss the grievance, normally within five working days of the School receiving their grievance. All reasonable steps must be taken to attend this meeting.

Prior to the meeting, the employee should ensure that they are fully prepared to present their grievance, share any supporting evidence and answer any questions relating to the incident/circumstances in question.

5. Notification of the outcome

After the grievance meeting, an appropriate period of time may be taken to allow for any further investigation and/or the consideration of all the facts before a decision is reached. The School will then, normally, inform the employee in writing of its decision regarding the raised grievance without unreasonable delay. The letter will also explain their right to appeal against any decision taken.

6. Appeals against grievance outcomes

If the employee is dissatisfied with a decision made regarding a grievance they have raised, they have the right of appeal. The appeal must be made in writing addressed to the Bursar, stating the reasons for the appeal, to the individual identified in the decision letter.

This should be submitted no later than the end of the fifth working day after the employee received written notification. The first of these five working days is the day on which the employee received written confirmation of the decision.

The appeal will be heard by a panel of three Governors to be appointed by the Chair of Governors (the Grievance Panel).

7. The appeal meeting

The Grievance Panel will send a written invitation to the employee to attend an appeal meeting. This will be arranged and held as quickly as possible, normally within five days. The employee will be given an opportunity to state their case.

The employee must take all reasonable steps to attend this meeting. If the employee feels that they have a legitimate reason as to why they cannot attend the meeting on the proposed date, they must contact the person named on the invitation letter to inform them of this fact immediately. The meeting may then be delayed to facilitate their attendance, if this is considered reasonable.

The Grievance Panel will advise the employee of the decision after the appeal meeting which will be final and binding.