



Anti Bullying, Harassment and Victimisation Policy

Approved by the Governing
Body on: April 2025

Date of Next Review:
April 2027

"God is love, and he who lives in love lives in God, and God lives in him" (1 Jn 4:16)

Our mission is to provide an excellent Catholic education for all our students which enables them to respond to the call of Christ throughout their lives. Caritas – the love which is God – is the gold thread running through everything we do. We welcome and accept all our students and staff as unique individuals created in the image of God. We treat one another with kindness and respect. We are a community of Caritas where everyone feels safe, supported and inspired to make a difference in our local, national and global communities. We strive for the highest quality of learning and teaching that inspires us all to discover and develop our God-given gifts and talents, to excel in the present and aim high in the future.

Our three Newman values are;

Caritas – I have been created for a specific purpose | Excellence – I always aim for my personal best | Together – I am a link in a chain

Our commitment to the care of our most disadvantaged students is core to our Catholic mission of what Pope Francis calls the preferential option of the poor.



Caritas | Excellence | Together

Common Good | Common Home | Dignity | Solidarity | Subsidiarity | Participation

Anti Bullying, Harassment and Victimisation Policy

To be read in conjunction with the Anti Bullying, Harassment and Victimisation Procedure.

Contents

- 1 Introduction
- 2 Scope
- 3 Definition of terms
- 4 Principles
- 5 Criminal offence
- 6 Equality and diversity statement
- 7 How the school will implement the policy
- 8 The legal position
- 9 Roles and responsibilities
- 10 Consultation, approval, ratification and review
- 11 Further information
- 12 Vexatious or malicious complaints

1 Introduction

The school has a zero-tolerance approach to bullying, harassment and victimisation and is committed to tackling this at all levels and ensuring all staff feel a sense of belonging.

The purpose of this policy is to assist in maintaining a supportive, inclusive and respectful working environment where unacceptable behaviour is easily identified, challenged and stopped. It is intended this will improve employee performance, raise morale, reduce stress and absence levels and aid retention.

All employees are entitled to:

- a working environment free from bullying, intimidation, harassment or victimisation
- be treated with dignity, respect and courtesy
- experience no form of unlawful discrimination
- be valued for their skills and abilities

Related content

- Anti bullying, harassment and victimisation procedure

2 Scope

This policy, and the procedure, are intended to set out how to raise complaints of bullying, harassment and victimisation against a colleague also employed by the school.

3 Definition of terms

3.1 Bullying

While there is no legal definition of bullying, the Advisory, Conciliation and Arbitration Service (ACAS) defines it as is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

3.2 Harassment

Harassment is unwanted conduct related to a protected characteristic(s) and includes sexual harassment as unwanted behaviour of a sexual nature. Harassment has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. The protected characteristics are set out in the Equality Act 2010.

3.3 Discrimination

Discrimination is treating someone less favourably than someone else because of a protected characteristic they hold.

3.4 Victimisation

Victimisation is a term used in discrimination law to describe action by one person, against another, in retaliation for involvement in bringing or supporting a complaint of discrimination.

3.5 Complainant(s)

Employees raising a complaint.

3.6 Respondent(s)

Employees who are the subject of a complaint.

3.7 Investigation Manager

Person appointed to investigate and determine an outcome.

4 Principles

4.1

All employees are responsible for ensuring they behave in an appropriate manner, showing respect for colleagues and others working alongside them or engaged by the school.

4.2

Senior leaders have responsibility for setting standards. They should set a good example and ensure concerns raised are acted upon expediently.

4.3

All employees are responsible, where possible, for appropriately challenging inappropriate behaviour either witnessed or towards them. If an employee does not feel able or safe to challenge the person responsible directly, they should raise their concerns with someone else, such as the Respondent's manager.

4.4

Bullying is more usually a regular pattern of behaviour but can be a one-off incident if sufficiently serious.

4.5

Unacceptable behaviour may be verbal or written, intentional or unintentional.

4.6

Comments or actions may have taken place outside the working environment, such as at work related social events or via social media.

4.7

Online behaviour is considered equivalent to face-to-face behaviour. Employees must not engage in any conduct online that would not be acceptable in the working environment or that is unlawful. For example, making derogatory remarks, bullying, intimidating or harassing other users, using insults or posting content that is hateful, slanderous, threatening, discriminatory or pornographic. This includes online content that impacts on work such as the use of social media accounts (for example Twitter, Facebook or personal blogs) which may have been written out of working hours or using personal equipment. [Please refer to the Social Media Policy for more information.]

4.8

It is likely that unacceptable behaviour, found to have taken place following formal investigation, may lead to disciplinary action.

4.9

If an employee approaches a manager within their reporting hierarchy, for example, their manager or their line manager's manager, and that manager ignores/dismisses/refuses to acknowledge/discuss issues of bullying, harassment or victimisation, then they may be seen as complicit in any such act (in that they are allowing it to continue). It is noted a manager would not be expected to act against the wishes of the person experiencing unacceptable behaviour, unless there are over-riding health and safety reasons (including personal safety). If a manager is unsure about escalating they should seek advice from a more senior manager or the school's designated HR Consultant.

4.10

Proportionate actions by a manager to support and encourage an employee to perform against key objectives and to manage performance appropriately do not constitute bullying or harassment.

4.11

Support and advice is available, more detail is set out in the procedure.

5 Criminal offence

When a criminal offence may have been committed, the Anti Bullying, Harassment and Victimisation Policy may not be appropriate. These cases include, but are not limited

to, serious assault or threat of serious assault. Employees may wish to seek advice from their manager, the school's designated HR Consultant and/or approach the Police directly.

6 Equality and diversity statement

The school is committed to equality, creating fair and equitable outcomes for our teachers, support staff and pupils, and embraces diversity in our working environment. Our policies, procedures and guidance apply to all employees, inclusive of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, nationality, religion or belief, sex and sexual orientation.

7 How the school will implement the policy

The school requires all employees to support and comply with the principles of this policy.

8 The legal position

The law underpinning this policy is the Equality Act 2010.

Other relevant legislation is the Health and Safety and Work Act 1974.

9 Roles and responsibilities

Achieving dignity and respect at work requires collaborative effort by managers and employees.

The Senior Leadership Team (SLT) will:

- demonstrate their commitment and support of this policy and reflect the policy's principles within their own management practices
- All managers are responsible for ensuring that they:
- support the implementation of the policy and apply it in a fair, consistent and transparent way
- communicate to all their direct reports the behaviour expected of them, and set boundaries
- intervene to stop unacceptable behaviour
- take appropriate action if unacceptable behaviour continues
- provide a supportive working environment
- provide support for individuals who make a complaint, and those that are subject to complaints
- set a good example by their own behaviour

Employees:

- have a responsibility to help create and maintain a work environment free from bullying and harassment
- should collaborate in stopping unacceptable behaviour by treating colleagues with dignity and respect
- should understand how their own behaviour may affect others and if necessary, when to change it
- will intervene, if possible, to stop unacceptable behaviour and give support to Complainants
- will make it clear to colleagues if they find their behaviour unacceptable and explain why
- will report allegations of bullying and harassment to their manager (or appropriate manager) and fully engage in the investigation of the complaint
- are required to co-operate with the process if a complaint is raised against them or if they have raised a complaint
- will complete any mandatory training required by the school
- School Trade Unions:
 - have the right to be consulted on any modifications to the policy
 - support trade union members alleging harassment, bullying or victimisation and members who have allegations raised against them

10 Consultation, approval, ratification and review

The policy has been shared with trade unions for comment and input.

The policy and procedure will be reviewed after three years, or earlier if required by changes in legislation. Any changes will be consulted upon with the recognised trade unions.

11 Further information

This policy should be read in conjunction with the school's Code of Conduct, Disciplinary Procedure, Social Media Policy and Health and Safety Policy.

12 Vexatious or malicious complaints

If there is evidence that allegations of harassment or bullying have been made vexatiously or maliciously, and/or that false information has been provided, disciplinary action may be taken.

Policy details and version history

Policy details

- Policy owner: Policy

- Last review date: October 2024
- Next review date: October 2027

Version history

- October 2024 - Policy and procedure reviewed and update