



Bullying and Harassment Policy

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VERSION CONTROL			
Version	Date	Author/Reviewer	Substantive changes since the previous version
DRAFT v0.1	June 23	DD	Based primarily on the Believe model policy adapted to suit our context and practice.
DRAFT v0.2	July 23	DD/JC/GB/JH	JC updates incorporated. Reformatted.
V1	Sept 23	Checked by DD/JC/GB	Trustees' comments incorporated. No feedback received from the staff consultation

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1. Introduction

- 1.1 ONE Academy Trust is committed to providing a working environment free from bullying, harassment, discrimination and victimisation. We aim to ensure that all staff are treated, and treat others, with dignity and respect.
- 1.2 This policy covers bullying or harassment which occurs at work and out of the workplace, including on work trips or at work-related events or social functions and online.
- 1.3 ONE Academy Trust has a responsibility – a 'duty of care' – to look after the wellbeing of all our employees. Whilst employees are ultimately responsible for their own actions, the trust will do all it can to prevent bullying, harassment, discrimination and victimisation happening in the first place. Provisions such as policies, training and promoting a fair, equitable culture across the workplace will support this.
- 1.4 The Trust will assess whether harassment, bullying or victimisation has occurred based on the impact of the action(s) on the victim rather than the intent of the alleged perpetrator.
- 1.5 The Trust will not base decisions about handling harassment, bullying or victimisation on whether someone submitted to or rejected a particular instance of harassment, bullying or victimisation.
- 1.6 The Trust will consider appropriate outcomes when a complaint has been investigated, for example, training for employees, supporting employees to rebuild working relationships, issuing management advice, and taking formal disciplinary action where evidence of bullying or harassment have been identified.
- 1.7 This policy is linked to the following trust policies:
 - Staff grievance procedure

- Staff disciplinary policy
- Whistle-blowing policy
- Staff code of conduct
- Behaviour policy
- Safeguarding policy

1.8 This policy is based on the Acas guidance on [discrimination, bullying and harassment at work](#).

1.9 This policy follows the principles of the:

- [Equality Act 2010](#)
- [Protection from Harassment Act 1997](#) (which makes provision for protecting individuals from harassment and similar conduct)
- [Employment Rights Act 1996](#) (which is particularly relevant if the Trust/ School is considering a dismissal)
- [Employment Relations Act 1999](#) (where a dispute progresses to an employment tribunal)

1.10 Where it becomes necessary to bar an individual from school premises, we will refer to the Department for Education (DfE)'s [guidance on controlling access to school premises](#).

1.11 This policy reflects legislation at the time when it was last reviewed. Any changes in legislation will take precedence over anything printed in the policy.

1.12 This policy complies with our funding agreement and articles of association.

1.13 This policy has been agreed following consultation with staff and the recognised trade unions.

1.14 This procedure does not form part of any employee's contract of employment, and it may be amended at any time following consultation. Elements of this procedure, including any time limits, may be varied as appropriate in any case.

Equality and Diversity

1.15 The procedure will be operated in accordance with the Trust's Equality and Diversity Policy. The Trust is committed to developing, maintaining and supporting a culture of equality and diversity in employment. The impact of the procedure will be monitored in accordance with the Equality Act 2010

1.16 The Board of Trustees is aware of the guidance and provisions of the Equality Act 2010 and is committed to ensuring consistency of treatment and fairness. It will abide by all relevant equality legislation, including the duty to make reasonable adjustments where these are deemed either necessary or appropriate. If employees need assistance or adjustments to understand and comply with this procedure and/or attend meetings, they should contact their line manager at the earliest opportunity.

Definitions

1.17 Unless indicated otherwise, in this policy the term 'teacher' refers to classroom teachers, middle and senior leaders, and the headteacher.

1.18 Throughout this policy, reference to working days refers to school days (Monday to Friday during school term time and excluding bank holidays and inset days).

2. Scope

- 2.1 This policy applies to the ONE Academy Trust workforce including employees, management, supply staff, agency workers, casual workers, volunteers, trustees, governors and independent contractors working in our Trust.

3. Understanding bullying, harassment, discrimination and victimisation

- 3.1 As an employer, ONE Academy Trust will do all it can to try to prevent and stop bullying, harassment, discrimination and victimisation at work. If individuals/or groups of individuals feel they are being treated unfairly, an effort will be made, alongside the individual(s) where appropriate, to understand whether they might be experiencing any of the following:
- Bullying
 - Discrimination
 - Harassment
 - Victimisation
- 3.2 All forms of harassment, bullying or victimisation may consist of either a single act or a continuous pattern of behaviour. The individual making the complaint usually defines what they mean by harassment, bullying or victimisation in a given context, where something has happened to them that is unwelcome, unwarranted and causes a detrimental effect.
- 3.3 If a member of the Trust workforce reports that they are being bullied, harassed or victimised, then they have a complaint which must be dealt with, regardless of whether or not it accords with a standard definition.

Bullying

- 3.4 Bullying in the workplace may be characterised as:
- Offensive, intimidating, malicious or insulting behaviour involving an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation, not necessarily from someone in a position of authority.
- 3.5 Bullying can take the form of physical, verbal and non-verbal conduct.
- 3.6 Bullying might:
- Be a regular pattern of behaviour or a one-off incident
 - Happen face-to-face, in emails or calls or on social media
 - Happen at work, in other buildings across the Trust (i.e. other schools) or in other work-related situations
 - Not always be obvious or noticed by others
- 3.7 Examples of bullying include, but are not limited to:
- Spreading malicious rumours about someone, including online (social media and emails)
 - Consistently putting someone down or ridiculing them
 - Shouting at colleagues/staff
 - Deliberately giving someone a heavier workload than everyone else
 - Excluding someone from training, workplace or team events/occasions
 - Someone consistently undermining their line manager's (or other leaders) authority

- Putting humiliating, offensive or threatening comments or photos on work related platforms (e.g. email, Teams etc.) or social media
- Misuse of power, such as overbearing supervision or deliberately undermining a competent worker
- Blocking promotion or training opportunities
- Physical or psychological threats

3.8 Sometimes bullying might be classed as harassment, if it's related to certain 'protected characteristics' under discrimination law (Equality Act 2010). Bullying that's not classified as harassment could still lead to other legal issues, for example it contributes towards constructive dismissal.

3.9 Legitimate and reasonable criticism of a staff member's performance or behaviour, or reasonable management instructions, do not amount to bullying.

Discrimination

3.10 Discrimination is when someone is treated unfairly due to 'protected characteristics' (as outlined in the Equality Act 2010). It is against the law to treat someone less favourably than someone else because of a protected characteristic. Discrimination may be direct or indirect.

3.11 Direct discrimination is when someone is treated unfairly because of a protected characteristic.

3.14 The relevant protected characteristics defined in the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marital or civil partner status
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

3.12 Examples of direct discrimination may include, but are not limited to:

- Asking questions about any protected characteristic when appointing or through a selection process (except in rare circumstances when linked to reasonable adjustments)
- Being treated unfairly because of someone else's protected characteristic, i.e. someone they know, someone they're associated with
- Being treated unfairly because of a protected characteristic someone thinks you have

3.13 Indirect discrimination can happen when there are rules or arrangements that apply to a group of employees (or job applicants), but in practice are less fair to a certain protected characteristic. In these instances, an employee or applicant must be able to demonstrate both of the following about the rule of arrangement:

- It's unfair to them and to others with the same protected characteristic, for example a woman believes she's experiencing sex discrimination against women

- It's unfair compared with those who do not have the protected characteristic, for example, it's unfair to employees who are women, but not to men.

Harassment

3.15 Harassment, as defined in the Equality Act 2010, is:

Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Sexual harassment is unlawful and is unwanted conduct which is of a sexual nature.

3.16 The relevant protected characteristics defined in the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marital or civil partner status
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

3.17 The unwanted conduct may be physical, verbal or non-verbal.

3.18 Harassment also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

3.19 A single incident can amount to harassment.

3.20 The law on harassment also applies to:

- A person being harassed because they are thought to have a certain protected characteristic when they do not
- A person being harassed because they're linked to someone with a certain protected characteristic
- A person who witnesses harassment, if what they've seen has violated their dignity or created an intimidating, hostile, degrading, humiliating or offensive working environment for them

3.21 Examples of harassment include, but are not limited to:

- Unwanted physical conduct including touching, pinching, pushing and grabbing
- Unwelcome sexual advances or suggestive behaviour
- Making decisions on the basis of sexual advances being accepted or rejected
- Offensive (including unwanted/excessive) emails, text messages or social media content or the display of offensive (including unwanted) materials
- Unwanted jokes, comments, banter, mocking, mimicking or belittling a person about their protected characteristic

3.22 Harassment is unacceptable and may still be considered and addressed under this policy even if it does not fall within any of the defined categories above.

Victimisation

3.23 Victimisation is when someone is treated unfairly because they have made or supported a complaint linked to a 'protected characteristic', or someone else thinks they did or might do.

3.24 Victimisation is defined in the Equality Act 2010 as:

Subjecting an individual to a detriment because they do a protected act, or it is believed they have done or may do a protected act.

A 'protected act' means taking action related to discrimination law. This includes:

- making a complaint of discrimination or harassment
- supporting someone else's complaint
- gathering information that might lead to a complaint
- acting as a witness in a complaint
- saying something or giving evidence that does not support someone else's complaint

3.25 This list is not intended to be exhaustive.

4. Examples of unacceptable behaviour

4.1 Unacceptable behaviour in ONE Academy Trust may include:

- Insulting someone verbally or through offensive behaviour
- Physical or psychological threats
- Spreading malicious rumours
- Sharing information about an individual with others who do not need to know
- Ridiculing or demeaning someone
- Picking on someone or setting them up to fail
- Exclusion
- Misuse of power, such as overbearing supervision or deliberately undermining a competent worker
- Unwelcome sexual advances, such as touching, standing too close, displaying offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
- Making unfounded threats or comments about job security
- Preventing an individual from progressing by intentionally blocking promotion or training opportunities
- Putting humiliating, offensive or threatening comments or photos on social media
- This list is not intended to be exhaustive.

4.2 Harassment, bullying or victimisation may occur:

- Face to face

- Through written communication
- Using visual images (for example, pictures of a sexual nature or embarrassing photographs of colleagues)
- Via email
- Via phone
- Via social media
- Via automatic supervision methods, such as computer recording of downtime from work, or recording of telephone conversations, if these are not universally applied to all workers in similar roles

5. Reasonable management

- 5.1 The Trust differentiates between reasonable management, which is firm and fair, and behaviours associated with harassment, bullying or victimisation.
- 5.2 Legitimate, justifiable, appropriately conducted monitoring of a member of the trust workforce's behaviour or job performance does not therefore constitute bullying, harassment or victimisation.

6. What to do if you are being harassed, bullied or victimised

- 6.1 If you are being harassed, bullied or victimised consider whether you feel able to raise the problem informally with the person responsible. The objective of an informal approach is to resolve the difficulty with the minimum of conflict. All employees have personal rights, and this includes being made aware that their attention or behaviour is perceived by another as bullying or harassing. It is possible that the "perpetrator" simply does not realise the effect of their behaviour on the recipient. You should discuss your complaint with the "perpetrator" as early as possible, to reduce worry for you and possibly for the other person. You should explain clearly to them that their behaviour is not welcome or makes you feel uncomfortable. Raising the matter informally will involve a discussion of the events, with the intention of reaching an agreement that the behaviour will cease with immediate effect.
- 6.2 If you would find it too difficult or embarrassing to speak directly with the other person, then you should attempt to communicate through a third party, for example, a work colleague or line manager/supervisor. They could support you in a number of ways, for example, by providing you with advice on how to approach the issue directly with the alleged perpetrator, or support you in raising the issue with the alleged perpetrator by accompanying you in any discussion or helping you to set out your thoughts in writing, or raise the matter informally with the perpetrator on your behalf.
- 6.3 If you feel uncomfortable raising the matter with the individual informally, you have tried to do so without a successful resolution or if informal steps are not appropriate due to the seriousness of the allegations, the trust will decide whether your complaint should be dealt with formally under this policy or under the trust's grievance procedure or other relevant trust policies. It is for the trust to determine the appropriate policy/procedure, based on the facts of the case.
- 6.4 If informal steps have not been successful or are not possible or appropriate due to the seriousness of the allegations, you should follow the formal procedure set out below.

- 6.5 Witnesses to bullying, harassment or victimisation can also take steps to address it. This may include:
- The witness intervening where the witness feels able to do so
 - The witness asking the employee subjected to the harassment if they would like the witness to report it or support them in reporting it
 - The witness reporting the incident where the witness feels that there may be a continuing risk if they do not report it

7. Formal procedure for managing complaints

- 7.1 How complaints will be dealt with will depend, in part, on whether the alleged perpetrator is an employee, a stakeholder or a pupil. Each option, and who it relates to, is set out below.
- 7.2 For all allegations of members of the Trust workforce being harassed, bullied or victimised, consideration will be given to involving other agencies as necessary.
- 7.3 Where a complaint has been raised and is being investigated under this procedure, the Trust/School will consider requests from the complainant to change their working arrangements, duties or hours in order to avoid or minimise contact with the alleged perpetrator until a successful resolution and an agreed outcome are reached.

Alleged harassment, bullying or victimisation by employees

- 7.4 The Trust will use this process if the complaint relates to someone employed directly by the Trust, or where the Trust has the power to take professional or disciplinary action.

Submitting a formal complaint

- 7.5 Your written complaint should set out full details of the conduct in question, including the name of the perpetrator, the nature of the harassment, bullying or victimisation, the date/s and time/s at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring. The form in Appendix 1 below should be used to set out the written complaint. The completed form should then be submitted to the headteacher. If the complaint relates to the headteacher, it should be sent to the Trust's HR Manager (see the Trust website or contact the school office for up-to-date contact details).
- 7.6 As a general principle, the decision about whether to progress a complaint is up to the complainant. However, the Trust has a duty to protect all employees, governors, trustees and volunteers and may pursue the matter independently if, in all the circumstances, they consider it appropriate to do so.

Formal investigation

- 7.7 As a result of a complaint about bullying, harassment or victimisation, a manager (usually the immediate line manager, unless the complaint is against them or where they have direct involvement in the complaint) must be designated to investigate the complaint in a timely, sensitive, impartial and confidential manner. The Trust reserves the right to appoint an alternative senior manager to investigate the complaint, where appropriate.

- 7.8 The manager, (the investigating officer for these purposes), will arrange a meeting with you, usually within a week of receiving your complaint, so that you can give your account of events. You may be accompanied at this meeting by a work colleague or trade union representative.
- 7.9 The Trust may consider suspending the employee who is alleged to have carried out the bullying, harassment or victimisation on full pay or make other temporary changes to working arrangements pending the outcome of the investigation, if circumstances require.
- 7.10 The investigating officer will also meet with the employee who has allegedly carried out the harassment, bullying or victimisation to hear their account of events. They may be accompanied at this meeting by a work colleague or trade union representative. They have a right to be told the full details of the allegations against them so that they can respond.
- 7.11 Where your complaint is about someone other than an employee, such as a contractor or visitor, the headteacher will consider what action may be appropriate to protect you and anyone involved pending the outcome of the investigation, bearing in mind the reasonable needs of the Trust and the rights of that person. Where appropriate, the complaint will be discussed with the third party who are providing the service to the Trust.
- 7.12 The Trust will also seriously consider any request that you make for changes to your own working arrangements during the investigation.
- 7.13 It is likely to be necessary to interview witnesses to any of the incidents mentioned in your complaint. If so, the importance of confidentiality will be emphasised to them.
- 7.14 Any employee who deliberately provides false information or otherwise acts in bad faith as part of an investigation may be subject to action under the Trust's disciplinary procedure.
- 7.15 The main purpose of the investigation is to establish whether the act/s under investigation amounted to harassment, victimisation and/or bullying. The Investigating Officer will consider all information and evidence gathered over the course of their investigation and will produce a written report detailing their findings and recommendations about action to be taken upon the conclusion of the investigation. The Investigating Officer will submit a report to a senior manager nominated to consider the complaint.
- 7.16 The investigation report should include:
- The terms of reference of the report
 - The complainant's account of the incident/s and the effects
 - A response from the person identified by the complainant
 - Evidence from employees in the same work area or any other relevant areas where incidents of harassment or bullying may have occurred
 - Details of additional evidence gathered as part of the investigation
 - A conclusion as to whether or not there is a case to answer in respect of the allegations made and whether the matter should be referred to a disciplinary hearing. The report should identify whether it appears that the complainant has suffered any detriment, e.g. deterioration of work performance or health, lack of career development, denial of opportunities, etc. The Investigating Officer may also choose to make recommendations as to how the matter may be resolved.

7.17 At the end of the investigation, within 10 working days, the senior manager will write to you to invite you to a formal meeting to discuss the complaint. You will be entitled to be accompanied at the meeting by a work colleague or trade union representative

7.18 Following the meeting, the appointed senior manager will consider the investigation report and all information presented in the meeting. The outcome of the meeting may be that:

- They consider that harassment, victimisation and/or bullying has not occurred, in which case the matter will be closed, subject to the outcome of any appeal.
- They consider that harassment, victimisation and/or bullying has occurred, in which case the matter may be dealt with as a case of possible misconduct or gross misconduct under our disciplinary procedure.
- They consider that harassment, victimisation and/or bullying has occurred, but the evidence shows that it was inadvertent or unintentional, in which case the “perpetrator” shall be offered support and training to allow them the opportunity to modify their behaviour.
- Less formal action is appropriate, but some form of mediation or counselling is required for one or both parties.
- Any short-term or long-term relocation changes in duties or reporting structure are required. Any changes should not be at the detriment to any parties concerned.
- The outcome of the meeting will be confirmed in writing and issued to you within 5 working days.

7.19 Following a formal bullying or harassment complaint, either party may be concerned about working with the other again. Due regard to such views will be taken into account when offering counselling or mediation. A transfer of one or both parties to another area of the Trust may be appropriate in some cases and where feasible.

7.12 If the employee raising the complaint is not satisfied with the outcome, then the employee may appeal in accordance with the paragraph below.

Action following the investigation

7.20 If the investigating officer upholds the complaint against the employee, possible outcomes may be:

- Disciplinary action
- Mediation
- Mandatory training
- If the investigating officer does not uphold the complaint, possible outcomes may be:
- No action
- Mediation

This list is not intended to be exhaustive.

Alleged harassment, bullying or victimisation by stakeholders

7.21 The Trust will use this process if the complaint relates to someone not employed directly by the Trust, or when the Trust doesn't have the power to take any professional or disciplinary action against the person in question.

- 7.22 Where the decision has been reached for the complaint to be dealt with under this policy, the matter will be handled in line with the above outlined formal procedure – namely the requirement for a formal written complaint to be submitted and a formal investigation to commence. It may be appropriate to allow the stakeholder to be accompanied as part of any investigation interview.
- 7.23 If the allegation is found to be justified, the response from the Trust will depend on the relationship of the perpetrator to the Trust and the nature and severity of the incident.
- 7.24 The Trust will take proportionate action in consultation with the individual who made the complaint. This may involve:
- Mediation
 - Putting up signs setting out acceptable and unacceptable behaviour
 - A verbal warning
 - A written warning
- This list is not intended to be exhaustive.
- 7.25 If the action taken is not effective in preventing issues, or for very severe cases, the Trust will consider further action. This may involve a meeting to discuss a ban from Trust premises (i.e. school sites). If the perpetrator is a contractor, this may involve a meeting to discuss the termination of the contract between them and the Trust.
- 7.26 In the case of a ban, the individual will be informed in writing that they are banned from the premises, subject to review. At this stage, other agencies such as the local authority may be involved. Where appropriate, the Trust will have regard to the Department for Education's guidance on controlling access to school premises.
- 7.26 If the individual is a parent of a pupil at the school, where appropriate, the arrangements for pupils being delivered to and collected from the school will be clarified.

Alleged harassment, bullying or victimisation by pupils

- 7.27 Where the decision has been reached for the complaint to be dealt with under this Bullying and Harassment policy, the matter will be handled in line with the above outlined formal procedure – namely the requirement for a formal written complaint to be submitted and a formal investigation to commence. It may be appropriate to allow the pupil to be accompanied by an appropriate adult as part of any investigation interview.
- 7.28 If the allegation is found to be justified, the relevant school will refer to the school's behaviour policy, and may issue a disciplinary sanction against the pupil in accordance with that policy (up to and including permanent exclusion where appropriate), with reference to the safeguarding policy if appropriate to the pupil's circumstances.
- 7.29 Where the pupil remains at the school, the school will also take responsibility for educating the pupil about appropriate behaviour and will liaise with the individual who raised the allegation about alternative working arrangements (temporary or permanent) if they teach, or otherwise have regular interaction with, the pupil.

Continued working relationships

- 7.30 If it is decided that there is no case to answer, support will be provided for both parties and consideration given to managing their ongoing working relationship.
- 7.31 We will also consider whether there is evidence that the complaint has been malicious. If there is evidence to suggest that the complaint was malicious, this will be investigated and dealt with under our disciplinary procedures. Where the individual isn't covered by our disciplinary

procedures, the Trust will consider other reasonable action and involve other agencies where appropriate.

- 7.32 Whatever the outcome, we will consider how to support the individuals involved to maintain an ongoing working relationship.

8. Appeals

- 8.1 If the complainant is not satisfied with the outcome of the formal process, they should write to the Trust's HR Manager within 10 working days of being informed of the outcome of the procedure.
- 8.2 An appeal hearing will then be arranged within a reasonable period of time and will be dealt with by an appropriate level of senior management with no prior involvement with the complaint and/or investigations.
- 8.3 Appeals will be heard by a senior manager (at least one level above that of the employee who raised the complaint) who has not been involved in the case previously. An appeal hearing will be arranged within a reasonable period of time. The complainant may be accompanied at the hearing by a work colleague or trade union representative.
- 8.4 The appeal outcome will be confirmed in writing within five working days of the hearing. An outcome may dismiss the appeal and confirm the original decision, may uphold the appeal and overturn the original decision or may make alternative or additional recommendations.
- 8.5 There is no further right to appeal.

9. Confidentiality

- 9.1 The Trust will respect confidentiality for both the person making the allegation and the subject of it. Details of the investigation and the names of the victim and alleged perpetrator will only be disclosed when necessary (for example, when it is necessary to give details to properly investigate the matters raised).
- 9.2 Information about a complaint by or about an employee may be placed on the employee's personnel HR casework file, along with a record of the outcome and of any notes or other documents compiled during the process.
- 9.3 A complaint about a pupil may be stored on their educational record.
- 9.4 Breach of confidentiality may give rise to disciplinary action under our disciplinary procedure.
- 9.5 Information will be processed in line with UK data protection law. It will be kept securely, only for as long as necessary and in line with UK data protection law, our privacy notices and records management policy/record retention schedule.

10. Protection and support for those involved

- 10.1 Bullying and harassment are not tolerated in our workplace (including online among the Trust workforce community) and all staff are required to treat each other, along with visitors, volunteers and other members of the Trust community, with dignity and respect. Breaches of this policy will be dealt with in accordance with our Trust Code of Conduct policy, this may ultimately lead to

disciplinary procedures under the Trust Disciplinary Policy. Significant cases of bullying or harassment may be identified as a 'serious breach of our Code of Conduct', which may therefore amount to gross misconduct, potentially resulting in dismissal.

- 10.2 Anyone who makes a complaint or who participates in good faith in any investigation conducted under this procedure must not suffer any form of retaliation or victimisation as a result (see the ONE Academy Trust Whistleblowing policy).
- 10.3 If you believe you have suffered any such treatment you should inform your line manager or another senior manager. If the matter is not remedied, you should raise it formally using this procedure.
- 10.4 Anyone found to have retaliated against or victimised someone for making a complaint or assisting in good faith with an investigation under this procedure, will be subject to disciplinary action under our disciplinary procedure.

11. Further Information

- 11.1 An employee can seek further information on harassment, bullying and victimisation from the Trust's HR Team or their Trade Union (if they are a member of a Trade Union).

12. Monitoring Arrangements

- 12.1 This policy will be reviewed by the ONE Academy Trust Human Resources (HR) Manager and the Board of Trustees every three years as a minimum.



Notification of a Complaint of Bullying, Harassment or Victimisation

This form should be used to submit a complaint in accordance with this policy.

The completed form should be sent to the headteacher. If your complaint relates to the headteacher, you should send it to the Trust's Human Resources Manager.

You are advised to keep a copy. Please be aware that the information will, in normal circumstances, be shared with any person/s complained about as part of the investigation process. Please think carefully about what you write.

Name/s	
Post/s held:	

The nature of your complaint. Please include all relevant facts, dates and names of people involved and any witnesses (*continue on a separate page, if necessary*).

When did you first raise your complaint, and with whom? Is this a one-off issue or part of a chain of events? Please provide details (*continue on a separate page, if necessary*):

What action has been taken on your complaint at the informal stage?
 Please provide details (*continue on a separate page, if necessary*):

What steps or action do you want to be taken as a remedy for your complaint?
 Please provide details (*continue on a separate page, if necessary*):

Please include any supporting evidence or documentation which relates to your complaint.

Printed name:	
Signed:	
Date:	