



CLIMBING OUT OF DEPRESSION

Anti Bullying Policy

Anti Bullying Policy V.2	Approved April 25
--------------------------	-------------------

Page 0

CLIMBING OUT OF DEPRESSION

Anti Bullying Policy

Table of contents

Dignity	1
Bullying	2
Types of bullying behaviour	2
Duty and Responsibility	2
Reporting Procedures	3
Informal	3
Formal	3
Appeals	4

Dignity

Every person working with the Charity has the right to be treated with dignity at all times during their time with us and all workers and volunteers are required to conduct themselves in a manner which is entirely consistent with this general principle.

Climbing out of Depression will not tolerate behaviour that can affect this right. It seeks to provide a pleasant and constructive working environment for all. This right applies to everyone. There are no exceptions. Anyone who believes that this elementary right has been infringed may make a formal complaint.

Behaviour such as bullying or harassment is harmful; it causes distress; and can lead to absence, illness and poor performance. This type of behaviour will not be condoned by Climbing out of Depression in any circumstances, including at climbing centres, fundraising events or outside these areas if it has a bearing on the relationship of clients, volunteers, instructors or other members of the public.

Bullying

These guidelines provide examples of unacceptable behaviour and outline the charity's commitment to preventing and responding to incidents of bullying Types of bullying behaviour.

Bullying can occur either face to face, by letter, email or phone and is any persistent behaviour, directed against an individual or group, which is intimidating, offensive or malicious and which undermines the confidence and self esteem of the recipient(s).

Though not an exhaustive list, examples include

- persistent negative comments or malicious rumours
- ongoing insensitive jokes or pranks
- insulting or aggressive behaviour
- ignoring or excluding an individual
- unjustified, persistent criticism
- reducing someone's effectiveness by withholding information
- constantly undervaluing effort
- any behaviour that causes distress to another.

Harassment is unlawful under the Equality Act 2010 and is unwanted behaviour, which an individual or group finds intimidating, upsetting, embarrassing, humiliating or offensive.

People can be subjected to undignified behaviour or harassment on a number of grounds: race, ethnic origin, gender or sexual orientation, disabilities, age, health, physical characteristics etc. or for no particular reason. Examples of such behaviour include:

- jokes, offensive language, gossip, slander and pranks
- lewd comments about appearance
- physical contact
- displays of offensive material
- coercion for sexual favours and pressure to participation political/religious group
- intrusion by pestering, spying and stalking
- threatened or actual physical violence
- threats etc for refusal of sexual favours
- undermining or denying training opportunities

Duty and Responsibility

Every representative of the Charity has a duty and responsibility to establish and maintain a working environment where others are treated with dignity and respect, and have the duty to implement these principles and ensure that individuals are aware of the guidelines.

All charity representatives carry responsibility for their behaviour and must treat colleagues and clients with dignity and respect and challenge any unacceptable behaviour that occurs.

Some types of harassment are unlawful in a working environment (age, sexual, gender reassignment, marriage and civil partnerships, pregnancy, religious, racial and disability). The Charity and the harasser may be held liable for such unlawful actions and for payment of compensation.

By way of this procedure, all clients and our workforce are protected against unwelcome behaviour and can make a complaint or assist in an investigation without fear of reprisal.

Working Restoratively

COOD is committed to preventing incidents of bullying. Where appropriate, every attempt will be made to work restoratively with perpetrators and victims in order to empower victims and reduce recurring incidents of inappropriate behaviour. Where incidents of bullying are reported, the DSO will support relevant staff, volunteers or instructors to adopt a restorative approach to dealing with the behaviour and its consequences.

This will involve talking with the perpetrator and victim to understand

- What has happened
- The impact
- What needs to happen to put things right
- What could be done differently in the future.

It may be necessary to impose sanctions. Parents of both perpetrators and victims will be advised and updated.

Reporting Procedures

Initially, every effort should be made to resolve the situation restoratively. In the first instance and where appropriate incidents should be addressed informally. However, it may be necessary to utilise formal sanctions to safeguard individuals from ongoing harm. The Designated Safeguarding Officer will offer support to individuals through either process.

Informal

Where appropriate, those who feel that they are victims are advised, initially, to make an informal approach to the perpetrator, explaining that the behaviour is unacceptable and must stop or to speak with their climbing instructor. There are guidelines for addressing bullying and reporting incidences in the COOD safeguarding policy, which includes reporting as a guardian in incidences of bullying involving minors.

Written records of the incidents, including date, time, nature of incident and the names of witnesses should be kept by the complainant together with notes on any action taken to stop the unwanted behaviour.

Should the behaviour continue, then the complainant should take the complaint the Board of Trustees via the 'Contact Us' form via the website. This offers anonymity to the complainant, and ensures any support needed is given to the complainant.

Formal

Formal complaints should be addressed to the Safeguarding Officer in writing, giving full details of the incident(s). All complaints will be viewed seriously and in confidence. If the Safeguarding Officer is the cause of concern the issue should be raised with the Chair.

Once the complaint has been received, if necessary, action will be taken to separate the alleged perpetrator from the complainant and this may involve a transfer to another instructor/volunteer, or suspension of the alleged perpetrator until the complaint has been investigated and resolved, hopefully restoratively.

The Safeguarding Officer or Chair will carry out a confidential, thorough and prompt investigation, which will involve taking statements from other witnesses. All involved in the investigation are expected to respect the need for confidentiality. Failure to do so will be considered a disciplinary offence. On the strength of the findings, s/he will take the appropriate action. The complainant and alleged perpetrator will be told of the findings. This may include sanctions and/or disciplinary action for the perpetrator, and if serious enough, could result in a safeguarding referral, summary dismissal or involvement of the police.

Appeals

If the complainant is dissatisfied with the way in which the complaint has been handled or the outcome, then a written request for reconsideration should be made to the Chair of the Trustee Board within 5 working days of receiving the Safeguarding Officer's decision.

Anyone who brings a complaint will not suffer victimisation for having brought the complaint. However, if the complaint is untrue and has been brought in bad faith (e.g. spite) further action may be required to prevent further false allegations.

