

Kings Christian Centre (KCC)

Anti-Bullying and Harassment Policy

Charity No: 1181815

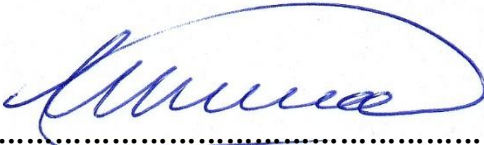
Address: Pwll Glas, Mold, Flintshire, CH7 1RA

Date of Policy adoption – 22nd May 2026

Date of 1st review – 22nd May 2027

Signed..... 

Trustee

Signed..... 

Trustee

Policy Review

Date	Issue	Reviewers	Outcomes
22-05-2026	1	EJT, HJL	Replaces previous policy dated 14 April 2019

INTRODUCTION

The Bible sets out clear guidance on how we should relate to each other both within the church family and with others in the wider community. In addition, there are legal requirements designed to protect people against harassment. Within the KCC community, we are all responsible for our own behaviour, whatever our role within the community, and we are required to conduct ourselves both individually and corporately in a manner which does not cause offence to others.

The purpose of this policy is to present the KCC policy statement, to explain why it is a legal requirement, and to explain action to be taken in the event of an individual or group experiencing harassment or bullying. The document consists of the following sections:

- Clarification of the meaning of bullying and harassment within the law
- The complaints procedure to be used by anybody who considers themselves to have been subject to unacceptable behaviour
- The process for dealing with alleged offenders

The KCC leadership, comprising the Leadership team and the Trustees, in adopting this policy and procedures:

- recognise the need for good and positive working relationships to exist throughout KCC
- recognise the potential damaging and detrimental effects that inappropriate behaviour can have on the work and image of KCC, both within and beyond the church family
- is committed to preventing and eliminating bullying and harassment as far as possible
- provides a fair and clear procedure for dealing with any complaints of bullying and harassment
- accepts responsibility in relation to the duty of care owed to all paid workers and others who participate in the life of KCC and to ensure that their dignity is protected whilst working or participating in its life or worship.

The KCC leadership is 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, or as a last resort might be subject to criminal investigation by the police.

We all have the right to expect an environment free from threat within KCC. No form of bullying, harassment, abuse or intimidation will be tolerated, irrespective of a given reason or circumstances.

The policy applies to all who participate in the life of KCC.

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 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 KCC have a responsibility to maintain an environment free from bullying, harassment, abuse or intimidation.

WHAT IS BULLYING AND HARASSMENT

Bullying and harassment are behaviours which threaten, intimidate and disempower an individual or a group of people. There is no legal definition of bullying, but it is usually associated with persistent behaviour by an individual or group of people towards an individual. It can be face-to-face or online and may involve no direct personal contact - for example it may include gossip and rumour-mongering that belittles the individual. These behaviours have an adverse effect on the victim, leading to low morale, de-motivation, and other psychologically damaging effects and may lead the victim to feel pressured to remove themselves from participating in the life of KCC.

The term 'harassment' is used in the Equality Act 2010. It is used to describe unwanted conduct relating to one or more of the protected characteristics set out in that Act and can apply to negative behaviour to an individual or group of individuals. The protected characteristics are age, disability, gender assignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Protection from Harassment Act 1997 made harassment both a civil tort and a criminal offence.

Bullying, harassment, abuse or intimidation can take different forms. What is perceived as bullying, harassment, abuse or intimidation by one person may not be seen as such by another. The touchstone is that the conduct or behaviour is unwanted by its recipient.

Examples of unacceptable behaviour include:

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

This means refraining from:

- unwanted physical conduct of any sort
- unwanted verbal expression that is directly or indirectly intimidatory or threatening
- non-verbal actions of an intimidating nature
- conduct that ridicules, intimidates or abuses an individual or group of individuals
- verbal or written harassment
- isolating or refusing to co-operate with an individual

WHAT TO DO IF YOU ARE VICTIM OF BULLYING OR HARASSMENT OR AWARE OF IT TAKING PLACE

In the first place, bring the issue should be brought to the attention of KCC leadership.

This can be done verbally or in writing by either the victim or another who has observed the unacceptable behaviour.

In order to handle the complaint effectively, the complaint should be made as soon as practical after the event – and preferably within 3 months of the alleged harassment taking place. This does not preclude investigation of historic claims as far as is practical.

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.

Adults subjected to bullying, harassment, abuse or intimidation or those who think they may have witnessed a case of bullying, harassment, abuse or intimidation shall receive advice and assistance, on a confidential basis, from a member of the KCC leadership, or a nominated person with appropriate skills. This person will not be involved in any formal investigation other than continuing to provide appropriate support to the victim(s).

INVESTIGATING COMPLAINTS

To ensure confidentiality, the KCC leadership will appoint suitable person(s) to act as intermediary between the victim 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. If the appointment of a person within the congregation is not possible or not appropriate 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 Evangelical Alliance, or through an independent legal professional.

First, the complainant should be interviewed (and notes taken) to ascertain details of the incident(s) including (as applicable);

- the specific nature of the offensive behaviour
- who is (are) the alleged offender(s)
- were there any witnesses to the behaviour
- 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 be interviewed separately (and notes taken) to ascertain as applicable:

- is the alleged behaviour recognised by the alleged offender and do they admit to it
- do they recognise the behaviour was offensive
- are they repentant over what they did
- would they be happy for a reconciliation meeting

The KCC leadership takes a serious view of bullying, harassment, abuse or intimidation. If, following initial investigation it is found that an act of bullying, harassment, abuse or intimidation may have been committed, the KCC leadership shall take such actions as necessary to prevent further contraventions and actions to reassure the victim(s) that they can feel safe within KCC.

If having clarified what happened, the appointed person(s) will, if deemed appropriate and acceptable to all, arrange 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 KCC leadership.

Dependent upon the individual situation, and in particular if a reconciliation meeting is not appropriate or is not acceptable to both parties, other actions may include:

- Counselling, either in house or external as required
- Retraining as appropriate
- In the case of severe or repeat offences, expulsion from the KCC congregation
- For employees, separate KCC disciplinary procedures shall apply as relevant.

If it is found that allegations of bullying, harassment, abuse or intimidation are made with the intention of damaging someone's reputation and/or have been made maliciously, other disciplinary procedures may be invoked following investigation.

Where appropriate, 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 KCC leadership) until deemed no longer necessary for a period 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 KCC leadership is to receive regular verbal reports throughout the proceedings. No further action will be taken if the harassment, abuse or intimidation ceases post investigation.