

Timperley DofE Award Centre Anti-Bullying and Harassment Policy

1. Introduction

- 1.1. The Timperley DofE Award Centre is committed to creating and maintaining a safe, respectful, and dignified environment for all participants, volunteers, staff, and associated persons. This Anti-Bullying and Harassment Policy outlines our commitment to prevent, address, and resolve any incidents of bullying and harassment within our organisation.

2. Scope

- 2.1. “Children have the right to protection from all forms of violence (physical or mental). They must be kept safe from harm and they must be given proper care by those looking after them.” [The United Nations Convention on the Rights of the Child, Article 19]
- 2.2. This policy applies to all individuals involved with the Timperley DofE Award Centre, including trustees, employees, volunteers, participants, and contractors.

3. Definitions

- 3.1. **Bullying:** Unwanted behaviour that makes someone feel intimidated, degraded, humiliated, or offended. It is usually persistent and can be a misuse of power.
- 3.2. **Harassment:** Unwanted conduct related to a relevant protected characteristic (as defined by the Equality Act 2010) that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

4. Principles

- 4.1. The Timperley DofE Award Centre does not tolerate any form of bullying or harassment.
- 4.2. All complaints will be taken seriously and treated with sensitivity, confidentiality, and fairness.
- 4.3. Individuals who raise concerns or make complaints will be protected from retaliation.

5. Responsibilities

- 5.1. **Management:** Ensure that this policy is implemented effectively and that all staff are aware of their responsibilities.
- 5.2. **Employees and Volunteers:** Respect others, behave professionally, and support colleagues who experience bullying or harassment.
- 5.3. **Participants:** Adhere to the standards of behaviour set out by the Centre and respect all individuals.

6. Reporting and Handling Complaints

6.1. Reporting

- 6.1.1. Individuals who feel they have been bullied or harassed should report the incident as soon as possible to their supervisor / leader, a designated Safeguarding Officer, or directly to the management.
- 6.1.2. Reports can be made verbally or in writing.

6.2. Investigation

- 6.2.1. Upon receiving a complaint, a prompt and thorough investigation will be conducted.
- 6.2.2. Both the complainant and the accused will have the opportunity to present their side of the story.
- 6.2.3. Confidentiality will be maintained throughout the process to the extent possible.

6.3. Resolution

- 6.3.1. If the investigation confirms that bullying or harassment has occurred, appropriate actions will be taken to address the situation.
- 6.3.2. This may include mediation, counseling, training, disciplinary action up to and including termination of employment or volunteer status, participant or other measures deemed necessary.

7. Training and Awareness

- 7.1. Regular training will be provided to all staff and volunteers on recognising, preventing, and dealing with bullying and harassment.
- 7.2. Safeguarding Courses are undertaken to ensure a common understanding of acceptable behaviour.

8. Monitoring & Review

- 8.1. This policy will be monitored regularly to ensure its effectiveness and will be reviewed annually.
- 8.2. Feedback from staff and participants will be sought as part of the review process.

9. Contact Information

- 9.1. For any inquiries regarding data protection, please contact:

- Safeguarding Officer: Caroline Royle
- Email: caroline.royle@dofetimperley.org.uk

- Centre Manager: Emma Deighton-Brown
- Email: emma.db@dofetimperley.org.uk

10. Effective Date

- 10.1. This policy is effective as of 1st March 2025

The **Timperley DofE Award Centre Anti-Bullying and Harassment Policy** has been approved by Trustees of the Centre.