

All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the school including the Early Years Foundation Stage.

Hampstead Hill School

Staff Anti Bullying and Harassment Policy



Procedure for Dealing with Bullying and Harassment

The work environment should be free of bullying, harassment and intimidation, whether it is of a sexual, racial or other origin.

It is the School's responsibility to ensure that all complaints of bullying and harassment are fully investigated and prompt action taken to transfer and/or discipline the perpetrator. Bullying and Harassment may be considered to be Gross Misconduct, and perpetrators may be subject to summary dismissal under the disciplinary rules.

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

Harassment, in general terms, is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to sex, race, colour, national or ethnic origin, religious or similar philosophical belief, marital status, sexual orientation, disability, political convictions, membership or non-membership of a Trade Union, age or spent convictions of ex-offenders or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Examples of Bullying and Harassment include, but are not limited to:

- spreading malicious rumours, using inappropriate or offensive language, i.e. swearing or insulting someone (particularly on the grounds of age, race, sex, sexual orientation and religion or belief)
- copying memos that are critical about someone to others who do not need to know
- ridiculing or demeaning someone — picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances — touching, standing too close, display of offensive materials
- promises / threats related to sexual activities.
- making threats or comments about job security without foundation
- messages via social media- for example, Facebook, Twitter.
- messages via mobile phones.

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- deliberately undermining a competent worker by overloading and constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities.

Any employee who believes that some form of discrimination, harassment or bullying is occurring should consult on a confidential basis with the Principal, using the grievance procedure. The Principal will investigate and take the appropriate action.

Any employee who retaliates against an employee for complaining about harassment will be disciplined as will any employee who makes a false allegation of harassment with malicious intent.