



Anti-Bullying and Harassment Policy



For more information or a question about this policy
contact DCFL on 01442 251930 or email
policy@dcfl.org.uk



DCFL is a trading name of Hertfordshire Community Learning
Charity Registration: 1164867

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Introduction

Hertfordshire Community Learning/DCFL will not tolerate bullying and harassment of staff or learners. Any acts, which constitute bullying, or harassment, and any instances, or alleged instances, of such behavior will be properly investigated and appropriate action, if necessary, will be taken.

What is Harassment?

Harassment is 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.' (Equality Act 2010).

What is Bullying?

Bullying is not specifically defined in law, but it 'may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient' (ACAS).

What do they look like?

Harassment and bullying can range from extremes such as physical violence to less obvious forms like ignoring someone. They can be delivered in a variety of ways - with or without witnesses - and be persistent behaviour over a period of time, or a one-off act and can include:

- physical contact which is unwanted
- unwelcome remarks about a person's age, dress, appearance, race or marital status
- jokes, offensive language, gossip, slander, sectarian songs and letters
- posters, graffiti, obscene gestures, flags, bunting and emblems
- isolation or non-cooperation and exclusion from social activities
- coercion for sexual favours
- pressure to participate in political/religious groups
- intrusion by pestering, spying and stalking
- failure to safeguard confidential information
- shouting at staff/learners

- persistent criticism
- personal insults.

Who does this policy cover?

This policy covers all staff, trustees and volunteers of DCFL, and all learners with DCFL.

What do I do about incidents?

Everyone has the right to an environment that is free from such behaviour. If you experience, or see any such instances they **must** be brought to our immediate attention, when we will ensure that any allegations are investigated confidentially and expeditiously.

You do not have to be the subject of the bullying or harassment to make a complaint. You may have witnessed an action, which you believe constitutes bullying, or harassment, and if so, you can raise this with us. Making a complaint is a serious matter and will be treated seriously. You have a duty to others to raise the issue so that any appropriate action may be taken.

In the first instance, please talk to your manager, or tutor, or directly to the Manager – 01442 251930. A complaint will be taken seriously, treated confidentially and those making complaints will be protected from retaliation. There will be a thorough and fair investigation of any claim. Disciplinary action will take place where appropriate.

Or contact one of our Safeguarding Officers on our dedicated Safeguarding number and speak with Linda Nateghi or John Dilks 01442 902055
The Complaints Procedure is available from the DCFL office or downloadable from <https://herts-community-learning.uk/policies>.

The Law

The Equality Act 2010 covers harassment, on the basis of age, disability, gender reassignment, race, religion or belief, sex and sexual orientation.

Failure to comply with the law could lead to prosecution.