

# Anti-Bullying & Harassment Policy

Positive Smiles C.I.C.

## Document control

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| 1.1     | Annual Review & Policy Amended                                           | 03/12/2019         | 03/12/2020          | Shabir Siddiq |
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| 1.4     | Annual Review Changed to Academic Year Start                             | 01/08/2023         | 31/07/2024          | Shabir Siddiq |
| 1.5     | Annual Review                                                            | 01/08/2024         | 31/07/2025          | Shabir Siddiq |
| 1.6     | Annual Review & header logo change                                       | 01/08/2025         | 31/07/2026          | Shabir Siddiq |
| 1.7     | Annual review, Positive Smiles rebrand and realignment to adult services | 01/08/2026         | 31/07/2027          | Shabir Siddiq |

## AIM

Positive Smiles recognises that the safety and wellbeing of its staff and participants is central to everything we do. Positive Smiles is therefore committed to creating and maintaining a working and learning environment that is safe and secure, and free from any form of harassment or bullying, for all participants and staff.

Positive Smiles recognises that without such commitment, any individual through no fault of their own could be subjected to such unacceptable behaviour. Harassment and bullying are unacceptable at Positive Smiles and will not be tolerated. Any proven instances will be treated as misconduct or gross misconduct under the appropriate disciplinary policy.

## SCOPE

This policy applies to staff, volunteers, participants and any visitors or contractors.

## DEFINITIONS:

Harassment may take place because of any issues relating to the following:

- Ethnicity, race or national origin.
- Gender, marital status or family circumstances.
- Disabilities and learning needs or difficulties.
- Criminal record.
- Trade union membership and activity.
- Age.
- Sexual orientation.
- Family background.
- Religious and/or political beliefs.

Harassment is any behaviour that is unwanted, inappropriate, unsolicited and unacceptable to the person receiving it, causing them unease, stress, distress and a possible loss of self-esteem.

The following list does not aim to define all unacceptable behaviour, but to give an idea of the sort of things that would be considered to be harassment:

- Telling inappropriate jokes.
- Making offensive and abusive remarks.
- Insulting or nicknaming, comments and actions.
- Isolation or 'cold-shouldering' of individuals.
- Sending offensive text messages or unwanted emails or attachments.
- Posting offensive messages on social networking sites.

- Making unwanted and deliberate physical contact.

Bullying is very similar to harassment and involves persecution of the victim through intimidating, unfair, sarcastic, physical, malicious or angry behaviour that causes them to feel uneasy or threatened.

It may be:

- An abuse of power including verbal or physical threats or violence.
- Deliberate withholding of knowledge or information.
- Shouting.
- Setting unrealistic targets.
- Ridicule of the recipient's work, ideas, opinions, appearance or behaviour.
- Deliberate occupation of public, shared space or communal areas to routinely exclude others or make them feel uncomfortable.

Both harassment and bullying may be with single 'one-off' incidents or a series of incidents taking place over a period of time.

Both harassment and bullying may be committed by individuals or groups.

## **POLICY STATEMENT**

- Bullying and harassment are unacceptable at Positive Smiles: Equality of opportunity is everyone's concern and everyone's responsibility.
- All participants and staff are responsible for creating a safe environment, free of bullying or harassment.
- All participants and staff should take action to stop unfair treatment. Everyone in our community has a duty not to ignore, condone by their silence or collude (join in) with acts of harassment or bullying.
- Any incident that infringes your or other people's rights should be reported confidently. If you are experiencing harassment or bullying or have witnessed either, talk – in confidence – to someone who will be able to help. This might be your tutor or any other member of Positive Smiles staff or a volunteer.

## **STAFF RESPONSIBILITIES**

- Every member of staff has a responsibility to treat all participants with dignity and respect and to ensure that their own conduct does not cause offence or misunderstanding.
- Tutors have a particular responsibility to support participants in their groups through any investigation into allegations of bullying and/or harassment.

- Line managers have a responsibility to ensure that the delivery of our sessions and activities does not contravene the requirements or spirit of this policy. All tutors have a duty to ensure that any allegations of bullying and/or harassment are treated as serious and are investigated thoroughly.
- All staff who witness acts of bullying or harassment, or who are approached in confidence by participants who are being bullied or harassed or who have witnessed such actions, have a duty to act in line with this policy to prevent these acts happening again.

### **PROCEDURE PARTICIPANT TO PARTICIPANT**

- Any participant wishing to report an incident about another participant should in the first instance speak to their tutor, then to a Director.
- Tutors can also record a participant's concern on a Cause for Concern or Harassment and Bullying Form and forward it to a Director for action.
- Relevant details/information will be recorded from the victim, witnesses and perpetrator.
- These statements will be forwarded to a Director so that the disciplinary code can be carried out.
- The zero-tolerance stance means that incidents should be dealt with as quickly as possible. Every effort will be made to ensure the safety of the victim while at Positive Smiles.
- In severe cases, this may mean the perpetrator or perpetrators are suspended following further investigation or consideration of evidence.
- Every effort should be made to enable the perpetrators to receive awareness raising sessions about harassment and bullying.

### **PROCEDURE PARTICIPANT – STAFF – PARTICIPANT**

- Where a participant wishes to make a complaint about a member of staff, they should put this in writing and hand it in or send it to a Director in the first instance. The incident will then be investigated.
- A Director will interview the participant and any named witness, and will see the member of staff.

- All evidence and witness statements will be reviewed by the Directors and a judgement will be made. Where the participant's complaint is upheld, the participant will be informed in writing by a Director. The member of staff will also be informed of the decision in writing, and of any further action that is deemed necessary under the Disciplinary & Grievance Policy.
- Where the participant's complaint is not upheld, the participant will be informed in writing by a Director. The member of staff will also be informed of the decision by a Director. If the participant is found to have made up information, this will be dealt with under the Participant Behaviour & Withdrawal Policy.

Signed by the Director



01/08/2026