



Suitable person

2.4.1 Bullying and harassment: policy and procedures

Policy statement

At School House Nurseries we create a working environment in which bullying and harassment are never acceptable. The aim of this policy is to ensure incidents of bullying and harassment can be recognized and dealt with effectively and swiftly.

General principles

- This policy applies to all staff, employees, visitors, contractors and staff from other organisations working on the premises.
- Everyone will treat one another with dignity and respect.
- Each member of staff is responsible for ensuring that their conduct is in line with the standards set out in this policy.
- Allegations raised regarding bullying and harassment will be taken seriously and dealt with in confidence.
- Employees making a complaint, or employees who assist a colleague in making a complaint, will not be victimised in any way.
- Bullying and harassment may be treated as a disciplinary offence and where allegations are founded, may lead to instant dismissal.
- Disciplinary action may also be taken if a complaint is found to have submitted maliciously or in bad faith.
- All complaints, associated correspondence and interviews will be treated in strict confidence.

What is bullying and harassment?

- Harassment is unwanted conduct affecting the dignity of someone in the workplace, where actions or comments are viewed as demeaning and unacceptable to the recipient. The comments may be related to age, gender, race, disability, religion, belief, sexuality, nationality or any personal characteristic, and may be persistent or an isolated incident.



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

When does bullying or harassment take place (and when do they not)?

- Bullying or harassment may be by an individual against an individual or involve groups of people.
- It may be obvious or it may be insidious.
- It may take place in private or in public.
- It may be face-to-face or it may be in written communications such as email, text or social media.
- Whatever form it takes, it is unwarranted and unwelcome to the individual.
- An occasional raised voice or argument is not bullying

Examples of bullying/harassing behaviour include:

- Bullying by exclusion – this may take the form of social isolation or exclusion from meetings.
- Unfair treatment, such as destructive criticism.
- Intimidating behaviour.
- Verbal abuse.
- Humiliation or ridicule.
- Setting of unrealistic targets which are unreasonable and /or changed with limited notice or consultation.

Responsibility of staff and managers

There are a number of things that staff can do to help prevent harassment. These include:

- Setting a positive example by treating others with respect.
- Being aware of this policy and complying with it.
- Not making personal comments which you think may be unwelcome.
- Not accepting behaviour that may be offensive when directed against you or others and taking positive action to ensure that it is challenged and/or reported.
- Being supportive of colleagues who may be subject to bullying and/or harassment.

Senior staff have a responsibility to ensure that the policy is followed, fairly and consistently. Their duties will involve:

- Advising other staff where individuals feel that they are being harassed or bullied in the course of their employment.
- Ensuring the effective implementation of this policy.
- Monitoring the incidence of bullying and harassment and initiating appropriate action if it occurs.

- Reviewing and amending this policy as necessary.

This policy was updated and reviewed in:

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	