



Bullying and Harassment Policy

Part 1 - Adults in the workplace

Part 2 - Young People

Part 3 - Policy Statement

Part 1

Bullying in the workplace is a serious problem that affects millions of workers worldwide and can harm their physical and mental health. At Kandu Arts for Sustainable Development & Kandu CiC, there is a zero tolerance for bullying or harassment within the team.

What is workplace bullying and harassment?

Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010.

Examples of bullying or harassing behaviour include:

- spreading malicious rumours
- unfair treatment
- picking on or regularly undermining someone
- denying someone's training or promotion opportunities

Bullying and harassment can happen:

- face-to-face
- by letter
- by email
- by phone

The law

Bullying itself is not against the law, but harassment is. This is 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
- sexual orientation

Signs of Workplace Bullying

If you have experienced any of the below behaviours in the workplace, then you may be the subject of bullying. Some common noticeable signs of workplace bullying include:

- Constant criticism.
- Removal of duties without reason.

- Overbearing supervision or monitoring.
- Threats, aggression, and shouting.
- Being put down, picked on (either in private or in front of others), and made to feel like the butt of the jokes.
- Being excluded and ignored.
- Having malicious rumours spread about you.
- Unwelcome sexual advances.
- Misusing a position of power to belittle, demean, or intimidate.
- Refusing reasonable requests.
- Unfounded threats and comments about job security.
- Blocking promotion, progress, or training opportunities.

What employees/contractors should do if they're bullied or harassed

Employees/contractors should see if they can sort out the problem informally first. If this is not possible, they should in the first instance contact:

Samantha Coleman - admin@kandu-arts.com Telephone: 01249 444009

Part 2 - Young people

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable (Oxford English Dictionary, 2021).

It can involve people of any age, and can happen anywhere – at home, school or using online platforms and technologies (cyberbullying). This means it can happen at any time. Bullying encompasses a range of behaviours which may be combined and may include the behaviours and actions we have set out below.

Verbal abuse:

- name-calling
- saying nasty things to or about a child or their family.

Physical abuse:

- hitting a child
- pushing a child
- physical assault.

Emotional abuse:

- making threats
- undermining a child
- excluding a child from a friendship group or activities.

Cyberbullying/online bullying:

- excluding a child from online games, activities or friendship groups
- sending threatening, upsetting or abusive messages
- creating and sharing embarrassing or malicious images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- voting for or against someone in an abusive poll
- setting up hate sites or groups about a particular child
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Part 3

Policy Statement by Kandu Arts for Sustainable Development

Kandu Arts for Sustainable Development/Kandu CiC, works with children and young people who attend arranged activities, clubs and/or the alternative provision.

The purpose of this policy statement is:

- to prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- to provide information to all staff, volunteers, children and young people about what we should all do to prevent and deal with bullying.

This policy statement applies to anyone working on behalf of Kandu Arts for Sustainable Development, including Directors, managers, paid staff, volunteers, contractors, agency staff and students.

Please also refer to our Safeguarding policy, equality & diversity policy, behaviour management and code of conduct

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the UK. NSPCC Learning provides summaries of the key legislation and guidance on:

- bullying and cyberbullying
- online abuse
- child protection in each nation of the UK.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and operate in a way that protects them

We recognise that:

- bullying causes real distress and affects a person's health and development
- in some instances, bullying can cause significant harm
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

We will seek to prevent bullying by:

- developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
- holding regular discussions with staff, volunteers, children, young people and families who use our organisation about bullying and how to prevent it.

- providing support and training for all staff and volunteers on dealing with all forms of bullying, including racist, sexist, homophobic, transphobic and sexual bullying
- putting clear and robust anti-bullying procedures in place.

Our regular discussions with staff, volunteers, children, young people and families will focus on:

- group members' responsibilities to look after one another and uphold the behaviour code
- practising skills such as listening to each other
- respecting the fact that we are all different
- making sure that no one is without friends
- dealing with problems in a positive way
- checking that our anti-bullying measures are working well.

Responding to bullying

We will make sure our response to incidents of bullying takes into account:

- the needs of the person being bullied
- the needs of the person displaying bullying behaviour
- needs of any bystanders
- our organisation as a whole.

Diversity and inclusion

We recognise that bullying is closely related to how we respect and recognise the value of diversity.

We will be proactive about:

- seeking opportunities to learn about and celebrate difference
- increasing diversity within our staff, volunteers, children and young people
- welcoming new members to our organisation.

Contact details Nominated anti-bullying lead Name: Donna Lee

Phone/email: 01249 444009
DonnaLee@kandu-arts.com

Senior lead for safeguarding and child protection – Donna Lee

Phone/email: NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and practice at least once a year.

References & for further information

[Protecting children from bullying and cyberbullying | NSPCC Learning](https://www.gov.uk/workplace-bullying-and-harassment)
<https://www.gov.uk/workplace-bullying-and-harassment>

accessed 24.09.2023