



Responding to Bullying and Harassment (Staff) Policy

Calcot Infants and Junior Schools

1. Document Control

Adopted / Adopted and Adapted / Schools own: **A&A from WBC model**

Review period: **2 years**

Responsible committee: **Personnel**

Statutory: **Statutory**

Required on website: **Yes**

Ratified by committee: **October 2023**

Review due: **October 2025**

Chair of Governors' signature: **Mrs Julia Kidd**

2. Change History

Version	Date	Amendment or No Change
1	2012 March	Created
2	2014 March	No changes
3	2017 March	No changes
4	2019 March	No changes
5	2021 November	No changes
6	2023 October	No changes

3. Website History

Version	Date on website
6	2023 October

Contents

1. Purpose	Error! Bookmark not defined.
2. Applicability	Error! Bookmark not defined.
3. Policy.....	Error! Bookmark not defined.
4. Implementation	Error! Bookmark not defined.
5. Roles & Responsibilities	Error! Bookmark not defined.
6. Failure to comply with the Responding to Bullying and Harassment Policy ...	Error! Bookmark not defined.
7. Review	Error! Bookmark not defined.

1. Purpose

- 1.1. The purpose of this policy is to ensure a working environment that supports the dignity of women and men at work and is free from harassment, intimidation, bullying and victimisation. It should promote a climate in which employees feel confident in bringing forward complaints of harassment or bullying without fear of victimisation.
- 1.2. The school is aware that harassment in its many forms has a detrimental and negative effect on individuals and therefore operational efficiency.
- 1.3. An advice note for headteachers and employees is provided separately. The advice note covers the types of behaviour that are unacceptable and have the effect of violating the dignity of an individual at work, and advice on how to deal with concerns raised by employees on both an informal and formal basis.
- 1.4. This policy has been the subject of consultation with trade unions and representative headteachers.
- 1.5. The policy has been formally adopted by the Governing Body of The Calcot Schools.

2. Applicability

- 2.1. This policy applies to:
 - 2.1.1. All school employees. It does not apply to members of the public, parents or students who consider they have been the subject of bullying or harassment by school employees, as separate complaints procedures apply.
 - 2.1.2. All school employees attending work-related functions outside of normal working hours, either on or off the school premises (such as Christmas parties, leaving celebrations or team-building activities).
 - 2.1.3. Members of the governing body in some circumstances (see below for details).
 - 2.1.4. NOTE: School employees who consider they have been the subject of bullying or harassment by a member of the public or parent should refer to their line manager/head-teacher who should apply the appropriate risk assessment strategy and/or school-specific policy, where necessary. Advice for the head-teacher is available from the Education Service and Legal Services if required

3. Policy

- 3.1. The school opposes all forms of unlawful and unfair discrimination, and believes that all people have the right to be treated with dignity and respect. The school will strive to ensure all employees are able to work in an environment that respects the rights of each individual employee and where colleagues treat each other with respect.
- 3.2. The school recognises that bullying and harassment does occur in the workplace from time to time, and therefore guidance has been published in an

advice note for employees and head-teachers / line managers which sets out the types of behaviour that are unacceptable, including definitions of bullying and harassment, and more detailed information on how this policy is implemented.

- 3.3. Any employee who believes that he or she is being bullied or harassed has the right to raise his/her concerns on either a formal or informal basis with his/her immediate line manager or the head-teacher (or the chair of the governing body where the employee is the headteacher or where the employee feels unable or is unwilling to raise it with the head-teacher).
- 3.4. Employees will have their concerns treated seriously, and with the appropriate level of confidentiality. The aim of any management action will be to resolve the matter as quickly and effectively as possible.
- 3.5. Employees may request that management investigate the matter formally through the school's disciplinary procedure if the complaint of bullying and harassment has not been resolved satisfactorily through normal management processes.
- 3.6. Confidentiality will be maintained as far as possible. However, if an employee decides not to take action to deal with a problem, and the circumstances described are very serious, the school reserves the right to investigate the allegations as it has an overall duty of care to ensure the safety of all employees who may be adversely affected by the behaviour of the alleged harasser/bully.
- 3.7. No employee will be subject to action for instigating either formal or informal action in respect of bullying and harassment, even if it is not upheld, as long as the allegation is made in good faith.
- 3.8. Where an allegation of bullying or harassment is found to have been made without foundation and with malicious intent, or with some other unacceptable motive, the employee making the allegation will be subject to the school's

disciplinary procedure, as will any witnesses who have given deliberately misleading statements during an investigation.

4. Implementation

- 4.1. This policy is supported by an advice note for head-teachers/line managers and employees.
- 4.2. An allegation of bullying or harassment against an employee will normally be investigated through the school's disciplinary procedure.
- 4.3. Alleged failure of management to appropriately investigate a complaint of harassment or bullying may be addressed through the school's grievance procedure.
- 4.4. Victims of unlawful harassment may involve the police. If this is the case, the headteacher/ relevant line managers within the school will need to show what steps were taken to prevent harassment and investigate complaints.

5. Roles and Responsibilities

- 5.1. The governing body has overall responsibility for the policy.
- 5.2. The chair of governors is responsible for dealing with allegations made against members of the governing body and for ensuring that individual members of the Governing Body adhere to the principals set out in this policy.
- 5.3. The governing body has responsibility for adopting the policy on responding to bullying and harassment.
- 5.4. The head-teacher is responsible for ensuring that allegations of bullying and harassment are managed appropriately and in accordance with the relevant procedures.
- 5.5. The head-teacher will normally be the person who will deal with allegations of bullying and harassment. The head-teacher will regard this as part of his/her duty of care for all employees in the school
- 5.6. Headteachers, line managers and governors are responsible for:
 - 5.6.1. Modelling appropriate behaviour in the workplace, ensuring that all employees are treated with dignity and respect.
 - 5.6.2. Establishing and maintaining a work environment free from bullying or harassment and challenging behaviour which falls short of these expectations.
 - 5.6.3. Implementing the 'Responding to Bullying and Harassment Policy' effectively within the school; responding promptly to complaints of

bullying or harassment, and taking appropriate action where necessary.

5.6.4. Providing a supportive framework for any employees who feel they are the victim of bullying or harassment, including providing support in taking either formal or informal action where necessary.

5.6.5. Monitoring managerial duties to ensure their implementation is professional and does not undermine the dignity of employees. Examples of such duties are as follows: issuing work instructions to employees; setting work-related targets and monitoring performance; setting standards of behaviour and monitoring compliance; and addressing poor performance or unacceptable behaviour.

5.7. Employees are responsible for:

5.7.1. Treating all colleagues with respect and dignity, and taking care that their behaviour does not have the effect of causing others to feel bullied or harassed at work.

5.7.2. Ensuring that they do not condone bullying or harassment at work by others and challenge such behaviour where appropriate.

5.7.3. Where appropriate, assisting any colleagues who seek help in dealing with bullying or harassment, including acting as a witness in formal proceedings where requested.

5.8. The headteacher is responsible for ensuring staff are aware of this policy

5.9. The HR Service is responsible for amending this policy in line with changing legislation and codes of practice.

6. Failure to comply with the Responding to Bullying and Harassment Policy

6.1. Failure to comply with this policy may lead to disciplinary action being taken against an employee as a result of allegations of bullying or harassment.

6.2. An employee who feels that the school management has not dealt with his/her complaint properly under this policy may raise a grievance.

7. Review

7.1 This policy will be reviewed at least every three years, and whenever there is a need to comply with new legislation or codes of practice

Other relevant documentation:

- Responding to Bullying and Harassment - Advice notes for headteachers and employees
- Code of Conduct in Schools