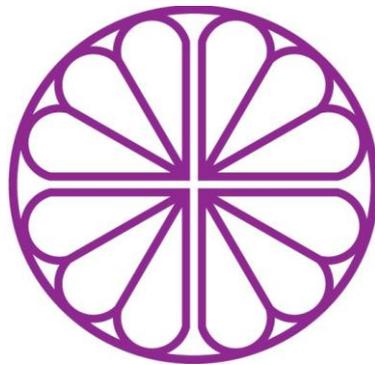


KINGS CHRISTIAN CENTRE



ANTI-BULLYING AND HARASSMENT POLICY

KCC ANTI-BULLYING AND HARASSMENT POLICY

Review History of Policy

Date of Review	Reviewed By	Notes/Changes etc.
26 Feb 2018	Trustees	Initial Issue

KCC ANTI-BULLYING AND HARASSMENT POLICY

INTRODUCTION

All within Kings Christian Centre (KCC or Kings) are responsible for their own professional and personal behaviour, and are required to conduct themselves in a manner which does not cause offence to another person.

We each have a responsibility to treat each other with dignity and respect and to ensure that others are not subjected to bullying and harassment.

The KCC Leadership team (KLT) in adopting this policy and procedure:-

- recognise the need for good and positive working relationships to exist at all levels within Kings
- recognise the potential damaging and detrimental effects that inappropriate behaviour can have on the work and image of Kings.
- is committed to preventing and eliminating bullying and harassment as far as possible.
- provides fair arrangements for dealing with any complaints of bullying and harassment.

AIM

Any form of bullying, harassment, abuse or intimidation irrespective of a given reason will not be tolerated.

The KLT (and Trustees where applicable) accepts responsibility in relation to the duty of care owed to all paid and volunteer workers and others who participate in the life of Kings and to ensure that their dignity is protected whilst working or participating in its life or worship. All have the right to expect an environment free from threat by colleagues, or others within Kings.

It is against the law to bully or harass a person on grounds of sex, race, disability or religious belief. 'The Protection from Harassment Act 1997' makes harassment both a civil tort and a criminal offence.

DEFINITIONS

Bullying and harassment is behaviour which threatens, intimidates and disempowers an individual. It results in low morale, de-motivation, poor work rate and lack of concentration. It belittles the individual, reduces confidence and effectiveness. Bullying is usually associated with persistent behaviour but should not be limited to this.

Bullying, harassment, abuse and intimidation can be defined as unwanted conduct or behaviour from one to another which the recipient finds offensive. Such behaviour is usually associated with persistent action but should not be considered as limited to this.

Different situations can produce varying experiences of bullying, harassment, abuse or intimidation. Different attitudes and cultures can mean that what is perceived as bullying, harassment, abuse or intimidation by one person may not be seen as such by another. The common link is that the conduct or behaviour is unwanted by the recipient.

POLICY STATEMENT

The KLT seeks to provide an environment free from bullying, harassment, abuse or intimidation towards all who lead or participate in the life of Kings, including leaders, volunteer workers and lay members.

Examples of unacceptable behaviour include:

- verbal or physical harassment
- verbal or physical intimidation
- verbal or physical abuse

The policy shall apply to all who work and participate in the life of Kings.

KCC ANTI-BULLYING AND HARASSMENT POLICY

All persons shall respect the rights of all others and refrain from

- unwanted physical conduct of an unacceptable nature
- unwanted verbal conduct of a direct or indirect intimidatory nature
- non-verbal conduct of an intimidating nature
- conduct that ridicules, intimidates or abuses an individual
- verbal or written harassment
- isolation or non co-operation

The KLT shall be responsible for ensuring that all those who work or participate in the life and work within Kings are informed of this policy. They are to ensure there is awareness that bullying, harassment, abuse or intimidation of others is a serious matter and could result in an investigation possibly resulting in being put out of the church and even the subject of a criminal investigation by the police, though these will be a last resort.

All those in positions of responsibility must take prompt action to stop bullying, harassment, abuse or intimidation as soon as it is identified or reported.

All those in positions of responsibility shall be responsible for ensuring that:-

- bullying, harassment, abuse or intimidation does not occur in the areas for which they are responsible
- All persons associated with the life and work of Kings have a particular responsibility to maintain an environment free from bullying, harassment, abuse or intimidation.

CONTRAVENTION OF THE BULLYING AND HARASSMENT POLICY

Complaints should be brought to the attention of the KLT, via writing preferably, either from the complainant or someone with whom they have spoken. The complaint may be presented to the board of Trustees, if it would not be suitable to bring it to the KLT. Complaints should normally be expected to be made within 3 months of the alleged harassment taking place; however, investigations should still be carried out in to historic claims as far as practical.

Persons subjected to bullying, harassment, abuse or intimidation or those who think they may have witnessed a case of bullying, harassment, abuse or intimidation shall in the first instance be able to receive advice and assistance, on a confidential basis, from a member of the KLT (or the Trustees if appropriate).

Any accusations involving children (either as perpetrators or victims)(a child being anyone under the age of 18) shall be referred through the Child Safeguarding procedures in the first instance.

The KLT takes a serious view of bullying, harassment, abuse or intimidation and if, following initial investigation it is found that an act of bullying, harassment, abuse or intimidation is likely to have been committed, the KLT shall take such actions as necessary to prevent further contraventions and also actions to reassure the victim(s) that they can feel safe within Kings. Dependent upon the individual situation such actions against the perpetrator can include but may not be limited to:

- Counselling, either in house or external as required
- Retraining in the policies
- Reconciliation between the perpetrator and the victim(s) (but only with the permission of the victim(s))
- In severe or persistent occasions; expulsion from the church congregation
- For employed members – formal warnings potentially resulting in removal from post

Action required by separate King's disciplinary procedures shall apply as relevant.

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Allegations of bullying, harassment, abuse or intimidation made with the intention of damaging someone's reputation or are found to have been made maliciously may, following investigation, invoke these disciplinary procedures too.

INVESTIGATING COMPLAINTS

To ensure confidentiality, the KLT (or Trustees) are to appoint a suitable person(s) to act as intermediary between the complainant and the alleged harasser. More than one person may need to be appointed if both sexes are represented in the complaint, to assist when interviewing. Should the appointment of a person within the congregation not be possible or not suitable to the situation then help from an outside agency should be sought, dependent upon the severity of the complaint. Such outside assistance may come from another church or through the New Wine Cymru organisation.

The complainant should be initially interviewed to ascertain more details and in particular the following (as applicable);

- what behaviour was found offensive by the recipient, specifics should be sought
- who is (are) the alleged offender(s)
- were there any witnesses
- when and where did the event(s) take place
- what action the complainant would like to see taken
- would they be happy for a reconciliation meeting

The alleged offender should also be separately interviewed to ascertain the following (as applicable);

- does the alleged offender recognise their actions, do they admit to doing them
- whether the behaviour was recognised as offensive by the person carrying out the action(s)
- are they repentant over what they did
- would they be happy for a reconciliation meeting

Having clarified the actions of individual parties the appointed person(s) will, if deemed necessary and acceptable to both parties, arrange for an informal meeting between both parties at a convenient date, time and location. This meeting should take place within a reasonably short time from the initial complaint. Either party may be accompanied if they so wish. The aim of the meeting will be conciliatory and:

- allow an informal discussion to take place
- clarify the incident or unacceptable actions involved
- seek an appropriate resolution

The appointed person(s) will minute the meeting, including any consequences or conclusions. At the time of the meeting both parties are to sign to say they are a true and accurate record. This document will be placed on a confidential file held by the KLT.

Where necessary, informal monitoring of the situation between the two parties will be carried out by the appointed person(s) (or other(s) as directed by the KLT) until deemed no longer necessary but not exceeding one year from the date of complaint. A review of the aggressor's subsequent actions may take place at any time if there is evidence they are reoffending.

The KLT (or Trustees) are to receive regular verbal reports throughout the proceedings. No further action will be taken if the harassment, abuse or intimidation ceases post investigation.