



Bullying and Harassment Policy

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Policy Statement

Young Friends Kindergarten is committed to providing an environment in which all staff, children, and families are treated with dignity and respect. Bullying, harassment, and victimisation are unacceptable and will not be tolerated under any circumstances.

This policy sets out how we prevent, address, and resolve incidents of bullying and harassment, ensuring the wellbeing of everyone in our community.

Definitions

- **Bullying:** Repeated, unreasonable behaviour directed towards an individual or group, creating a risk to health and safety.
 - **Harassment:** Unwanted behaviour related to a protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.
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Preventative Measures

- Promote an inclusive and respectful culture through training, supervision, and modelling positive interactions.
 - Actively challenge any disrespectful language or behaviour.
 - Embed mutual respect and kindness into everyday practice.
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How to Report a Concern

Step 1: Informal

- Speak directly with the person (if safe) to explain the behaviour is unwelcome.
- Alternatively, speak to a senior team member or the manager for support.

Step 2: Formal

- Raise the issue with the Owner/Manager (Louise Lloyd-Evans).
- Submit a written complaint if possible.
- The complaint will be logged and investigated promptly, with **acknowledgement within 48 hours** and an outcome normally within **28 days**. If more time is needed, you will be informed of the reason and the expected timescale.
- The formal complaint process will follow the same principles as set out in the **Complaints Policy**.

Step 3: Investigation

- Both parties may be interviewed.
- Witnesses may be asked for input.
- Notes will be taken and stored confidentially.
- You will receive a formal written outcome.
- Where needed, mediation or disciplinary procedures may follow.

Support and Protection

- Any individual raising a concern will be supported and not penalised.
- Retaliation or further intimidation will result in disciplinary action.
- Confidentiality will be maintained wherever possible.
- External mediation may be offered if appropriate.

Anonymous Complaints

- Anonymous concerns will be considered, but anonymity may limit the scope of the investigation.

When Behaviour Occurs Outside Work

Harassment or bullying may still fall under this policy if:

- It occurs on work trips or social events.
- It involves digital communication related to the workplace (e.g. WhatsApp, social media).

False Allegations

If an allegation is found to be made maliciously or dishonestly, this will be treated as misconduct and investigated separately.

Escalation

If you are not satisfied with the outcome:

- Raise the matter with the Owner/Director for review.
- Staff may also seek advice from ACAS or escalate via their trade union.
- Where the concern involves safeguarding, it will be reported to the **Local Authority Designated Officer (LADO)**.
- Ofsted can also be contacted if there are concerns about children's safety or wellbeing.

Related Policies

- **Complaints Policy** – for the formal complaint procedure.
- **Grievance Policy** – for other workplace concerns not involving bullying or harassment.
- **Safeguarding Policy** – for any concerns relating to child safety.
- **Equality and Inclusion Policy** – to ensure fairness and respect for all.