

ANTI-BIAS

DISCRIMINATION AND OPPRESSION

Policy Statement

Loughborough Campus Nursery is committed to promoting an environment that employees can work in and clients can use without fear of being intimidated, harassed or bullied.

Any conduct which is unwanted, unreciprocated and offensive to the person or child on the receiving end can be regarded as harassment or bullying. It is the impact of the behaviour on the victim which is the key in deciding whether or not a complaint of harassment or bullying should be investigated, not the intention of the perpetrator.

Harassment and bullying can include:

- Unwanted and unnecessary physical contact
- Verbal abuse
- Display of offensive materials
- Unfair treatment at work

Procedure

Any member of staff who witnesses any bias action, verbal or non verbal, between children, parents or other staff should challenge them

If you feel able, make it clear to the person or child concerned that their behaviour is unwelcome and offensive to you and ask them to stop. You may do this face to face, by letter or with the support of the nursery manager. You may find this is enough to stop the harassment and prevent it happening again. However, if the harassment continues, or the behaviour is so serious that it makes this first step inappropriate, then you should consider making a formal complaint to the nursery manager. Your complaint will then be investigated quickly, fairly and sensitively. If a disciplinary hearing is called you will be asked to give evidence. After the hearing, you will be informed of any decision regarding the allegations. The disciplinary procedure

is clearly outlined in the Students' Union's staff hand book, a copy of which all staff receive on appointment.

If you are being harassed or bullied at work you should seek confidential advice and support from the nursery manager who will make you aware of the Students' Union's harassment and bullying complaints procedure. However, if you feel that you are being harassed or bullied by the nursery manager you should seek advice and support from Andy Parsons the General Manager of the Students' Union

If you are a client who is harassed or bullied whilst using the facility you should report the incident to the nursery manager and your complaint will be investigated quickly, fairly and sensitively and you will be informed of any action taken.

If you are approached about your behaviour causing harassment or offence to someone listen carefully, try to understand what it is you are doing which is causing offence and think how you can address the situation. If you wish to discuss your position you can do so with the nursery manager. If a formal complaint is made about you a thorough investigation will take place which is fair to all and carried out in strict confidence.

Individuals can help stop harassment and bullying by making it clear that they find such behaviour unacceptable and by supporting those who experience such treatment. Anyone witnessing incidents of harassment or bullying is encouraged to report the occurrence and offer supporting evidence in any investigation