**5.4 Bullying and Harassment**

**Policy Statement**

We have a zero tolerance policy towards bullying and harassment. We recognise that bullying and harassment are unlawful and have clear procedures in place to minimise the risk of incidents occurring and to deal effectively and decisively with such incidents that do occur. We are fully committed to creating a fair and safe environment in which to work which extends to work related events such as training.

**Definitions**

* We recognise that it is not always easy to identify bullying or harassment and have adopted the following definitions as an aid in identifying bullying and harassment

**Bullying may be characterised as offensive, intimidating or insulting behaviour or the misuse of managerial power.**

**Harassment may be characterised as unwanted conduct towards an individual which creates an intimidating or hostile environment.**

The following are examples of bullying and harassment

* Overbearing supervision or other misuse of power or position
* Making threats or comments about job security without foundation
* Deliberately overloading someone with work
* Intentionally blocking promotion or training opportunities
* Unwelcome sexual advances
* Picking on someone or setting them up to fail
* Exclusion or victimisation

These are some examples of bullying and harassment but do not constitute an exhaustive list.

**Procedures**

* Where an individual believes that they have been the victim of bullying or harassment they may initially choose to raise the matter informally or they may wish to make a formal complaint in line with the Grievance Procedure.
* We have a clear organisational structure in place so that staff know who they should approach with a work related problem. The complainant should approach their line manager unless the complaint relates to their line manager in which case they should approach the committee. If staff have a complaint of bullying or harassment against the management committee they should approach a supervisory body such as the Pre-School Learning Alliance.
* In the event that the complainant wishes to raise the matter formally they should use the Grievance Procedure. All members of staff are aware of the Grievance Procedure and are given a copy with their contract of employment. The Grievance Procedure sets out clearly the steps that will be taken in the investigation of the complaint.
* If a line manager is concerned that a member of staff is being subjected to bullying or harassment they may take steps to investigate and deal with this matter without first receiving a complaint.
* Where bullying or harassment has been found to have occurred this may be treated as a disciplinary offence if appropriate and the penalties imposed and action to be taken will be in line with the Disciplinary Procedure.
* Where it is considered appropriate to deal with the matter without resorting to the Disciplinary Procedure a clear record will be kept of the complaint/incident with details of how the matter was resolved.

**This policy was adopted at a meeting of Woolston Community Pre-School held on**

**3 October 2016.**

**Reviewed December 2023**

Role on committee: Nominated person

Signed by

Date

Name of Signatory:

Woolston Preschool manager

Name Gemma Woodward

Date

Signature