



Anti-Bullying and Harassment Policy

Purpose

The purpose of this policy is to protect anyone who is involved with our organisation from harassment and bullying and to ensure that we respond promptly, proportionately and sensitively to any concerns raised and, insofar as possible, treat these confidentially.

Applicability

This policy applies to our members and anyone working on our behalf, including our trustees, other volunteers and professionals. It will be published on our website and drawn to the attention of the wider WOW team. It supports WOW's policies for [Safeguarding](#), [Equality, Diversity and Inclusion](#), as well as [WOW's Code of Conduct](#).

We expect partner organisations to have the same robust approach to tackling harassment and bullying. We will not accept anyone being harassed or bullied by one of their peers, a colleague, a beneficiary or a member of the public and will take appropriate action in such circumstances.

Bullying And Harassment

Bullying and harassment are behaviours that make someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010.

Examples of bullying or harassing behaviour include:

- Emotional - being unfriendly, deliberate exclusion from conversations, undermining their contribution or role, victimisation.
- Physical – pushing, kicking, hitting, or any use or threat of violence.
- Racist - racial taunts, graffiti, abusive/insulting words or gestures.
- Sexual - unwanted physical contact, lewd or abusive comments of a sexual nature.
- Homophobic - because of or focusing on the issue of sexuality.
- Verbal – name-calling, sarcasm, spreading rumours, teasing, insensitive jokes or pranks.
- Cyber - All areas of the internet, such as email misuse, mobile threats by text messaging and calls, and misuse of associated technology, i.e. camera and video facilities.

Behaviour that one individual may consider acceptable, another may not. Everyone must be respectful of and sensitive to the needs and views of the person on the receiving end of unwanted behaviour from another.

Signs and Symptoms of Bullying

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and investigate if a child displays them. The more common signs include:

- Physical signs e.g. Physical injuries, damaged clothing with no convincing explanation and general ill-health due to stress.
- Emotional signs e.g. mood swings, apparent changes in personality, constant anxiety/nervousness, depression or tearfulness for no apparent reason, lack of confidence, negative self-image, hostility and defensiveness.
- Behavioural signs e.g. withdrawn, frequent unexplained absences, poor concentration, eating disorders and disruptive/challenging/bullying behaviour.

The Law

Harassment is against the law. This applies when the unwanted behaviour is related to one of the following: age, sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

Trustee Responsibilities

The trustees recognise that:

- There is no place for bullying and harassment within our organisation.
- They have a responsibility to lead the charity and create a culture of openness and respect in which harassment and bullying will not be tolerated and individuals feel confident in reporting any concerns.
- They have a central role to play to ensure the charity has clear policies.
- Allegations are handled promptly, sensitively, appropriately and in line with employment and other laws.
- They are responsible for ensuring they have processes in place to hear and address any concerns.

Reporting Concerns

We have a responsibility to respond promptly and effectively to any issues of bullying. Anyone experiencing bullying or harassment is encouraged to take their concerns directly to an adult, peer or colleague of their choice as a confidential helper. There is no prescriptive way that we will resolve all bullying issues, we always look to find out the root cause first, by talking to and mediating with all parties involved and ensuring that everyone is aware



of the impact of such behaviour. Parents of children directly involved will be notified too. Any bullying that deliberately persists after such attempts at resolution may lead to disciplinary action and could ultimately result in a member or volunteer being asked to leave WOW.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Trustees	July 24	Initial draft approved	Annually

Statutory Guidance

[Gov.UK – Workplace Bullying & Harassment.](#)

[Charity Commission: Serious Incident Reporting.](#)

[Charity Commission: Report Serious Wrongdoing at A Charity as A Volunteer or Worker.](#)

[CC: Infographic; 10 actions trustees need to take.](#)

[CC: Safeguarding and Protecting People for Charities and Trustees.](#)

This policy draft is based on a template from www.charityexcellence.co.uk and draws on school anti-bullying policies.