



## **Rawdah Montessori Primary School Staff Anti-Bullying and Harassment Policy**

**Version:** 1.0

**Reviewed:** October 2025

**Next Review Due:** October 2026

### **1. Policy Statement**

Rawdah Montessori Primary School is committed to providing a working environment where all staff are treated with dignity, respect, and professionalism. We believe that every member of our school community has the right to work in an environment free from bullying, harassment, and victimisation.

As a faith-based school, our Islamic values of justice, compassion, and respect for all human beings underpin our commitment to ensuring that every individual is valued and protected. We will not tolerate any form of bullying, harassment, or victimisation, whether from colleagues, managers, pupils, parents, or visitors.

This policy sets out the standards of behaviour expected from all staff and the procedures for addressing any concerns raised.

This policy should be read in conjunction with the:

- **Staff Code of Conduct**
- **Grievance Policy**

- **Disciplinary Policy**
- **Whistleblowing Policy**
- **Equality and Diversity Policy**

## **2. Purpose and Aims**

The purpose of this policy is to:

- Promote a positive, supportive, and respectful working environment.
- Clearly define what constitutes bullying, harassment, and victimisation.
- Provide a clear and accessible procedure for staff to raise concerns.
- Ensure that all complaints are dealt with promptly, fairly, and confidentially.
- Protect staff from retaliation or victimisation for raising a concern in good faith.
- Comply with legal obligations under the **Equality Act 2010** and the **Health and Safety at Work etc. Act 1974**.

## **3. Legal Framework**

This policy is guided by the following legislation and guidance:

Legislation / Guidance

Relevance

**Equality Act 2010**

Protects employees from harassment related to protected characteristics and from victimisation .

**Health and Safety at Work etc. Act 1974**

Places a duty on employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees.

**Employment Rights Act 1996**

Protects employees from detriment or dismissal for raising genuine concerns.

**Protection from Harassment Act 1997**

Makes harassment a criminal offence in serious cases.

**ACAS Code of Practice on Disciplinary and Grievance Procedures**

Provides guidance on handling workplace disputes fairly .

**Keeping Children Safe in Education (KCSIE 2025)**

Emphasises the importance of a whole-school approach to safeguarding, including staff wellbeing.

## **4. Scope**

This policy applies to all staff, including:

- Teaching and support staff
- Part-time and full-time employees
- Fixed-term and permanent staff
- Volunteers and governors
- Contractors and agency workers working on school premises

It covers behaviour and interactions:

- On school premises
- During school-sponsored activities (including trips and events)
- Online or via social media, where the behaviour impacts the working environment
- At work-related social events

## 5. Definitions

### 5.1 What is Bullying?

Bullying is defined as **repeated, unreasonable behaviour** directed towards an employee or group of employees, which creates a risk to health and safety .

- "**Repeated**" means that the behaviour has happened more than once or is part of a pattern.
- "**Unreasonable**" means behaviour that a reasonable person would see as victimising, humiliating, undermining, or threatening.

Examples of bullying behaviour include :

- Verbal abuse, insults, or offensive language
- Undermining a colleague's professional competence
- Spreading malicious rumours or gossip
- Exclusion or isolation from workplace activities
- Excessive monitoring or micromanagement
- Withholding information or resources needed to do the job
- Unreasonable or impossible deadlines
- Shouting or intimidating behaviour
- Persistent criticism or humiliation in front of others

**Note:** An isolated incident of inappropriate behaviour is not necessarily bullying, but it may still be unacceptable and should be addressed under the **Staff Code of Conduct** or **Grievance Policy** .

## 5.2 What is Harassment?

Harassment is defined under the **Equality Act 2010** as unwanted conduct related to a **relevant protected characteristic** that has the purpose or effect of :

- Violating an individual's dignity; or
- Creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual.

The relevant protected characteristics are :

- Age
- Disability
- Gender reassignment
- Race (including colour, nationality, and ethnic or national origins)
- Religion or belief
- Sex
- Sexual orientation

Harassment also includes :

- **Sexual harassment:** Unwanted conduct of a sexual nature (e.g., sexual comments, jokes, advances, or display of pornographic material).
- **Less favourable treatment:** Treating someone less favourably because they have rejected or submitted to sexual harassment or harassment related to sex or gender reassignment.

Examples of harassment include:

- Offensive jokes or banter related to a protected characteristic
- Displaying offensive material (e.g., posters, emails, screensavers)

- Derogatory comments or name-calling
- Unwelcome physical contact
- Intrusive questions about a person's personal life or body

### 5.3 What is Victimisation?

Victimisation occurs when an employee is treated unfavourably because they have :

- Made a complaint or allegation under the Equality Act;
- Supported someone else who has made a complaint (e.g., as a witness); or
- Raised a grievance about discrimination or harassment.

Victimisation is unlawful. Staff who raise concerns in good faith will be protected from retaliation.

### 6. What is NOT Covered by This Policy?

Issue	Relevant Policy
<b>Legitimate management actions</b> (e.g., performance management, giving constructive feedback, reasonable instructions)	Not a disciplinary or bullying matter if conducted professionally .

Issue	Relevant Policy
<b>One-off incidents of rudeness or disagreement</b>	May be addressed informally or under the <b>Staff Code of Conduct</b> .
<b>Disputes about pay, hours, or contracts</b>	<b>Grievance Policy</b>
<b>Concerns about safeguarding or public interest matters</b>	<b>Whistleblowing Policy</b>

## 7. Roles and Responsibilities

Role	Responsibilities
<b>Governing Body</b>	Ensure the school has effective policies and procedures; monitor their implementation.
<b>Headteacher</b>	Overall responsibility for maintaining a respectful working environment; ensuring complaints are handled promptly and fairly.
<b>Designated Lead for Staff Wellbeing</b>	[Name] – First point of contact for staff concerns; supports staff through the process.

Role	Responsibilities
<b>All Managers / Supervisors</b>	Model respectful behaviour; address concerns early; refer complaints appropriately.
<b>All Staff</b>	Treat colleagues with respect; report concerns if they witness unacceptable behaviour; cooperate with investigations.

## 8. Standards of Behaviour

All staff are expected to:

- Treat colleagues, pupils, parents, and visitors with courtesy and respect.
- Refrain from any form of bullying, harassment, or victimisation.
- Challenge inappropriate behaviour where it is safe to do so.
- Report concerns promptly if they witness unacceptable behaviour.
- Maintain confidentiality in relation to any complaints or investigations.

## **9. Procedures for Raising Concerns**

### **9.1 Informal Resolution (Stage 1)**

In many cases, issues can be resolved informally without the need for a formal complaint. You are encouraged to:

1. **Speak directly to the individual** involved, explaining the behaviour that is causing concern and how it makes you feel. The person may not be aware of the impact of their behaviour.
2. If you feel unable to speak to the individual directly, you may seek support from your **line manager** or the **Designated Lead for Staff Wellbeing**.
3. A manager may facilitate an informal discussion or mediation to resolve the issue.

**Timeframe:** Informal discussions should take place as soon as possible after the incident.

### **9.2 Formal Complaint (Stage 2)**

If informal resolution is not appropriate, not possible, or has not resolved the issue, you may raise a formal complaint.

#### **How to Raise a Formal Complaint**

Submit a written complaint to the **Headteacher** (or, if the complaint is about the Headteacher, to the **Chair of Governors**). Your written complaint should include:

- Your name and role.
- A clear description of the behaviour or incidents, including dates, times, and locations.
- The names of any individuals involved.
- The names of any witnesses.
- Details of any steps already taken to resolve the matter informally.

- What outcome you are seeking.

## Acknowledgment

The Headteacher (or Chair of Governors) will acknowledge receipt of your complaint in writing within **5 working days**.

## Investigation

- An appropriate investigation will be conducted by a manager who is independent and impartial.
- You and any witnesses may be interviewed.
- The person accused of bullying or harassment will be informed of the allegations and given an opportunity to respond.
- Investigations will be conducted as quickly as possible, usually within **20 working days**, though complex cases may take longer.

## Outcome

Following the investigation, you will receive a written outcome decision, normally within **5 working days** of the conclusion of the investigation. The outcome letter will include:

- The findings of the investigation.
- Whether the complaint was upheld, partially upheld, or not upheld.
- Any actions to be taken (e.g., disciplinary action, mediation, training).
- Confirmation of your right to appeal.

## **10. Confidentiality**

- All complaints will be treated confidentially. Information will only be shared on a strict need-to-know basis.
- Staff involved in the process (complainant, respondent, and witnesses) are expected to maintain confidentiality.
- Breaches of confidentiality may result in disciplinary action.

## **11. Protection from Retaliation**

Rawdah Montessori will not tolerate any form of retaliation against an employee for raising a genuine complaint in good faith or for participating in an investigation.

- **Detriment:** You will not be subjected to any disadvantage, harassment, or unfair treatment as a result of making a complaint.
- **Support:** If you feel you have been subjected to retaliation, you should raise this immediately as a separate complaint.

## **12. Malicious or False Allegations**

If an investigation reveals that a complaint was raised **maliciously, frivolously, or with knowledge of its falsity**, the individual making the allegation may be subject to disciplinary action under the **Disciplinary Policy**. This does not apply to complaints raised in good faith that are later found to be unsubstantiated.

## **13. Appeals**

If you are dissatisfied with the outcome of a formal complaint, you may appeal in writing within **5 working days** of receiving the outcome letter.

### **Grounds for Appeal**

- New evidence has come to light that was not reasonably available at the time of the investigation.
- A procedural irregularity occurred that affected the fairness of the process.
- The outcome was unreasonable given the evidence presented.

The appeal will be heard by a manager or panel not previously involved in the case (e.g., Chair of Governors or an external investigator). The appeal decision is final.

## **14. Support for Staff**

Raising a complaint about bullying or harassment can be stressful. Staff may seek support from:

- Their line manager or the Headteacher
- The Designated Lead for Staff Wellbeing
- Their trade union representative (if applicable)
- A trusted colleague
- Confidential counselling services (if available)
- External organisations such as **ACAS** or **Protect**

## **15. Training and Awareness**

- All staff will receive information about this policy as part of their induction and via annual refresher training.
- Managers will receive additional training on handling complaints sensitively and fairly.
- The school will promote a positive workplace culture through regular communication and staff wellbeing initiatives.

## **16. Monitoring and Review**

This policy will be reviewed **annually** by the Governing Body, or sooner following a significant incident or change in legislation. The review will consider:

- Any complaints raised during the year (anonymised).
- Feedback from staff.
- Changes in statutory guidance or case law.

## 17. Useful Contacts

Organisation	Contact Details
<b>ACAS (Advisory, Conciliation and Arbitration Service)</b>	<a href="http://www.acas.org.uk">www.acas.org.uk</a> 0300 123 1100
<b>Equality Advisory and Support Service (EASS)</b>	<a href="http://www.equalityadvisoryservice.com">www.equalityadvisoryservice.com</a> 0808 800 0082
<b>Equality and Human Rights Commission (EHRC)</b>	<a href="http://www.equalityhumanrights.com">www.equalityhumanrights.com</a>
<b>Protect (Whistleblowing Charity)</b>	<a href="http://www.protect-advice.org.uk">www.protect-advice.org.uk</a> 020 3117 2520

## **Review of Policy Dates**

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
<b>Oct 2025</b>	Governing Body	<b>Chair:</b> Sohaib Tanvir
<b>Next Review Due:</b>		
<b>Oct 2026</b>	Governing Body	<b>Chair:</b>
	Headteacher	<b>Headteacher:</b>