



Zero Tolerance for Harassment Policy

Rationale

We feel it is important to work towards developing a positive working partnership with the parents, carers, and the wider family members of all the children within the setting. Policies and procedures are in place to protect individual children, staff and parents. On rare occurrences a person may believe they have a concern or an issue which causes them to choose not to follow our existing procedures, resulting in them responding in a negative, intimidating or hostile manner. We have an obligation to ensure the environment is safe and secure for the children and staff.

Violence towards others is a crime, therefore the management of the setting will press for the maximum penalty for any person who behaves in an abusive or violent manner towards our staff.

Violence and Abusive Behaviour

Incidents where any member of staff, parents, volunteers or visitors act in a violent way towards others, or acts in a way which makes others feel threatened, will be immediately reported to the police. We reserve the right to terminate any nursery bookings with immediate effect. Relevant authorities will also be contacted, including OFSTED, the local authority and relevant safeguarding professionals.

Expected Standards of Behaviour

We have a duty to provide a safe and secure environment for children, staff and visitors. Violent, abusive or harassing behaviour will not be tolerated, and action will be taken to protect children and staff.

Harassment is defined as any unwanted physical or verbal conduct that offends, hurts or humiliates the recipient, that interferes with their ability to work and learn, or leads to adverse job-related consequences, and that any reasonable person ought to have known would be unwelcome.

This does not include performance reviews such as supervisions or appraisals, or valid disciplinary measures. Examples of harassment include, but are not limited to, racial or sexual slurs, negative stereotyping, name calling, racist or sexist jokes, physical assault, bullying, threats, demeaning pictures, posters and graffiti.

Harassment involves the following categories of behaviour, whether this occurs once or on repeated occasions:

- a) Discriminatory Behaviour

Discrimination refers to treating people differently or negatively because of one or more of the prohibited grounds of discrimination: race, colour, ancestry, place of origin, political beliefs, religion, age, sex, sexual orientation, marital status, family status, physical or mental disability, or pardoned criminal conviction.

b) Personal Harassment

Personal harassment includes offensive conduct, comment or display made on either a one time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment on the part of the recipient.

c) Sexual Harassment

Sexual harassment refers to any conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or a series of incidents, that might reasonably cause offence or humiliation. This also include placing a condition of sexual nature on employment, an opportunity for training or promotion.

Some example of sexual harassment may include, but are not limited to:

- Unwanted touching, patting, or leering.
- Sexual assault
- Enquiries or comments about a person's sex life.
- Telephone calls with sexual overtones.
- Gender-based insults or joke made to cause humiliation or embarrassment.
- Repeated unwanted sexual or social invitations
- Inappropriate or unwelcome focus or comments on a person's physical attributes or appearance.

d) Bullying

Bullying consists of behaviour to attack and diminish another by subjecting them to unjust criticism or trivial fault-finding, or by humiliating the recipient, particularly in front of others.

Behaviours unacceptable on the nursery premises include but are not limited to:

- Screaming, shouting, loud intrusive conversation.
- Malicious allegations towards parents, staff or visitors.
- Threats or threatening behaviour.
- Offensive language
- Intimidating behaviour
- Harassment
- Bullying towards staff
- Wilful damage to nursery property or environments
- Theft
- Violence towards persons or property
- Derogatory, sexist remarks

Procedure

Any such instances will be reported to the management, who will support the person involved. Any incident must be fully recorded on an incident form as well as a written report being completed. All witnesses must write a statement detailing what was observed/heard. The management will inform all relevant authorities and support the person with reporting the incident to the police.

Reviewed March 2024