



Founded 1125

Reading School

Anti-Harassment Policy

Introduction

Employers are responsible for preventing harassment and are liable for any harassment suffered by their employees. According to ACAS (bullying and harassment at work, a guide for managers and employers), 'Harassment is something that has happened to them that is unwelcome, unwarranted and causes a detrimental effect'. In the Equality Act 2010 – Harassment is defined as:

'Unwanted conduct 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'.

Examples of unacceptable behaviour may include:

- Spreading malicious rumours, or insulting someone by word or behaviour;
- Copying emails that are critical about someone to others who do not need to know;
- Victimisation;
- Deliberately undermining a competent worker by overloading and constant criticism.

Harassment is not necessarily face-to-face. It may occur through written communications, visual images, email and phone.

An employee can make a complaint against their employer where they are harassed by someone who does not work for that employer, such as a parent. Reasonable and proportionate action should be taken by the employer to address the issue.

Statement of Intent

Reading School believes that staff, parents/carers and pupils are entitled to a safe and protective environment. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of Reading School. Reading School will not tolerate threatening, abusive or insulting words and behaviour by people attending the school.

Physical attacks, threatening behaviour, abusive or insulting language to staff, other parents and carers, pupils or any other users of the school premises will result in banning from the school site. This also includes abusive, insulting or harassing language used on phones or any written communication occurring whether in or out of school hours.

Aims

Parents and carers are expected to behave with courtesy towards all staff, other parents and carers, school children and other users of the premises.

Procedure

The governing body or Headmaster may consider barring the parent/carer from the school premises following an incident of misconduct.

The Headmaster can impose an initial immediate ban on a parent/carer, with or without consultation with the governing body. The parent/carer will be informed in writing of why their conduct fell below the standard reasonably expected of a visitor to the school and given the opportunity to make representations.

The offending parent/carer may be invited to the school for a meeting. The ban will be for a limited period



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with a set date for review. Once a ban is in place a parent/carer will not be allowed onto the school premises without prior authorisation. Failure to comply with a ban is a criminal offences.

Before a ban is put in place an investigation will take place and statements will be taken from witnesses to the misconduct. If the Headmaster make a decision alone, the Chair of Governors will be informed about the incident and any action taken. Notes of any investigation will be made.

Reading School may use outside agencies to help enforce any decisions which may include but is not limited to: Summoning Thames Valley Police to remove the parent/carer from the premises and applying for a court injunction to exclude the person or persons from the premises.

Approved by EXPC Committee – 26th November 2018
To be reviewed: November 2020