



## **Dignity and Respect Policy**

### **Key Principles**

- No one should tolerate harassment or bullying behaviour while working or studying at ArtsEd.
- No one should tolerate harassment or bullying which they witness or hear of.

### **1. Policy Statement**

ArtsEd is committed to a working and learning environment which is based on collaboration and respect, free from bullying including discrimination, victimisation and harassment, and in which no one, student or member of staff, feels under threat or intimidated.

We expect staff and students to recognise that everyone has the right to an environment in which to study and work which encourages respectful, considerate, dignified and non-sexualised relationships. Everyone is responsible for their own behaviour, and it is each person's duty to treat others with dignity and respect. We are opposed to harassment and bullying in any form. All staff are required to be trained on and abide by the Staff Code of Conduct (A shortened code is attached at Appendix A). The Full Code of Conduct should be read in conjunction with this policy.

In striving toward the achievement of such an environment, allegations of bullying, harassment, or unwanted sexual attention by students or staff will be taken seriously at ArtsEd. If substantiated, allegations of bullying, harassment and/or unwanted sexual attention may provide grounds for disciplinary action and possible dismissal. ArtsEd recognises that incidents of bullying, harassment and/or unwanted sexual attention can affect a person's work, morale and health. Therefore, all complaints (informal or formal) will be dealt with promptly and treated confidentially.

This procedure applies to all students and staff at ArtsEd (there is a separate Anti-Bullying policy in place for children in the Day School/Sixth form). The procedure relates to those who are being bullied or harassed by another student, a member of staff or any other employee of ArtsEd, including freelance and visiting staff.

### **2. Bullying and Harassment**

Bullying can be defined as behaviour, which is offensive, intimidating, malicious or insulting, an abuse or misuse of power through means intended to undermine, humiliate denigrate or injure the recipient and undermine their ability and confidence.

Harassment is defined in equality legislation as unwanted conduct related to religious belief, political opinion, sex, gender reassignment, race, sexual orientation, disability or age, which has the purpose or effect of violating a person's dignity or of creating an intimidating hostile, degrading, humiliating or offensive environment for that person.

Harassment may constitute a breach of the ArtsEd's **Equal Opportunities Policy**.

Harassment may also be a criminal offence and may contravene Health and Safety legislation. Complaints of this type of harassment can also be brought under the Protection from Harassment (NI) Order 1997. All further references to harassment in this policy should be taken to include bullying.

### **Examples of Harassment**

Many forms of behaviour can constitute harassment; this list is neither exclusive nor exhaustive and other forms of behaviour may be regarded as harassment:

- Oral or written harassment through derogatory remarks, jokes, insults, offensive language, gossip and slander.
- Written harassment includes, but is not limited to, letters, emails, postings on websites and texts.
- Visual displays of posters, graffiti, obscene gestures, flags, bunting, pictures, emblems or any other offensive material (including the use of email or mobile devices to send or view such material).
- Physical conduct ranging from the invasion of personal space and/or inappropriate touching to serious assaults.
- Open aggression, threats, shouting.
- Unjustifiable exclusion e.g., withholding information, isolation or non-co-operation of colleagues, exclusion from classroom and social activities.
- Intrusion by pestering, spying, following and/or stalking.
- Humiliation, intimidation, action which demeans or undermines the individual.

### **3. Sexual harassment, unwanted sexual attention, language or inappropriate behaviour of a sexual nature or intent**

Sexual harassment is defined in this policy as any unwanted conduct of a sexual nature, or other conduct based on sex, affecting a person's dignity.

This can include unwelcome physical, verbal or non-verbal conduct whereby the behaviour is inappropriate, offensive or distressing for the recipient; and such conduct creates an environment in which to work or study which is intimidating, hostile, humiliating or sexualised for the recipient.

Conduct or comments become harassment when they are unwelcoming to others or make others feel uncomfortable or threatened, even if they are intended as a joke. Intention is not the same as impact.

Unwanted sexual attention can take many forms, and the list below is not exhaustive. Conduct may include:

- Insinuating and sexualised remarks
- Grabbing, deliberate touching
- Suggestive gestures and jokes
- Staring, meaningful glances
- Seemingly accidental touching
- Demand for sexual attention
- Derogatory remarks about an individual's body, manner or sexual activities
- Insult after rejection of an advance and/or repeated propositions
- Showing, sending or display or pornography
- Promise of advantage for sexual concessions
- Threat of disadvantage for rejection of advances
- Physical force, or threat of force, for sexual action

### **4. Sources of Advice and Help**

If someone believes they are being harassed, there are a number of options to consider. Every situation is different and the action the person takes depends on his/her particular circumstances. They can decide to seek advice or discuss the matter; students could talk to their Head of Year, one of the Equality, Inclusivity and Diversity Co-ordinators, another trusted member of staff, or the Students' Union.

Staff could talk to their Line Manager, the Head of HR or the Designated Safeguarding Lead.

You can also email [report@artsed.co.uk](mailto:report@artsed.co.uk) – please note that emails to this address are not anonymous. They will be read by the Principal and the Principal's PA, and issues raised will be considered by the Equalities, Inclusivity and Diversity Committee, which is chaired by Nicholai La Barrie, one of our Trustees. Committee members include the EID Co-ordinators, EID student reps and senior staff.

## 5. Actions you can take

- Safeguard yourself at all times: there may be occasions when you do not feel comfortable or able to challenge your mistreatment, or that of others.
- Report the incident to a trusted member of staff at the earliest opportunity (see Stage One – Reporting below)
- Contact the police where your experience involves alleged criminal behaviour e.g., assault or stalking.
- Keep a diary of all events, people and other information linked to an allegation of bullying or harassment.
- Keep copies, or take photos/screenshots of relevant images, messages, or documents.
- Avoid using social, or other media to challenge alleged harassment or bullying – see Appendix A below for guidelines on staying safe online, how to manage your social media presence, and how to report inappropriate material to social media sites.

## 5. Confidentiality

ArtsEd will respect the sensitivity of allegations of harassment and their consequences, as well as the need for confidentiality. However, confidentiality cannot be guaranteed and this will be made clear to the person making the allegation. For example, if a student tells a member of staff in confidence something that constitutes an unacceptable risk to the student, another person or the college, the member of staff will have a duty to take the relevant action. The decision on whether a complaint should be progressed normally rests with the person making the allegation, but action may have to be taken against their wishes to address a risk that is unacceptable to ArtsEd.

If harassment is proven, it will not be concealed as a reason for dismissal.

### Complaints of harassment are treated seriously:

Any person who makes a false, frivolous, malicious, mischievous or vexatious complaint provides grounds for disciplinary action, and may give rise to the person being suspended or dismissed.

## 6. Time Limits

Under this procedure complaints will not normally be investigated unless they are brought within one month of the alleged incident. However, a complaint which is out of time may be investigated if it is considered it is just and equitable to do so, or it is believed to be in the interests of the individual and/or the college.

## 7. Procedure

The procedure for reporting is outlined below and all cases will be taken seriously and treated sensitively. Each stage of the procedure should be agreed in writing with the complainant.

We recognise that experiencing harassment can be complex and that thoughts and feelings around a particular incident may change during this process.

Complaints against students will be investigated in accordance with the ArtsEd's **Student Regulations**. A complaint by a student against a member of staff will be investigated in accordance with the **Student Complaints Procedure**.

A complaint by one member of staff or ArtsEd employee against another will be investigated in accordance with the **Staff Handbook**.

## **STAGE ONE – REPORTING**

Anyone who believes they are being harassed is advised to act promptly and should not feel the unwanted behaviour is their fault, or that they must wait until the situation is intolerable.

As set out in 'Sources of Advice' above, incidents can be reported to any trusted member of staff, or by email to [report@artsed.co.uk](mailto:report@artsed.co.uk). For clarity, in order to start a formal investigation, the following reporting structure is suggested:

- Complaints about the Principal or Deputy Principal to Ann Cottis (Trustee)
- Complaints about staff to report to the Principal or Deputy Principal
- Complaints about students to the Director of the relevant School
- Pupil complaints about staff to the Deputy Head (Safeguarding Lead, Day School/Sixth Form)
- Staff complaints about pupils to Designated Safeguarding Lead (Deputy Head, Day School/Sixth Form)
- Complaints about Designated Safeguarding Lead to Headteacher (Day School/Sixth Form)

The role of these individuals is to listen to the concerns and provide them with support and guidance on how they can proceed with a complaint by:

- Assisting them in deciding on an appropriate course of action
- Giving information about the procedure and the options for taking a complaint forward
- Providing information about sources of support, including counselling or other professional support
- Recording brief details of the complaint and any subsequent meetings and follow up action on a Bullying/Harassment Incident Report Form.

## **STAGE TWO – INVESTIGATION**

The Principal, member of staff or Trustee to whom the incident was reported will share this information with one or more members of the Senior Strategy Team and this group will decide what action should be taken. If relevant, the Designated Safeguarding Lead should be informed providing the concern raised is not in relation to them.

The member of staff to whom the complainant reported, together with the Principal or Deputy Principal, will meet with the complainant, who may bring a colleague or friend with them to the meeting. The purpose of this stage of the procedure is to provide a safe space in which to discuss the incidents being reported in more detail, to indicate to the complainant how importantly the leadership takes their complaint, and to talk about how the person feels. The meeting will be conducted sensitively and confidentially.

The same members of staff will meet with the person about whom the complaints or reports have been raised to ascertain their beliefs on the allegations made. This meeting must be held in a safe, confidential environment and an appropriate amount of time must be given for the meeting.

## **STAGE THREE - CONSIDERATION**

The Principal and Deputy Principal will discuss the outcomes of these meetings and may include the line manager or Head of Year of both parties if appropriate. The Principal may convene a wider confidential group of senior staff or Trustees to discuss nuanced cases which may have serious repercussions for either party.

While the complaint is under investigation, an alternative timetable or working pattern for the work of the person who made the complaint will be considered where requested (although there can be no guarantees that an alternative timetable or working pattern can be arranged).

Where it is necessary to facilitate ongoing professional or working relationships between the complainant and the person who has been alleged of harassment, no meeting should take place between the two individuals without a third party being present. This arrangement should be facilitated by the Principal or his or her nominee.

#### **STAGE FOUR – OUTCOME**

Actions are agreed and communicated to both parties. Depending on the nature of the situation, the Principal may report incidents and outcomes to the Board for their approval; the Board can request further action to be taken.

#### **STAGE FIVE – FOLLOW UP**

Once an investigation of a formal complaint as described above has been carried out, the Principal, or his or her nominee should review the situation after an appropriate period, to ensure that no victimisation or further harassment has occurred.

Where specific time bound commitments were identified as part of the final report, it should be ensured that these have been met.

Following a finding of harassment, any repeat behaviour of this nature will result in further disciplinary action.

#### **NOTE: GRIEVANCES / DISCIPLINARY**

Where any stage of this process identifies that there is a grievance or incident of misconduct, the relevant procedure will be followed.

## APPENDIX A

### General safety tips for staying safe online:

- Keep your settings 'Private'
- Don't share anything on a social networking site (other than with your friends) which gives your real name, address, school, phone number or which will allow a stranger to contact you in real life. Make sure you don't ID your friends either.
- Don't upload anything that might embarrass you at a later date. You might not realise it but things you post on the internet now could come back to cause problems for you later on in life (for instance when you go for an interview for college or a job) – recruiters often look at Social Media to get an idea of your profile.
- Golden Rule: If you are not happy for your comments or images to be shown to the world then do not hit send. Remember once you send it you have lost control of that image or comment.
- If you have a webcam or smartphone never be pressured into taking pictures of yourself that you wouldn't want other people to see. Trust your gut instinct over this. Remember the Golden Rule – loss of control can cause significant anxiety and stress.
- If you're using a shared computer at school, in an internet cafe or library then you'll stay logged on even when you close the browser, make sure you log off when you've finished the session.

### Protecting your tweets

- You can choose to protect your tweets so that people can only follow you if you approve them first.
  - Go into the 'settings menu' then 'security and privacy' and tick the box for 'protect my tweets'.

TIP: Find out more about the difference on Twitter between public and protected tweets.

### Location settings

- Many social networks like Facebook and Twitter allow you to post your location or check in each time you tweet or post a status update. This might seem like fun for your friends to know where you are, but it can also mean that people you don't know will see where you are, especially if you're tweeting from your mobile on a profile that is public.
- To turn off the location settings:
  - Go to 'Settings' menu, scroll down 'Security and privacy' then to 'Tweet location' and untick the checkbox that says 'Add a location to my tweets'. You can also press the button that says 'Delete all location data', to clear information about where you've been in the past.

**Snapchat** has developed a new feature called Snap Map which can show your location. It is very important to turn this feature off so you are able to keep safe. Snap Map tracks your current location and places your avatar on a map like a pin. This can allow others to zoom in and find exactly where you are. It doesn't take effect until you update the app, and it has an opt-out option. If you're opening the app for the first time after the update, Snapchat will walk you through a step-by-step tutorial on how to use the Snap Map. First, it'll show you how to pinch and zoom in the camera tool to access the map. Then, it'll ask who you want to see your location. You get three choices: all your friends, select friends, or only me. Choosing 'only me' activates what it calls 'ghost mode' meaning you can see others but they can't see you. To turn off location data altogether, you'll need to visit your phone's settings where you can scroll down to Snapchat, click on 'location', and choose to never share.

**Hashtags:** Be wary of using hashtags as that can open your post to be visible on that particular hashtag thread on any social network or app. It can open up your post and your account to a wider audience than you originally intended.

### Inappropriate behaviour

If anyone makes you feel uncomfortable or embarrassed online, then either report to the Police on 101, talk to a member of staff in Student Support, or tell your parents or someone that can help. If they're doing it to you then they might also be doing it to other people. It's particularly important never to meet up with

anyone you meet online in real life, if anyone suggests that to you and particularly if they suggest you keep it secret that's a real danger sign.

When you go into a social networking site people might approach you to be a friend but remember that no matter how much they tell you about themselves, they are still strangers and they might not be telling you the truth about themselves. There have been cases of adults pretending to be young people to chat to them online and try and involve you in inappropriate activities. This is called grooming and is a criminal offence. CEOP (The Child Exploitation and Online Protection Centre) investigates cases of sex abuse and grooming on the internet. Incidents can be reported by clicking the red button on the top right-hand corner of the CEOP website.

Although the police can get information from your computer's hard drive, it's helpful if you don't delete anything you think is dodgy until the police have decided whether they need it as evidence.

### **Removing or blocking friends**

- Facebook - click on their profile, then on the 'message' button dropdown and you will see the option to 'unfriend'. You can also block a person this way.
- Twitter - to remove or block someone on Twitter, click on the button with a head icon on it next to the 'Follow' button on a user's profile. If you click on this you will see a menu with the options to BLOCK the user to prevent them from seeing your profile, and vice versa, and you can also REPORT FOR SPAM, which will alert Twitter to any users who are abusing the service. Read our article about Twitter safety.
- YouTube - go to your account page and click on "All Contacts" link in the "Friends and Contacts" section. Choose which person you want to unfriend and then click on "Remove Contacts". From then on the person won't be on your "Share Video" list.
- WhatsApp – You can click on the name and then you will be taken to a dropdown menu and you can then choose to block the person.
- Snapchat – to block a user who added you follow the steps below. Tap 'Added Me' on the Profile Screen. Then tap their name and tap the wheel icon next to their name. Press 'Block' to prevent them from sending you Snaps, Chats, or from viewing your Stories.
- Instagram – when you block someone, they can't see your profile or posts. People aren't notified when you block them. To block or unblock someone, tap their username to open their profile and then tap the three dots and press the option to block user.

### **How to report bullying or abuse on social media**

#### **Facebook**

- Facebook does not tolerate bullying and say they will remove bullying content when they become aware of it and may disable the account of anyone who bullies or attacks another. They have a set of community standards that they adhere to and it states that they will not tolerate:
  - Pages that identify and shame private individuals,
  - Images altered to degrade private individuals,
  - Photos or videos of physical bullying posted to shame the victim,
  - Sharing personal information to blackmail or harass people and
  - Repeatedly targeting other people with unwanted friend requests or messages.
- You can report bullying on Facebook using the report links which appear near the content itself, normally on a drop-down arrow which gives you menu option to report the image, post, or comment.

#### **Twitter**

If you receive a tweet or reply that you don't like, you can unfollow that person. If they continue to contact you, you can block the user (just click on the head icon on their profile and select block user). You may find that as they are unable to get through to you, they will lose interest. However, if this is not the case and you continue to receive unwanted replies, abuse or threats, you can report it here straight to Twitter directly. If you know a friend or family member is being abused on Twitter, they have advice pages that can help with step-by-step help.

#### **YouTube**

You have every right to use YouTube without fear of being subjected to bullying or harassment. Bullying can be reported, and action taken when things cross a line. To flag a video, you think is inappropriate (click on the little flag bottom right of the video) and YouTube will look at it to see whether it breaks their terms of

use. If it does then they will remove it. YouTube rules say you can't upload videos with hate content, nudity or graphic violence and if you find one on someone else's space, click on the video to flag it as inappropriate. If under comments, you are being bullied, harassed or threats are being made, they have a reporting tool page where you can report the bullying and they will investigate.

### **Instagram**

Bullying or abuse on Instagram can happen in many ways. It can be either negative comments, fake profiles or hacking of accounts. Instagram take all these violations very seriously and have plenty of advice on their pages if you or someone you know is being bullied or abused on Instagram. Their advice initially is to block and unfollow the person who is being abusive. However, if it continues or it has gotten worse, you can use their in-app reporting tool. This page has details on how to report the abuse directly to them.

### **Snapchat**

Snapchat is an app that allows users to send pictures to each other that disappear off screen within a set amount of time. Unfortunately, there is bullying on Snapchat in the form of screenshots, sending pics without permission, negative comments and more. If this is the case for you or someone you know they can block a user, tap the Menu icon, select "My Friends," locate their name in the list and swipe right across their name. If you would like to delete a friend from your contacts, press "Delete." Even if you haven't added the user as a friend, their name will still appear in the "My Friends" list under "Recent" if they have sent you a message recently. If you receive an inappropriate photo or someone's harassing or bullying you, report it by filling out their online form.

### **WhatsApp**

WhatsApp Messenger lets people send instant messages, videos, photos, and short audio messages to either one person or within a group chat. Messages can only be sent to other smartphone users who also have WhatsApp. Once you install the app, it checks your address book to see if anyone else you know is already using WhatsApp and connects you automatically. You must be aged 16+ to use WhatsApp legally. Bullying can take many forms as it is a messaging service and we often hear of abusive group chats. You can block and delete the contact. You can find out more by emailing them [atsupport@whatsapp.com](mailto:atsupport@whatsapp.com).

### **Closing your account**

#### **Facebook**

To deactivate your Facebook account, go to the "settings" tab on the Account page. That will remove your profile and content, and nobody will be able to see your details or search for you. But if you decide to reinstate the account later then the whole lot will be restored, including your friends and photos. If you would like to permanently delete your Facebook account, log in to your account, click 'Privacy and Settings', 'See More Settings' and select 'Delete my account'. Once you have confirmed your wish to delete your Facebook account it can take up to fourteen days for it to happen.

#### **Twitter**

To deactivate your Twitter account, on the settings tab on your profile, you will see 'deactivate my account' at the bottom. Click on this to delete your account. You have 30 days to change your mind otherwise your profile, your tweets and data will be permanently deleted.

#### **YouTube –**

Click on "My Account" in the top right-hand corner and under "Account Settings" click on "Delete Account". Give the reason you're quitting the site and your password and then click "Delete My Account". Log out by clicking the link in the top right-hand corner. Your videos will be removed from the site immediately and the thumbnails will disappear as soon as YouTube is updated. Your profile is removed permanently.

#### **WhatsApp**

You can remove the app from your smartphone either through app management in settings or by going into the settings of WhatsApp.

#### **Snapchat**

Open the Snapchat app, login and tap the Settings icon in the upper right corner. Navigate to Support and then Learning the Basics and then click on delete an account.

#### **Instagram**

Log into Instagram from a mobile browser or computer. You can't temporarily disable your account from within the Instagram app. Click your username in the top right and then select Edit Profile. Click temporarily



disable my account in the bottom right and follow the on-screen instructions. If you want to delete your account permanently, go to the Delete Your Account page. If you're not logged into Instagram on the web, you'll be asked to log in first. Select an option from the drop-down menu next to Why are you deleting your account? And re-enter your password. The option to permanently delete your account will only appear after you've selected a reason from the menu. Click or tap permanently delete my account.

**And always remember THE GOLDEN RULE**

## **APPENDIX B: STAFF CODE OF CONDUCT (In Brief)**

This is a shortened version of the Full Code of Conduct; all staff are in a unique position of influence and therefore must adhere to behaviours that model the highest standards for all students within the school. Our Code of Conduct gives clear guidance on the standards of behaviour all staff are duty bound to observe.

All staff must:

- Demonstrate consistently high standards of professional conduct in order for students to do the same.
- Maintain high standards of ethics and behaviour both in and outside ArtsEd.
- Create an inclusive, welcoming, and safe learning environment.
- Maintain appropriate boundaries between professional and personal life.
- Treat students, colleagues and visitors equitably, professionally and respectfully.
- Place the needs and safety of the student at the centre of any decision they make.
- Be aware of how behaviour may be perceived: intention is not the same as impact.
- Avoid any professional or personal behaviour which could risk damaging ArtsEd's reputation within the industry or the local community.
- Avoid putting themselves at risk or placing themselves in a vulnerable situation which could lead to an allegation of abusive or unprofessional conduct.

**Non-adherence to the code of conduct will lead to the disciplinary procedure being invoked.**

**Other relevant policies/documents:**

- Safeguarding Policy – HE/FE
- Equal Opportunities Policy
- Inclusivity, Equality, and Diversity Policy
- Whistleblowing Policy
- Staff Handbook