



Anti-Harassment and Bullying Policy

Date Reviewed:	September 2025
Next Review Date:	September 2026
Policy Owner:	Mrs Gemma Mitchell
Ratified @ FGB/Committee Name & Date:	New Policy

Mission Statement

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

Statement of Aims & Objectives

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of Christian values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



Safeguarding

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark Pauline.clark@oakhyrstgrangeschool.co.uk

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Introduction

Oakhyrst Grange School actively promotes democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer.

Policy statement

We are committed to providing a working environment free from harassment and bullying and ensuring all staff are treated, and treat others, with dignity and respect. Harassment, bullying or victimisation of any member of staff, or anyone they come into contact with during the course of their work, can be unlawful and will not be tolerated. We will take proactive steps to prevent the harassment, bullying and victimisation of all staff. Anyone who is a victim of, or witness to, harassment, bullying or victimisation is encouraged to report it in accordance with this policy or under our Prevention of Sexual Harassment Policy where it relates to conduct of a sexual nature.

You should not engage in any behaviour or conduct which may amount to harassment, bullying or victimisation of another person at work. Harassment, bullying and victimisation are regarded as disciplinary offences and in serious instances may lead to summary dismissal.

About this policy

The purpose of this policy is to set out a framework for line managers to deal with harassment, bullying or victimisation that occurs by staff (which may include consultants, contractors and agency workers) and also by third parties such as parents, suppliers or visitors to our premises. Unlawful harassment that involves conduct of a sexual nature is dealt with separately under our Prevention of Sexual Harassment Policy.

This policy covers harassment, bullying or victimisation which occurs at work and out of the workplace, such as on School trips or at work-related events or social functions, or on social media.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

Who does this policy apply to?

This policy applies to all employees, contractors, peris, visiting specialists, consultants, self-employed contractors, casual workers, agency workers and volunteers.

Who is responsible for this policy?

The Board of Governors has overall responsibility for the effective operation of this policy but has delegated responsibility for overseeing its implementation to the Headteacher. Suggestions for change should be reported to the Headteacher or Business Manager.

Line managers have day-to-day responsibility for this policy and you should refer any questions about this policy to them in the first instance.

What is harassment?

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.



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It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Unlawful harassment that involves conduct of a sexual nature is dealt with separately in our Prevention of Sexual Harassment Policy. Harassment is unacceptable even if it does not fall within any of these categories.

Harassment may include, for example:

- unwanted physical conduct or “horseplay”, including touching, pinching, pushing and grabbing;
- racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group or gender
- disclosing or threatening to disclose someone’s sexual orientation or gender identity against their wishes
- offensive e-mails, text messages or social media content
- mocking, mimicking or belittling a person’s disability

A person may be harassed even if they were not the intended “target”. For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

What is victimisation?

Victimisation includes subjecting a person to a detriment because they have done, or are suspected of doing or intending to do, any of the following protected acts:

- Bringing proceedings under the Equality Act 2010
- Giving evidence or information in connection with proceedings under the Equality Act 2010
- Doing any other thing for the purposes of or in connection with the Equality Act 2010
- Alleging that a person has contravened the Equality Act 2010

Victimisation may include, for example:

- Denying someone an opportunity because it is suspected that they intend to make a complaint about harassment
- Excluding someone because they have raised a grievance about harassment
- Failing to promote someone because they accompanied another staff member to a grievance meeting
- Dismissing someone because they gave evidence on behalf of another staff member at an employment tribunal hearing

Harassment and victimisation are unlawful and will not be tolerated. They may lead to disciplinary action up to and including dismissal.

Third-party harassment

Third-party harassment occurs where a person is harassed by someone who does not work for, and who is not an agent of, the same employer, but with whom they have come into contact during the course of their employment. Third-party harassment could include, for example, derogatory comments about a person's age, disability, pregnancy, colour, religion or belief, sex or sexual orientation from a parent, supplier or visitor to the School's premises.



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Third-party harassment can result in legal liability and will not be tolerated. All staff are encouraged to report any third-party harassment they are a victim of, or witness, in accordance with this policy or our Prevention of Sexual Harassment Policy where it relates to conduct of a sexual nature.

Any harassment by a member of staff against a third-party may lead to disciplinary action up to and including dismissal.

What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:

- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about someone's performance;

Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

If you are being harassed, bullied or victimised: informal steps

If you are being harassed, bullied or victimised, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If you do not feel comfortable raising the issue with the person responsible, or have done so but it has not resolved the issue, you should speak to your line manager, who can provide confidential advice and assistance in resolving the issue formally or informally.

If you feel unable to speak to your line manager because the complaint concerns them, then you may speak informally to a more senior colleague, your Head of Department or Business Manager.

If you are not certain whether an incident or series of incidents amounts to bullying, harassment or victimisation you should initially contact your line manager or Business Manager informally for confidential advice.

Raising a formal complaint

If informal steps are not appropriate, or have not been successful, you should raise the matter formally under the Staff Grievance Procedure.

If, following the conclusion of the grievance process, we consider you have been harassed, bullied or victimised by an employee the matter will be dealt with under our Staff Disciplinary Policy as a case of possible misconduct or gross misconduct. If the perpetrator is a third party such as a parent or visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.



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As a general principle, the decision whether to progress a formal complaint is up to you. However, we have a duty to protect all staff and may pursue the matter independently if, in all the circumstances, we consider it appropriate to do so.

If you witness harassment, bullying or victimisation

Staff who witness harassment, bullying or victimisation are encouraged to take appropriate steps to address it. Depending on the circumstances, this could include:

- Intervening where you feel able to do so
- Supporting the victim to report it or reporting it on their behalf
- Reporting the incident where you feel there may be a continuing risk if you do not report it
- Cooperating in any investigation into the incident

All witnesses will be provided with appropriate support and will be protected from victimisation.

Protection and support for those involved

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Staff Disciplinary Policy. We will seek to ensure that you are not in any way penalised whether directly or indirectly for bringing a complaint and the situation will be monitored to ensure that the harassment has stopped.

If you believe you have suffered any such treatment you should inform your line manager or Business Manager. If the matter is not remedied, you should raise it formally using our Staff Grievance Procedure.

Support and guidance can be obtained from the following external services:

- The Equality Advisory and Support Service (www.equalityadvisoryservice.com)
- Protect (www.protect-advice.org.uk)
- Victim support (www.victimsupport.org.uk)

False or malicious allegations

Making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Staff Disciplinary Policy.

Confidentiality and record keeping

Confidentiality is an important part of the procedures provided under this policy. Details of an investigation into a formal complaint and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. Breach of confidentiality may give rise to disciplinary action under our Staff Disciplinary Policy.

Information about a complaint by or about you may be placed on your personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our Data Protection Policy.

This Policy is subject to regular review.