



## **Anti-Harassment and Bullying policy**

### **1. Introduction**

We are committed to having an environment which is free from harassment and bullying, and to ensuring that everyone who encounters us in the course of our work is treated with dignity and respect, regardless of gender, sexual orientation, transgender or marital status, family composition, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability. Striving to ensure that the environment is free of harassment and bullying and that everyone is treated with dignity and respect, is central to ensuring equal opportunities.

This policy and procedure are intended to support this commitment in practice and to provide guidance to staff on how to deal with concerns of bullying or harassment.

### **2. Policy**

We will not tolerate bullying or harassment at our camps, during staff or committee meetings, or at other Camp Jojo related events, whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. Anyone who makes allegations of bullying or harassment in good faith will not be treated less favourably as a result. False accusations of harassment or bullying can have a serious effect on innocent individuals. Everyone has a responsibility not to make allegations which they believe to be false.

### **3. What type of treatment amounts to bullying or harassment?**

Bullying or harassment is something that is an unwelcome, unwarranted action and causes a detrimental effect. It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. It is incumbent upon everyone to treat each other with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of a staff member's, trustee's, or volunteer's behaviour.

#### What you should do if you witness an incident you believe to be harassment or bullying

If you witness such behaviour, you should report the incident in confidence to a trustee. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

## What you should do if you are being bullied or harassed

If you are being bullied or harassed, or if your child is being bullied, or if you have witnessed something you consider to be bullying, there are two possible avenues for you, informal or formal.

### **4. Informal Resolution**

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop. Alternatively, you may wish to ask a trustee or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work, or if you do not want to try to resolve the situation in this way, you should raise the issue with the Chair of Trustees, or another Trustee, who will discuss with you the option of trying to resolve the situation informally by:

- telling the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on someone else.
- that such behaviour may be contrary to our policy

It may be possible for the Trustee to have this conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential.

### **5. Formal Resolution**

If you feel that your complaint has not been dealt with satisfactorily by informal resolution, please put your complaint in writing, addressed to the Chair of Trustees, and your complaint will be considered at the next meeting, or an emergency meeting, of the Board of Trustees.

Alternatively, please email the Chair of Trustees: [chris@campjojo.org.uk](mailto:chris@campjojo.org.uk)

In exceptional circumstances (such as a serious allegation of sexual or racial harassment or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

### **Review date**

This document was last reviewed on: .....18/4/24.....

Next review due on: .....17/4/25.....

The Policy was discussed and approved by the full Board of Trustees, and this approval minuted at the meeting on:

.....18/4/24.....