



## **BULLYING AND HARASSMENT POLICY**

### **Purpose**

We are committed to encouraging and maintaining good employee relations within a working environment. Everyone in the company has a responsibility to maintain good working relationships and not use words or deeds that may harm the well-being of others. In addition to the obligations placed upon both employers and employees by equality and human rights legislation, everyone has the right to be treated with consideration, fairness, dignity, and respect. This contributes to a workplace environment in which individuals feel safe and can work effectively, competently, and confidently.

This policy applies to all staff working within the company, parents, and children. It extends to include non-permanent workers, e.g. temporary staff. The policy also covers the behaviour of staff outside working hours which may impact work or working relationships.

The company has a 'zero-tolerance policy and will investigate any allegations of bullying or harassment.

### **Policy**

We tackle discrimination by:

- Expecting all staff in the nursery to be aware of and alert to any discriminatory behaviour or bullying taking place whether it is in person or via an online arena
- Expecting all staff to intervene firmly and quickly to prevent any discriminatory behaviour or bullying, this may include behaviour from parents and other staff members. When staff hear others talking negatively about other people, they should tell the person that they should stop the conversation.
- Expecting all staff to treat any allegation seriously and report it to the Nursery Manager. Investigating and recording each incident in detail as accurately as possible and making this record available for inspection by staff, inspectors, and parents where appropriate, on request.
- The Nursery Manager is responsible for ensuring that incidents are handled appropriately and sensitively recorded. Any pattern of behaviour should be indicated. Perpetrator/victim's initials that may be used as information on individuals is confidential to the nursery.
- Ensuring any online bullying or discriminatory behaviour is tackled immediately
- Informing: the parents of the child(ren) who are perpetrators and/or victims should be informed of the incident and of the outcome, where an allegation is substantiated following an investigation
- Excluding or dismissing any individuals who display continued discriminatory behaviour or bullying, but such steps will only be taken when other strategies have failed to modify behaviour. This includes any employees where any substantiated allegation after investigation will incur our disciplinary procedures (available in [Employment Policies and Procedures](#))

We record any incidents of discriminatory behaviour or bullying to ensure that:

- Strategies are developed to prevent future incidents
- Patterns of behaviour are identified
- Persistent offenders are identified
- Effectiveness of nursery policies are monitored



- A secure information base is provided to enable the nursery to respond to any discriminatory behaviour or bullying.

If the behaviour shown by an individual is deemed to be radicalised, we will follow our procedure as detailed in our [Safeguarding Policy](#) to safeguard children and families concerned.

We expect nursery staff to:

- be alert and seek to overcome any ignorant or offensive behaviour based on fear or dislike of distinctions that children, staff, or parents may express in the nursery.
- aim to create an atmosphere where the victims of any form of discrimination have the confidence to report such behaviour, and that subsequently they feel positively supported by the staff and management of the nursery.
- ensure that they do not express any views or comments that are discriminatory or appear to endorse such views by failing to counter behaviour, which is prejudicial in a direct manner.
- use a sensitive and informed approach to counter any harassment perpetrated out of ignorance.

## **Working together**

- We will provide and sustain a safe working environment in which everyone is treated fairly and with respect.
- All staff must not encounter harassment, intimidation, or victimisation on the basis of
  - gender,
  - race,
  - colour,
  - ethnic or national origin,
  - sexual orientation,
  - marital status,
  - religion or belief,
  - age,
  - disability,
  - offending background or any other personal characteristic.
- Everyone carries personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this policy.
- In addition, each person has a responsibility to report any instance of bullying or harassment that they witness, or which comes to their attention.
- Employees have a responsibility to act as role models, pro-actively addressing instances of bullying and harassment.
- Managers should also make themselves aware of their responsibility.

## **Associated documents:**



- Bullying and Harassment guidance
- Safeguarding policy
- Disciplinary procedures within Employment policies and procedures