

KEINTON MANDEVILLE VILLAGE HALL AND PLAYING FIELD TRUST

Registered charity no.1057420

Anti-bullying and Harassment Policy

Purpose: This policy defines how Keinton Mandeville Village Hall and Playing Field Trust will foster and maintain a culture of respect and dignity and will be pro-active in addressing any instances of bullying or harassment. Our values of integrity, care and co-operation guide our actions and interactions.

Government guidance is that: to protect volunteers and employees robust safeguarding policies must be in place, including an Anti-bullying and Harassment Policy. "Charities, and in particular their trustees, will be held to account by the Charity Commission if they fail to address problems of bullying or harassment". (Charity Commission August 2022.) All charities have overall legal duties to act in the best interests of the charity and to ensure that it is accountable.

Scope: This policy applies to anyone who uses Keinton Mandeville Village Hall – trustees, volunteers, hall users, hirers, visitors, contractors. It applies to all adults and to children who would be considered old enough to understand the concepts. The youngest children would understand this as "being kind, saying kind words, having kind hands."

Definition: *Bullying and Harassment* can take many forms. It can happen between individuals or groups. It may be an isolated incident but often is a culmination of a number of incidents.

Bullying is offensive, intimidating, malicious or insulting behaviour. An abuse or misuse of power through means which undermine, humiliate, denigrate, or injure the recipient. It is destructive and results in the recipient feeling powerless, threatened or compromised.

Forms of bullying are:

Verbal – shouting, swearing, abuse, malicious gossip, victimisation, overbearing, or demanding treatment, frequent and unwarranted criticism, public reprimand, humiliation, belittling, or psychological threats.

Non -verbal: excluding, ignoring, setting impossible objectives, unreasonable allocation of tasks, deliberate or wrongful blame, withholding information or training.

Physical – striking, hitting, pushing, jostling, prodding, practical jokes or initiations, pulling the person, pulling them by their clothing, damaging or stealing their possessions.

Harassment is "unwanted conduct that has the purpose or effect of violating people's dignity or creating a hostile, intimidating, degrading, humiliating or offensive environment." (Equality Act 2010)

"Harassment may be conduct based on protected characteristics. It can take many forms – verbal, written, ignoring or subjugating colleagues to unwanted attention, ridiculing, or humiliating colleagues in front of others, mocking, mimicking, belittling a person."

Sexual harassment is unwanted conduct which has the effect of violating the dignity of another person or creating an environment which is hostile, humiliating, degrading, intimidating or offensive towards them. This behaviour can be considered harassment even if the harasser didn't intend it to be. Such behaviour may be a criminal offence.

Sexual harassment can happen in a variety of ways; written or verbal comments, pornographic or explicit images, unwanted or non-consensual physical contact, suggestive behaviour or assault.

Racial harassment is behaviour which relates to a person's skin colour, race, religion, nationality, dress, culture or customs. It can take the form of offensive remarks or other actions which undermines the individual. In extreme cases this may constitute racial prejudice or hatred.

Harassment of people with disabilities is where the disability rather than the person becomes the focus of unwanted attention.

Sexual orientation harassment has the purpose of violating the recipient's dignity and creating a hostile, intimidating, degrading, humiliating or offensive environment. Harassment is also the discrimination or persecution of someone who associates with a person, or group of people who has /have a specific protected characteristic. This is called harassment by perception or association.

Bullying or harassment can lead to civil proceedings. In the case of racial hatred or sexual assault this may result in criminal proceedings.

Trustee roles and responsibilities.

*The trustees of Keinton Mandeville Village Hall and Playing Field Trust will foster and maintain a culture of respect within the committee and in our interactions with volunteers, contractors and all other hall users.

* We will be pro-active in addressing any instances of bullying which we witness or are reported to us as trustees.

*We will take seriously any concerns raised and be supportive of the person who raised them.

*All complaints of bullying or harassment will receive an appropriate and prompt response.

*Complaints about bullying or harassment will be dealt with through our complaint's procedures.

*All complaints will be treated with the strictest confidence and handled sensitively. We will be mindful of our duties within Safeguarding protocols.

*We will strive to ensure that the complainant is not victimised as a result of making the complaint.

*The trustees will seek external, professional, advice and support should this be warranted.

Relevant Legislation: **The Equality Act 2010**

The 9 characteristics which are protected by law:

*Age

*Disability

*Gender re-assignment

*Marriage /civil partnership

*Pregnancy / maternity

*Race

*Religion or belief

*Sex

*Sexual orientation

Relevant guidance: Gov.uk Charity Annual Return 2023: question guide. Section 8 - Governance – policies.

December 2023

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