

## **Rushwick CE Primary School**

### **Harassment and Discrimination Policy**

Rushwick Primary School believes in and is committed to a trusting, safe work environment free from discrimination and harassment. Any act of discrimination or harassment is unacceptable.

This school policy is in addition to the Worcestershire LA guidelines, which this school follows explicitly.

#### **Definition of Discrimination:**

Discrimination refers to intolerant behaviour towards individuals or groups. The intolerant behaviour may be direct (e.g. denying people access to jobs based on their colour, nationality, dress, etc.) or systematic (e.g. denying someone a job because of culturally-biased testing). Discrimination may come from an individual or through systems and attitudes within institutions. Harassment is defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment can make one feel uncomfortable, embarrassed, offended or intimidated. Harassment and discrimination can be found on three levels: peer-to-peer, supervisor-to-staff and public/client-to-staff. Prohibited grounds for discrimination and/or harassment include:

- Age
- Marital Status
- Ancestry
- Place or Origin
- Citizenship
- Political Affiliation
- Colour
- Race
- Creed
- Record of Offences
- Ethnic Origin
- Sex (Pregnancy)
- Family Status
- Sexual Orientation
- Handicap

Behaviour that may constitute harassment includes but is not limited to:

1. Derogatory or inappropriate comments, teasing, jokes, innuendoes or taunting.
2. Display or circulation of any inappropriate, derogatory or offensive written materials, cartoons or pictures.
3. Creation of an unpleasant, intimidating or intolerable environment through a pattern of offensive, threatening or hostile comments or conduct.
4. Stalking.

5. Inappropriate physical contact.
6. Physical or verbal abuse.
7. Refusing to communicate, converse or work with an individual.
8. Sexual assault/abuse.
9. Suggestive looks, leering, staring or gestures.
10. Unwelcome and unsolicited sexual advances.
11. Reprisal or threat of reprisal for the rejection of a sexual advance or solicitation.
12. Reprisal or threat of reprisal against an individual for having invoked this policy or participated in any investigation under this policy.

Rushwick Schools' work environment includes the school premises, property and communications systems and areas outside of the school where employees are performing job responsibilities (e.g. Worcestershire LA, educational visits, professional development courses and meetings) or any location where the contact will have a direct impact on an employee.

Rushwick Primary School has a responsibility to:

1. Provide all employees with harassment and discrimination education.
2. Provide an environment that encourages prospective complainants to report all incidents of harassment or discrimination.
3. Provide a mechanism to handle and investigate harassment and discrimination complaints.

The school leadership, including governors, have a responsibility to:

1. Protect all employees from harassment and discrimination.
2. Respond immediately to complaints.
3. Discipline those employees found guilty of violating this policy.
4. Carry out supervisory responsibilities, including performance reviews, training and discipline in a manner that does not abuse authority, undermine performance or intimidate staff.
5. Take corrective action when they are aware of harassment/discrimination. Failure to act may result in disciplinary action.

Employees have a responsibility to:

1. Ensure that their work environment is free from harassment and discrimination.
2. Refrain from engaging in any behaviour that may be perceived as harassment or discrimination.
3. Report incidents of harassment and discrimination or retaliation.

**Procedue:**

1. An employee who has a complaint alleging violation of this policy should make his/her disapproval known to the harasser and request all offensive behaviour cease.
2. The complainant should maintain a personal written record of the alleged nature of the harassment/discrimination, date(s), time(s), behaviour and list of witness(es).
3. If the harassment/discrimination has not ceased, the complainant is encouraged to make a written complaint to their line manager, Headteacher, the governing body or LA. The line manager, Headteacher, governing body or LA will investigate the complaint.
4. All complaints and investigations will be handled as confidentially as practical and appropriate under the circumstances. Rushwick Primary School leadership shall make every effort to safeguard the confidentiality of all records relating to complaints, including contents of meetings, interviews, results of investigations and other relevant material.
5. Where an employee of Rushwick Primary School is performing job responsibilities and feels harassed/discriminated by a pupil, parent, governors, other employee or a member of the public, s/he is to discuss this issue immediately with his/her supervisor to determine the most appropriate course of action.
6. Any employee who has violated Rushwick Schools' policy against harassment and discrimination will be disciplined according to the severity of the actions, up to and including dismissal.
7. Any false and fabricated charges against innocent employees, which undermine working relationships and personal dignity, will not be condoned. Any employee found to be engaged in such behaviour will be subject to disciplinary action.
8. When the facts upon which the complaint is based occurred more than six months before the complaint is made, the investigator in conjunction with the school leadership / LA will decide whether to deal with this complaint.

Reviewed: June 2016

Review Date: Summer 2018