



Zero Tolerance for Harassment Policy

Aim

To ensure the setting is a secure and safe environment for all children, staff and visitors.

Policy

There may be an occasion when a parent/carer or visitor responds to a situation at the setting in a negative, hostile or intimidating manner. Horfield Welly Pre-school has a zero tolerance for any such behaviours. Violent, abusive or harassing behaviour will not be tolerated in this setting and decisive action will be taken to protect staff and children. If the incident involves a parent/carer, we reserve the right to terminate any nursery booking with immediate effect. There will be no appeal process in such instances and relevant authorities will be contacted, including Ofsted, the Local Authority and relevant safeguarding agencies.

Procedure

When the inappropriate behaviour begins, staff/management should instruct the individual to leave the premises. If the individual refuses to leave, the Police will be called.

Every effort will be made to ensure that children do not witness (sight or hearing) the incident. Children will be moved away from the scene if appropriate and every effort will be made to keep them calm.

All incidents must be reported to the Registered Person who will support the staff member(s) involved. All incidents must be fully recorded on an incident form and a written report must be completed. All witnesses must write a statement detailing what they observed/heard. If the incident involves a parent/carer the management will meet with the parent/carer to inform them of the outcome of the incident which could include termination of the child's place. If the incident was perpetrated by a member of staff, the setting's Disciplinary Procedure will be followed. The Registered Person will ensure all relevant authorities are informed and support the staff member with reporting the incident to the Police if necessary.

Expected Standards of Behaviour

We need something positive in here e.g. The management expect that all people attending the setting, for whatever reason, to behave in a calm, respectful manner towards each other. The following behaviours will not be tolerated.

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

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

APPENDIX

Harrassment

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. It does not include the legitimate exercise of supervisory authority regarding performance reviews, work evaluations, or valid disciplinary measures. Examples of harassment include, but are not limited to, racial or sexual slurs, name calling, racist or sexist jokes, negative stereotyping, physical assault, bullying, threats, demeaning pictures, posters and graffiti. Harassment includes the following categories of behaviour, whether the behaviour occurs once or on repeated occasions.

Abusive or Violent Behaviour – Definitions

a) Discriminatory behaviour

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

b) Personal harassment

Personal harassment includes objectionable 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. It may or may not be linked to discriminatory behaviour.

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 be expected to cause offence or humiliation or that might reasonably be perceived as placing a condition of a sexual nature on employment, an opportunity for training or promotion, receipt of services, or a contract. Examples of behaviour that can constitute sexual harassment 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 jokes causing embarrassment or humiliation
- repeated unwanted social or sexual invitations
- inappropriate or unwelcome focus/comments on a person's physical attributes or appearance

d) Bullying

Bullying consists of behaviour to attack and diminish another by subjecting the recipient to unjustified criticism and trivial fault-finding, humiliating the recipient (especially in front of others).