

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff and cover the use of mobile phones and cameras in the setting.



1.7 Dignity at Work Policy (including Harassment)

Policy statement

Berinsfield Early Years Pre-School is committed to the provision of a healthy, safe and productive working environment for all employees, prospective employees, parents and others working in or visiting its premises.

Procedures

Employees will be:

- Treated without favouritism
- Spoken to with courtesy on all occasions
- Spoken and written about with respect
- Accorded due professional trust
- Given due credit for their achievements
- Consulted about all proposals for changes in their role
- Given adequate time and resources for the successful discharge of their duties
- Provided with appropriate training opportunities
- Treated with dignity and respect at work and thereby be encouraged to meet their full

The Role of Employees:

All employees are responsible for maintaining appropriate standards of behaviour in Pre-School and to ensure that they do not contribute to the creation of a working environment in which affronts to dignity, bullying or harassment are accepted. Employees are required to:

- Treat colleagues and those with whom they come into professional contact with dignity and respect
- Be aware of the effect that their own behaviour and appearance can have on others
- Support colleagues if they experience incidents which affront their dignity, including bullying, harassment and victimisation
- Inform the Pre-School Supervisor if they are aware of any incident
- Set a positive example to colleagues
- Consider their language and refrain from making hurtful personal comments to or about others
- Challenge unacceptable behaviour on the part of others where appropriate and report any incident to the Pre-School Supervisor

The Role of the Pre-School Supervisor (and Committee)

Ensure affronts to dignity, bullying, and harassment in the workplace are not tolerated.

In order to carry out their role it is necessary for the pre-School Supervisor/Committee to:

- Issue instructions to employees
- Set work-related targets and objectives with employees and monitor their achievement
- Set standards of workplace performance and behaviour for employees, and monitor compliance with these
- Manage performance, including addressing poor performance or unacceptable behaviour on the part of employees, using the appropriate procedure. These functions should be carried out in a professional manner which does not undermine the dignity of employees.

The Responsibilities of Pre-School Supervisor (and Committee)

It is the responsibility of the Pre-School Supervisor/Committee to prevent infringements of people's dignity, harassment and bullying wherever possible and to take the appropriate action against such behaviour when necessary. In particular:

- Ensure that this policy is communicated to newly appointed employees during their induction, and is reinforced at regular intervals in routine meetings, briefings etc.
- Be alert to the possibility of breaches of this policy occurring
- Correct any behaviour which could be seen as contrary to this policy and remind employees of the policy when appropriate
- Provide support for any employee with a complaint made under this policy

- Take prompt action to deal with infringements of dignity, bullying or harassment as soon as these are identified, including disciplinary action where appropriate
- Treat all cases of inappropriate behaviour confidentially and should it be necessary consult the PLA LAWCALL Legal Team for advice
- Keep records of any incident reported or observed.

Staff Disciplinary Procedure

Infringements of employees' entitlement to dignity at work may be a disciplinary offence; bullying and harassment are disciplinary offences. See Staff Disciplinary Policy.

Everyone is entitled to work without the fear of mischievous or malicious complaints or allegations; employees found to be making these will be subject to the staff disciplinary procedure.

Harassment of Employees

"Harassment" is any behaviour which creates an intimidating, distressing, hostile or offensive working environment for one or more people, and includes racial, sexual or other forms of harassment.

If any employee feels they are being harassed (e.g. by a parent, other professional, other member of staff etc) they should report it to the Pre-School Supervisor (or if the harassment involves the Supervisor the Chair of Committee) and record and keep details of relevant information. In addition, colleagues should encourage and support fellow employees in reporting such incidents.

The Pre-School Supervisor must gather all appropriate information about the incident at the earliest opportunity by:

- Speaking directly with the parent etc involved to clarify what has happened (where this is practicable without endangering him/herself)
- Interviewing the employee to ascertain what has happened from their point of view
- Gathering relevant information from other employees/witnesses and obtaining written statement where possible

The Pre-School Supervisor must then make a judgement as to the gravity of the situation and where appropriate take one of the following actions:

- Inform the parent etc that their behaviour is in breach of Berinsfield Pre-Schools Dignity at Work and Harassment Policy and should stop immediately
- Where harassment is being conducted by a parent of a child current attending the Pre-School, inform them that if they fail to respond their child's place will be forfeited with immediate effect.
- Consider involving the Police
- Consider involving other professionals as deemed appropriate according to the situation e.g. Health Visitor, Social Worker etc

This action should be taken as soon as possible and certainly within 15 days of the incident being reported.

At no time should an employee be put at risk and any proposed meeting with the parent etc should be subject to a suitable risk assessment and should always have a 3rd party present.

Harassment, of an employee, can take a number of forms. It is not always face-to-face but can involve written material, such as e-mails. The following are examples of behaviour which Berinsfield Pre-school considers unacceptable:

- Physical aggression or intimidation
- Practical jokes which embarrass or humiliate
- Verbal abuse, including personal insults, inappropriate stereotyping, offensive comments, taunts, threats, malicious gossip or innuendo
- Abuse of an individual's right to personal privacy, for example intrusion into another employee's personal property or into their private life. (This may also be a breach of the Data Protection Act 1998)
- Unwelcome sexual advances.
- Humiliation – for example reprimanding an employee in front of others when this could be done in private
- Victimisation – for example singling out an employee for criticism
- Intimidation - for example aggressive behaviour or threats directed at an employee
- Instructions or requests to employees to perform inappropriate tasks, which are outside the remit of their job.

Abusive Parents

At Berinsfield Early Years Pre-School we believe that we have a strong partnership with our parents and an open-door policy to discuss any matters arising. In the unlikely event that a parent starts to act in an aggressive way at the pre-school, our policy is to:

- Direct the parent away from the children and into a private area such as the office

- Ensure that a second member of staff be in attendance, where possible whilst ensuring the safe supervision of the children
- Act in a calm and professional way, ask the parent to calm down and make it clear that we do not tolerate aggressive and abusive language or behaviour
- Contact the police if the behaviour does not diffuse
- Once the parent calms down, the member of staff will listen to their concern and respond appropriately
- An incident form will be completed detailing the time, reason and action taken
- With incidents like this, staff may require support and reassurance following the experience, management will provide and seek further support where necessary
- Management will also signpost parents to further support if applicable

This policy was adopted at a meeting of	Berinsfield Early Years Pre-School
Held on	<hr/> 22 nd May 2019
Date to be reviewed	<hr/> 22 nd May 2020
Signed on behalf of the management committee	<hr/>
Name of signatory	<hr/> Sue Bainbridge
Role of signatory (e.g. chair/owner)	<hr/> Chair of Committee

