

# **Capernwray Hall Anti- Bullying and Harassment Policy**

## **1. Introduction**

In accordance with Capernwray's stated values (see separate document), Capernwray recognises the impact of bullying on people's lives in terms of how it can undermine confidence and destroy their sense of security. Bullying and harassment can take many forms but intimidating behaviour, with the intention of physical or emotional hurt and humiliation, is a common factor. Bullying can happen anywhere and, to tackle it, Capernwray recognises its role in working to maintain a culture where bullying is unacceptable as well as develop the skills of staff, students and guests in building confidence and resilience.

More serious offences of terrorism or radicalisation are also implicit within bullying and harassment. Capernwray will link such types of bullying with its responsibilities under the Prevent Duty.

## **Definitions of Bullying**

There are many definitions of bullying but these include:

- Deliberately hurtful or humiliating
- Repeated often over a period of time
- Difficult for victims to defend against
- Singling out a person because they belong to a particular group.
- Racist and religious bullying that makes a person feel unwelcome, marginalised, excluded, powerless and worthless because of their colour, ethnicity, culture, faith, community, national origin or status.
- Sexist, gender, sexual, homophobic and transphobic bullying – any behaviour, physical or non-physical where sexuality is used as a weapon, whether overtly or covertly. It can include inappropriate touching and jokes about sexual assault or rape.

Bullying involving people with disabilities employs many of the forms of other types of bullying, but can include manipulative bullying, exploiting of sensory stimuli, conditional friendship and persistent low-level bullying.

Bullying can take many forms, but some common types are

- Physical
- Verbal
- Indirect, e.g. exclusion from social groups
- Cyberbullying - the use of information and communications technology, particularly mobile phones and the Internet to deliberately upset someone. It includes text messages, chat rooms, email and social media, the encouragement of the vulnerable to engage in risk-taking behaviour on line, grooming, the expression of discriminatory views, and radicalisation.
- Peer-on-peer Sexual Violence and Sexual Harassment

## **Definitions of Harassment**

Harassment is defined as the unwanted conduct which violates a person's dignity or creates an intimidating, hostile, degrading or humiliating environment.

Capernwray takes harassment to include:

- Negative remarks about a person's ethnicity, nationality, sexuality, gender, age, disability, religious or political beliefs
- Verbal abuse or taunting, in person or electronically
- Racist and/or sexist comments or jokes
- Sustained deliberate exclusion
- Making unwanted physical contact

- Display or circulation of offensive materials eg books, magazines, emails, text messages, images
- Intrusive questioning

## **2. Policy Statement**

Capernwray staff have a collective and individual responsibility to maintain a safe learning and working environment for its staff, students and guests and will challenge bullying and harassment in all its forms and take firm and decisive action to protect the safety and well-being of everyone.

Capernwray will ensure that the whole community are aware of the policy and the standards of behaviour and conduct expected so that they know what to do if they experience or suspect bullying or harassment, confident that it will be dealt with in accordance with the policy.

These policy and procedures apply when anyone is on Capernwray premises or on Capernwray-related activities. They apply to all remunerated and volunteer staff, to all students and holiday programme guests, to all visitors and external users of the facilities, and to any activity using social media or electronic means that can be linked to Capernwray sites.

Bullying and harassment may not be immediately obvious, and it may be difficult to articulate concerns about the behaviour of others, sometimes for fear of reprisal. It is therefore important to maintain a culture within Capernwray that allows anyone to disclose their concerns in the safe knowledge that something will be done.

## **3. Procedure**

### **Promoting Anti Bullying and Harassment at Capernwray**

Through a combination of prevention and response, the following measures are put in place to raise awareness of Capernwray policy of zero-tolerance of bullying and harassment:

- A statement of the intolerance of bullying and harassment is included within the Staff & Student Handbooks and is re-iterated during induction. This includes staying safe through an awareness of the risks of cyberbullying and the risks associated with the use of on-line media, including social networks.
- The staff induction programme includes a module on Equality and Diversity and includes bullying and harassment. The Staff development programme also includes updates on bullying and harassment.
- All staff have a role in ensuring there is no evidence of bullying and harassment at Capernwray. Heads of Department, Family Group Leaders, Bible School staff and interns, Holiday Week Leaders and Room Leaders will stay particularly vigilant when fulfilling their duties. Capernwray's teaching programme will regularly promote positive attitudes in line with the Christian value of unconditional loving acceptance of others.

### **Dealing with Allegations of Bullying or Harassment**

In many cases, the identification of bullying will be by a member of staff becoming aware of an unacceptable situation. Wherever possible, the person should be encouraged to make a note of what has happened, when, where and who was involved or to talk to someone they trust who can write it down for them. The role of the staff member will be to offer support, deal with the allegation and seek a resolution to the issue. This may include involving both parties in discussion. The protocols described in the **Capernwray Complaints Procedure** (see separate document) should be followed, using the three-stage process of Discussion and Advice, Informal Process and Formal Process.

Investigations in respect of cyberbullying may include a request to the Capernwray Information Technology team to review and take evidence from mobile phone messages and social network activity. They will bear in mind the '[Searching screening and confiscation](#)' advice (for schools) and '[UKCCIS sexting advice](#)' (for schools and colleges). The key consideration is for staff not to view or forward illegal images of a child. The highlighted advice provides more details on what to do when viewing an image is unavoidable. In extreme cases, it may be necessary to involve the police to trace calls or to look at the data of another user.

The investigation must consider if a legal offence has been committed as bullying including cyberbullying can constitute a criminal offence.

If there is any concern that the bullying and harassment could be linked to terrorism or radicalisation, then an immediate referral will be made to the Designated Safeguarding Officer in line with Capernwray's responsibilities under the Prevent Duty.

Where it is identified that there is persistent evidence of bullying and harassment, the Designated Safeguarding Officer will take steps to work with the staff to raise awareness of equality and promote positive attitudes within the community. A record of activities should be kept.

It is the responsibility of the person investigating the bullying and harassment claim to discreetly advise other staff members who are linked to the victim on a need -to-know basis.

### **Recording of Bullying and Harassment**

The importance of follow up of reports of bullying and harassment is required to ascertain if the intervention has secured lasting change. Key questions at this stage will include whether or not the victim now feels safe, whether the bully's behaviour has changed and what has been learned from the incident.

Following the investigation, the staff member in consultation with the Designated Safeguarding Officer should continue to monitor the situation closely, without ever assuming that the bullying has stopped.

Records of bullying and harassment that have escalated to formal investigation stage are reported by the Managing Director and the Designated Trustee for Child Protection & Safeguarding to the Board of Trustees at their next meeting.

## **4. References**

- Staff Handbook
- Student Handbook
- Safeguarding Policy
- Complaints Procedure
- [Keeping children safe in education](#) 2018
- [‘Searching screening and confiscation’](#)
- [‘UKCCIS sexting advice’](#)
- [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- <http://www.preventforfeandtraining.org.uk/>
- [Sexual violence & sexual harassment between children in schools and colleges](#)

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