



Name:	Date written:
Bullying and Harassment Policy	2021
Written by:	Date of Review:
Emma Holmes/ Louise Lloyd-Evans	14/9/23

Policy Statement

The aim of this policy is to prevent harassment and bullying in the workplace which includes harassment and bullying by other workers or by third parties.

Aims and Purpose

As part of the Kindergarten's overall commitment to equality of opportunity, we are fully committed to promoting a fair and harmonious working environment in which everyone is treated with respect and dignity and in which no individual feels bullied, threatened or intimidated.

Harassment or bullying at work in any form is unacceptable behaviour and will not be permitted or condoned and will be viewed as a gross misconduct offence which may result in dismissal without notice.

Harassment and bullying detract from a productive working environment and can impact on the health, confidence, morale, and performance of those affected by it, including anyone who witnesses or has knowledge of the unwanted or unacceptable behaviour. This policy clarifies what we mean by harassment and bullying and the procedures in place to ensure it doesn't happen.

Applicability

Staff
Families

Definition of Terms

Bullying

- ▶ Although there is no legal definition of bullying, it can be described as unwanted behaviour from a person or group that is either:
 - offensive, intimidating, malicious or insulting
 - an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone
- ▶ Bullying might:
 - be a regular pattern of behaviour or a one-off incident
 - happen face-to-face, on social media, in emails or calls

- happen at work or in other work-related situations
- not always be obvious or noticed by others
- Examples of bullying at work could include:
 - spreading malicious rumours about someone
 - consistently putting someone down in meetings
 - deliberately giving someone a heavier workload than everyone else
 - excluding someone from team social events
 - someone consistently undermining their manager's authority
 - putting humiliating, offensive or threatening comments or photos on social media
- Sometimes bullying might be classed as harassment, if it's related to certain 'protected characteristics' under discrimination law (Equality Act 2010).

Harassment

- By law, harassment is when bullying or unwanted behaviour is related to any of the following (known as 'protected characteristics' under the Equality Act 2010):
 - age
 - disability
 - gender reassignment
 - race
 - religion or belief
 - sex
 - sexual orientation
- As with bullying, the person being harassed might feel:
 - disrespected
 - frightened
 - humiliated
 - insulted
 - intimidated
 - threatened
 - undermined
- For it to count as harassment, the unwanted behaviour must have either:
 - violated the person's dignity, whether it was intended or not
 - created an intimidating, hostile, degrading, humiliating or offensive environment for the person, whether it was intended or not
- The law on harassment also applies to:
 - a person being harassed because they are thought to have a certain protected characteristic when they do not
 - a person being harassed because they're linked to someone with a certain protected characteristic
 - a person who witnesses harassment, if what they've seen has violated their dignity or created an intimidating, hostile, degrading, humiliating or offensive working environment for them

Overview

Staff Member's Rights

Staff Member's Responsibilities

Young Friends Kindergarten Responsibilities

Procedures

Staff Member's Rights

Staff have the right to work in an environment which is free from any form of harassment or bullying. Young Friends Kindergarten recognises their staff member's right to complain about harassment or bullying should it occur. All complaints will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that, when a complaint is made, the team member will be protected from further acts of bullying and harassment. If others also give evidence or information in connection with the complaint, they equally will be protected. Perpetrators of these acts will be subject to disciplinary action which may warrant dismissal.

Staff Member's Responsibilities

Each member of staff has a responsibility to help ensure a working environment in which the dignity of everyone is respected. Everyone must comply with this policy and ensure that their behaviour to colleagues does not cause offence and could not in any way be considered to be harassment or bullying.

Staff should discourage harassment and bullying by making it clear that they find such behaviour unacceptable. They should also support colleagues who suffer such treatment and are considering making a complaint. Staff must alert a manager or deputy-manager immediately to any incident of harassment or bullying to enable us to deal with the matter promptly and effectively.

Young Friends Kindergarten Responsibilities

Young Friends will ensure that adequate support and training is made available to promote respect and dignity in the workplace and to deal effectively with complaints of harassment and bullying. This policy will be communicated effectively to all employees, and we will ensure that all employees are aware of their responsibilities.

In order to raise a complaint of harassment or bullying, please refer to the Complaints Policy

External Links and Organisations

The Equality Act: [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Relevant Policies and Documents

Complaints Policy
Disciplinary Policy
Staff Code of Conduct
Equalities and Diversity Policy

Authorisation

Signature:

A handwritten signature in black ink, appearing to read 'Louise Lloyd-Evans', written in a cursive style.

Louise Lloyd-Evans
Owner and Director

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