

# Preston Road Community Centre

## Bullying and Harassment Policy and Procedures

### Introduction:

Preston Road Community Centre is committed to providing a safe, inclusive, and respectful environment for all staff, volunteers, users, and visitors. This policy outlines our commitment to preventing and addressing bullying and harassment.

### Definitions:

- **Bullying:** Repeated, unreasonable behaviour directed towards a person or group that causes them to feel threatened, humiliated, or undermined.
- **Harassment:** Unwanted conduct related to a protected characteristic (e.g., race, sex, disability, age, religion) that has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.

### Scope:

This policy applies to all activities and interactions within Preston Road Community Centre.

### Unacceptable conduct:

Examples of unacceptable conduct include, but are not limited to:

- Verbal abuse, threats, intimidation
- Physical violence or assault
- Discrimination or offensive comments
- Unwanted physical contact
- Spreading malicious rumours or gossip
- Excluding or isolating individuals
- Cyberbullying or online harassment

### Reporting Procedures:

Anyone who experiences or witnesses bullying or harassment is encouraged to report it promptly. Reports can be made to TBA.

### Investigation and Disciplinary Procedures:

All reports will be taken seriously and investigated promptly and confidentially. The investigation will follow a fair and transparent process, and all parties involved will be informed of the outcome.

Disciplinary action will be taken against anyone found to have breached this policy. This may include warnings, suspension, or termination of employment or volunteer involvement.

### Support:

The Centre will provide support to anyone who has been affected by bullying or harassment. This may include:

- Emotional support and counselling

- Information and advice on dealing with the situation
- Referral to external support services

**Review:**

This policy will be reviewed bi-annually to ensure it remains up-to-date and effective.

**Alignment with UK Charity Commission Guidelines:**

This policy aligns with the UK Charity Commission's guidance on safeguarding and protecting people by:

- Promoting a culture of respect and inclusion.
- Having clear and accessible reporting procedures.
- Ensuring fair and transparent investigations.
- Taking appropriate disciplinary action.
- Providing support to those affected.

**Additional Information:**

- UK Charity Commission: <https://www.gov.uk/government/news/following-collaborative-project-commission-clarifies-bullying-and-harassment-roles-and-responsibilities>

Reviewed after the meeting: 26<sup>th</sup> Feb 2024

Review: by the end of Feb 2026