



Anti-Bullying and Harassment

East Birmingham Community Forum (EBCF)

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Approved By: Head of Quality

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1. Purpose

This policy aims to create a safe, inclusive environment free from bullying, harassment, and discrimination, ensuring respect and dignity for all. It sets clear expectations for behaviour, details reporting procedures, and outlines the consequences of policy violations.

1.1 Legal Framework

This policy is informed by and operates in line with relevant UK legislation, including the Equality Act 2010, Protection from Harassment Act 1997, and the Health and Safety at Work Act 1974. The organisation is committed to ensuring compliance with all relevant legal and regulatory requirements.

2. Scope

This policy applies to all members of the community, including:

- Employees, students, contractors, and visitors
- Interactions on- and off-premises, including online spaces related to the organization.

3. Roles and Responsibilities

HR is responsible for leading investigations, ensuring fair and consistent application of this policy, and maintaining confidential records of all cases. Managers are responsible for addressing concerns promptly, escalating issues where required, and supporting those involved. All staff and learners are expected to maintain respectful behaviour and report any concerns. The Designated Safeguarding Lead (DSL) will manage any concerns linked to safeguarding and ensure alignment with safeguarding and Prevent procedures.

4. Definitions

Bullying

Bullying includes repeated behaviour intended to intimidate, harm, or belittle an individual.

Examples include:

- Verbal abuse (e.g., insults, threats, derogatory remarks)
- Social exclusion or ostracism
- Spreading harmful rumours
- Cyberbullying through digital platforms

Harassment

Harassment refers to unwelcome, offensive behaviour based on characteristics such as age, race, gender, disability, or other protected status. Types of harassment include:

- Verbal harassment (e.g., slurs, derogatory comments)
- Physical harassment (e.g., unwanted physical contact)
- Visual harassment (e.g., offensive gestures or images)

5. Policy Guidelines

Expected Behaviour

All community members are expected to:

- Treat others with respect, empathy, and fairness
- Foster an inclusive environment free from hostility
- Avoid any form of bullying or harassment
- Speak up if witnessing behaviour that violates this policy

Prohibited Conduct

Behaviours that are prohibited include but are not limited to:

- Threats, insults, or malicious rumours
- Physical intimidation or assaults
- Discriminatory language or actions
- Repeated attempts to demean or undermine another's work or self-esteem
- Cyberbullying, including offensive comments or images shared online

5.1 Informal Resolution

Where appropriate, concerns may be addressed informally through discussion, mediation, or manager-led intervention.

6. Reporting Procedures

For Victims

If you experience bullying or harassment:

1. **Document** the incident(s), noting dates, times, witnesses, and any relevant evidence.
2. **Report** the incident to a designated authority (e.g., HR, supervisor, or counsellor).

For Witnesses

Witnesses are encouraged to report incidents they observe, and support affected individuals.

Confidentiality

All reports will be handled with discretion and respect for privacy. However, confidentiality may be limited if safety or legal considerations are at stake.

7. Investigation Process

Upon receiving a report, the organization will:

1. Acknowledge the report within a defined timeframe (e.g., 24-48 hours).
2. Conduct a thorough investigation, interviewing all involved parties.
3. Gather and assess evidence, including any relevant documentation or witness statements.

7.1 Malicious or False Allegations

Deliberately false or malicious allegations may result in disciplinary action. However, individuals raising genuine concerns in good faith will not be penalised.

8. Consequences of Policy Violations

Disciplinary actions may include:

- Warnings or written reprimands
- Suspension or termination of employment or enrolment
- Legal action, if applicable Consequences will be proportional to the severity of the violation.

9. Support Resources

The organization provides resources for affected individuals, such as:

- Counselling and support groups
- Mediation or conflict resolution sessions
- Access to legal and mental health professionals



10. Data Protection and Confidentiality

All records relating to cases will be stored securely, with access restricted to authorised personnel, and managed in line with data protection requirements and retention policies.

11. Policy Review

This policy will be reviewed annually and updated as needed to reflect current standards and legal requirements.

12. Version Control

Version	Description of Change	Author	Date	Approved by
1.0	First version	S.Carragher	May 2022	S.Johnson
2.0	Updated version	S.Khan	July 2023	Z.Sharif
3.0	Version 3.0	S.Khan	July 2024	
4.0	Version 4.0	S.Khan / J.Hall	January 2025	
5.0	Version 5.0 Policy updated to enhance compliance, clarify roles and responsibilities, and strengthen investigation and reporting procedures.	S.Khan (HR)	January 2026	S.Etheridge (Head of Quality)