



BULLYING & HARRASSMENT

POLICY

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BULLYING & HARRASSMENT POLICY

1	<p>At KPC Youth we believe that everyone has the right to be treated with dignity and respect – whether staff, volunteers or members.</p> <p>KPC Youth is committed to equal opportunities and will not tolerate bullying, harassment or intimidation in any form. KPC Youth recognises that every member of staff, volunteer or young person attending has the right to be within an environment which encourages respectful, considerate and dignified relations and behaviour.</p> <p>All staff and trustees have a responsibility to prevent bullying and harassment from taking place and to deal with it as they would any other form of employee misconduct/or according to our member's code of behaviour.</p> <p>Every employee and volunteer is responsible for their own behaviour under this policy and bullying and harassment, where proven, can lead to disciplinary action which may include dismissal. If an employee, volunteer or member is being subjected to bullying or harassment in any form, they should not feel it is their fault or that they have to tolerate it. An employee or volunteer will not suffer victimisation as a result of their complaint.</p> <p>KPC Youth operates a Code of Conduct for all staff, and volunteers which is renewed annually.</p>	
2	<p>Bullying behaviour can be:</p> <ul style="list-style-type: none"> • Offensive, intimidating, malicious or insulting behaviour • It can be done through an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient • It can in varying forms such as physical, verbal, sexual harassment, racism 	
3	<p>Harassment is defined as:</p> <ul style="list-style-type: none"> • Unwanted conduct affecting someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment • It can be related to age, race, disability, religion or belief, sexual orientation, nationality or any personal characteristic of the individual, and can be persistent or done in isolation. 	

	Key to this is that the actions or comments are viewed as demeaning and unacceptable to the recipient	
4	<p>Bullying & harassment can take many forms, which include:</p> <ul style="list-style-type: none"> • Unnecessary or unwarranted physical contact • Spreading malicious rumours, or insulting someone by word or behaviour • Exclusion or victimisation • Ridiculing or demeaning someone • Overbearing supervision or other misuse of power or position • Unwelcome sexual advances/coercion for sexual favours • Deliberately undermining another competent worker by overloading and constant criticism • Jokes, offensive language, obscene gestures • Failing to safeguard confidential information <p>It is important that anyone who believes that they have experienced bullying or harassing behaviour should keep a diary of all incidents, including dates, times, any witnesses etc.</p> <p>KPC recognises that Bullying & Harassment can lead to illness, absenteeism, less commitment, poor performance and resignation and can be extremely distressing for the victim. Employees can be subject to high levels of personal stress which can damage morale and lead to higher labour turnover, reduced productivity, lower efficiency and divided teams.</p>	
5	<p>Informal Procedures:</p> <p>Staff & Volunteers:</p> <ul style="list-style-type: none"> • If you believe yourself to be being bullied/harassed, you need to take action as soon as possible • Tell the harasser or bully to stop whatever it is they are doing to cause distress, explaining the effect it is having on you • If this is not possible, then you may consider putting in writing to the perpetrator details of what it is you object to in their behaviour (keeping copies of this, and any replies received) • If you are unable to tackle the person concerned, then initially you can discuss with the Senior Youth Worker or Project Development Manager. This discussion will be confidential, although they may need to seek suitable advice. • If the employee consents, the Senior Youth Worker or Project Development Manager can contact the alleged harasser on an informal basis with a view to resolution without formal action. The alleged harasser will be advised it is an informal meeting, and they may have a friend or colleague accompany them • If the complaint is against the Project Development Manager, then the employee or Volunteer should go to the Chair of our Directors. 	

6	<p>Formal Procedures:</p> <p>If you feel the harassment is of a serious nature or if it continues following a request to stop, then you should bring a formal complaint in writing to the Project Manager stating clearly the grounds for the complaint:</p> <ul style="list-style-type: none"> • Name or harasser • Nature of the harassment • Dates & time when harassment occurred • Names of any witnesses • Any action already taken to stop the harassment <p>A meeting will then be held to discuss the matter. At the meeting you may be accompanied by a friend or work colleague if you wish. The alleged harasser will be informed that a complaint has been made.</p> <p>The complaint will be thoroughly investigated by the Project Development Manager initially, then by the Board of Directors, who may seek further advice if applicable. If the complaint is against the Project Development Manager, then the investigation will be undertaken by the Board. The investigation will take place as quickly as possible, with confidentiality at all times. All employees involved in the investigation are expected to respect the need for confidentiality. Failure to do so will result in a disciplinary offence. Confidential records will be kept of all actions taken and dates.</p> <p>Following the investigation, if found that the complaint cannot be substantiated, no further action will be taken. Both parties will be notified in writing of the decision within 7 days of the decision having been taken.</p> <p>If the complaint is substantiated, then KPC's disciplinary procedure will be followed. Disciplinary action may involve a formal warning or dismissal.</p> <p>If the complainant disagrees with the decision and/or believes that procedures were not properly applied, they have to raise this matter under KPC Youth's Grievance procedures.</p> <p>Complaints of bullying or harassment are treated seriously by KPC Youth and if it is found that the complaint was malicious or mischievous the complainant may be subject to the appropriate disciplinary action. The victim may be referred for counselling if appropriate. (Please also see KPC Youth's Equal Opportunities Policy and your Contract of Employment)</p>	
7	<p>Bullying & Harassment of Members:</p> <p>At KPC Youth we do not condone bullying or harassment of members whilst attending KPC Youth. We are aware that many cases of bullying spill over from school, where members live, but it is not acceptable here, and members are made aware on joining and renewing membership that we do not tolerate this type of behaviour.</p>	

8	<p>Procedures for Dealing with Bullying between Members:</p> <ul style="list-style-type: none">• Each member involved will be spoken to by the Senior Youth Worker on duty to determine type of bullying, cause etc., and assess the situation• Discussions may then lead to a joint meeting to come to some form of agreement and way forward• In some instances this may result in a member being given a short ban• Schools may be contacted if we are aware that the issue has spilled over from there• Parents may also be informed of the issues when necessary• Adequate supervision by staff of all areas/shutting off of rooms if insufficient staff on to monitor them• All issues relating to bullying or harassment between members must be logged in the Incident Book <p>Regular workshops are run to raise awareness of bullying and ways to cope/where to go for support. In addition bullying is addressed through other workshops undertaken by members including emotional well-being, friendships/relationships etc, as well as an Agored Cymru on Bullying.</p>	
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