



Old Hall Primary School

Anti-Harassment in the Workplace

Policy Statement

Old Hall Primary School is committed to a working and learning environment where people can achieve their full potential. The School's policy and procedure on harassment is designed to provide:

- an environment where it is clear that harassment is unacceptable, thereby reducing the chance that harassment will occur in the first instance
- a mechanism to resolve complaints where it is felt that harassment has occurred

Disciplinary action may be taken to deal with actions or behaviour, intentional or unintentional, which results in a breach of this policy.

Disciplinary action may also be taken if allegations of harassment are found to be malicious or vexatious.

It should be noted that harassment can also lead to civil and criminal claims beyond the School's own disciplinary proceedings.

Scope of Policy

- a. This policy applies to all pupils, staff, parents and Governors at the School and relates to harassment perpetrated by anyone within these groups
- b. Harassment is not necessarily confined to the behaviour of senior staff towards more junior staff; it can take place between colleagues at the same level or involve staff behaving inappropriately towards more senior staff
- c. The policy also relates to any form of harassment perpetrated by a visitor to school, or parent or Governor, which is directed at a member of staff or a pupil

Definition of Harassment

For the purpose of this policy, harassment is defined as unwelcome comments (written or spoken) or conduct which:

- a. violates an individual's dignity, and/or
- b. creates an intimidating, hostile, degrading, humiliating or offensive environment
- c. this reflects the statutory definition of harassment as outlined in the recent Race and Employment Directive. It should be noted that racial harassment and harassment relating to disability are now considered to be examples of direct discrimination
- d. Examples of the different types of harassment are included in Appendix A

Responsibility of all staff and pupils

All staff and pupils can help to:

- a. prevent harassment by being sensitive to the reactions and needs of others, and ensuring that their conduct does not cause offence
- b. discourage harassment by others through making it clear that such conduct is unacceptable, and supporting colleagues and peers who are taking steps to stop the harassment.
- c. providing an environment where it is clear that harassment is not acceptable
- d. taking action when it is aware that harassment may be of it taking place
- e. ensuring that school leaders are aware of their responsibility for trying to prevent and, in the first instance, resolve problems in the immediate workplace

Monitoring and policy procedures

- a. the Staffing Committee will compile statistics relating to cases of harassment and will provide an annual report to the Governors containing information about the number and nature of complaints and any disciplinary action taken, without naming the individuals involved
- b. this policy will be regularly reviewed

Individual liability

- a. A member of staff or pupil who is found to be harassing another individual could be liable at law for his/her actions. This will be reported to Bury Police (0161 856 8181 burynorth@gmp.police) ; adults may face action in the courts.

Raising Awareness

- a. if any member of the school feels harassed in any way they should report this to an “appropriate person”.
- b. the “appropriate person could be a teacher, a leadership team member or the head teacher”
- c. If the harassment is by a senior member of the school, then the Chair of Governors should be informed.

April 2017

Review date: May 2019

APPENDIX A – Examples of Harassment

The examples given below, which include unacceptable physical and verbal conduct, are not exhaustive. Harassment on grounds of race, sex and disability now constitute forms of discrimination under the law.

Sex-related harassment

Examples include displaying power over a man or a woman because of gender through disparaging gender-related remarks and threatening behaviour.

Sexual harassment

Examples include unnecessary touching, unwelcome jokes of a sexual nature, inappropriate use of suggestive individual display unit material, intimidating behaviour such as asking for, or offering, sexual favours in return for positive academic assessment or promotion.

Harassment on groups of sexual orientation

Examples include homophobic remarks or unwelcome jokes, threats to disclose sexuality and intimate questions about sexual activity.

Racial harassment

Examples include inappropriate questioning and/or jokes about racial or ethnic origin, offensive graffiti and intimidating behaviour, including threatening gestures.

Personal harassment

Examples include making fun of personal circumstances or appearance.

Bullying

This can be physical or psychological. Examples of psychological bullying include unmerited criticism, isolation, gossip, essential information withheld, or behaviour that is intimidating or demeaning.

Harassment of disabled people

Examples include discussion of the effects of a disability on an individual's personal life, uninvited touching or staring, and inappropriate questioning about the impact of someone's disability.

Age harassment

Examples include derogatory age-related remarks and unjustifiable dismissal of suggestions on the grounds of the age of the person.

Stalking

This can be physical or psychological. Examples include leaving repeated or alarming messages on voicemail or e-mail, following people home, or approaching others to ask for personal information.

Cyber bullying

This can be through unwanted contact on:

1. Social Networking web-sites
2. Through e-mails or text messages