



PREVENTION OF HARASSMENT POLICY and STAFF GUIDANCE
(including Racial Harassment)

Published on: School Intranet
School Website

Updated: March 2009
Due for Review: March 2012

TACKLING HARASSMENT IN BASSALEG SCHOOL

This policy is to be read in conjunction with the broader Equality and Diversity Policy and the Anti Bullying Policy.

Harassment

Harassment is defined as any behaviour which is inappropriate, demeaning and offensive, unwanted by the recipient and which creates an unpleasant or intimidating working environment. Harassment may take many forms in response to an individual's race, gender, sexual orientation, physical appearance, religion, physical or mental disability, ethnic origin, nationality or political belief. It could be a series of incidents or a one off incident. It is any behaviour which undermines the person and reduces their quality of life.

Bassaleg School is committed to creating a positive climate that will enable everyone to work free from intimidation and harassment and to achieve their full potential. Therefore:

- Bassaleg School will use all the powers and resources at its disposal to eliminate all incidents of harassment.
- It will ensure that any complaint of harassment is promptly investigated and that everyone is aware of his/her responsibility and the procedures to challenge and report it when it occurs.
- It will work with Governors, staff, pupils, parents, communities and other agencies to ensure that it is clearly understood that harassment is unacceptable.
- It aims to provide an atmosphere where everyone is valued and any discrimination is always challenged.

Responsibility and Accountability

- All members of staff have a duty to ensure that pupils do not suffer from any form of harassment or bullying and, if they do, they are supported in seeking to eliminate it and in pursuing any legitimate case.
- All managers are expected to ensure that their staff are fully aware of this policy and to take immediate action if harassment and/or bullying is suspected or identified, whether or not a formal complaint has been made.
- All staff are expected to promote a positive working environment and are to set a good example by treating everyone with respect, dignity and consideration.

1. Guidance for Incidents Involving Pupils

What follows below are a list of possible categories of Harassment, together with suggestions of appropriate responses. In **all** of the examples where race is an issue, a Racial Harassment Incident Sheet **must** be completed and returned to the appropriate Head of Year for the attention of the Assistant Headteacher responsible for dealing with issues of harassment.

a. Physical Assault

- Incident sheet
- Report to Head of Year
- Full report to parents
- Consideration of isolation or suspension
- Offenders should be counseled whether or not they have been excluded

b. Derogatory name calling, insults, racist jokes, verbal abuse, ridicule of cultural differences e.g. dress, food, music etc.

- Incident sheet
- Staff should explain fully to any offender that such abuse is unacceptable
- Persistent offenders should be referred to Head of Year/Assistant Headteacher

- c. **Graffiti**
- Incident sheet
 - All graffiti relating to race, or in any other way derogatory or harmful, in the school should be reported to Assistant Headteacher (F&E) in order that it is immediately removed
 - Staff should explain fully to any offender why this action was unacceptable
 - Parents should be informed both of the graffiti and the cost of any removal.
- d. **Wearing racist badges, insignia or carrying literature of any form which might cause offence**
- Incident sheet
 - Head of Year/Assistant Headteacher to remove offending articles and to make it clear that they will only be returned via collection by a parent and then only if it has not become a police issue – see below
 - Staff to explain to offenders why these should be regarded as offensive
 - Police to be informed if any such materials are being sold and/or distributed
- e. **Comments in the course of lessons**
- Reported on Lesson Monitor. Incidents of a racial nature should be reported to the Assistant Headteacher responsible
 - A record should be made on the SiMS Behaviour Management System
 - Statements should not be allowed to go unchallenged, where necessary the pupil should be seen individually
 - Repeat offenders should be referred to the Head of Year/Assistant Headteacher
- f. **Refusal to co-operate with another pupil on the grounds of race/gender/disability/sexual orientation/religion/physical appearance/nationality/ethnic/origin/political belief**
- Reported on Lesson Monitor
 - A record should be made on the SiMS Behaviour Management System
 - Explain that pupils should work collaboratively and that every pupil has the right to be included in activities
 - Repeat offenders should be referred to the Head of Year/Assistant Headteacher
- g. **Attempts to recruit to organisations or groups deemed likely to incite racial hatred or other forms of harassment**
- Direct referral to Assistant Headteacher and forward referral to the Police to ascertain legal position before commencing additional action
- h. **Accessing, downloading, saving or distributing offensive, or otherwise harmful, content using the school internet facilities**
- Unless specifically associated with directed study by a teacher on racist issues, accessing such materials is to be considered a serious offence. There are several means by which Bassaleg School attempts to restrict, monitor and record access to these sites generally.
 - In cases where inappropriate internet use (of any kind) is suspected by a member of the school staff, or pupil, the Assistant Headteacher must be informed. Usage logs will then be checked and if evidence supports action, the internet access shall be withdrawn for an indefinite period.

2. Dealing with complaints and following up with proven victims

All complaints from possible victims should be listened to carefully before embarking on any of the above, as would be the case with different kinds of issues within the school.

If a complaint comes directly from a parent to a member of staff, the parent should be referred to a member of the Senior Leadership Team or the relevant Head of Year.

If a complaint is received about a member of staff, the Headteacher will first consider it before any further action is taken.

If a complaint is received about the Headteacher, the Chair of Governors will first consider it before any further action is taken.

If a complaint is received about the Chair of Governors, the school's complaints procedure will be followed.

In all cases where it is clearly proven that there is a victim of harassment, follow-up action with this individual should be considered, e.g. further meetings set up in order to ascertain whether the action taken has resolved the issue.