

# **MEADFURLONG SCHOOL**

## **DEALING WITH ALLEGATIONS OF HARASSMENT OR BULLYING**

**January 2010**

### **Stage 1 – Informal Action**

Where an individual feels that s/he is being harassed or bullied, on any grounds, the first course of action in most cases will be to try and resolve the matter informally. This is likely to produce solutions that are speedy, effective and restore positive relations in the workforce. It will also help to minimise embarrassment and the risk of breaching confidentiality.

Unwelcome behaviour becomes harassment if it is repeated once it has been made clear to the perpetrator that it is offensive or unwanted (although there may be some circumstances in which one incident, if sufficiently serious, may constitute harassment). Therefore the first step is for the complainant to make clear to the alleged perpetrator that his/her behaviour is unacceptable. This could be done in a number of ways:

- The individual could approach the alleged perpetrator either face to face or in writing, explaining the distress that her/his behaviour is causing;
- The individual could approach a member of the senior management team who could speak to the alleged perpetrator on his/her behalf.
- The individual could contact a Human Resources Officer, professional or trade union representative or a work colleague for support, and s/he may speak to the alleged perpetrator on his/her behalf;

Where a member of the senior management team has been involved and the complaint has been resolved informally, s/he should monitor the situation over a period of review to check that unwanted behaviour or conduct has ceased.

If the employee feels that the matter is sufficiently serious and that informal action will not succeed in resolving the issue, or s/he feels unable to approach that individual; even with support, then the employee may be able to commence the procedure at the next stage. This should be discussed with either the employee's Headteacher or HR Officer.

### **Stage 2 – Informal Meeting**

If approaching the individual has not resolved the issue, then the employee should take her/his complaint in writing to the Headteacher using the harassment/bullying Complaint Form.

A complaint against the Headteacher should be made to either the Chair of governors or the Head of Education or his/her representative.

At this stage the Headteacher will follow the complaints procedure. In the case of a complaint against the Headteacher, the Chair of Governors will follow the complaints procedure.

Signed..... Date.....