

Bullying and Harassment Policy



The Spark Group

Purpose

The Spark Group is committed to providing a safe, respectful, and inclusive environment for all employees, learners, and pupils. We have a zero-tolerance policy towards bullying and harassment in any form and are dedicated to preventing and addressing such behaviour within our organisation.

This policy is closely related to our Safeguarding Policy and our Equality and Diversity Policy, ensuring comprehensive protection and respect for everyone within our community.

Definition of Bullying and Harassment

Bullying is defined as repeated, unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. This can include verbal, physical, or psychological abuse.

Harassment is any unwanted behaviour that is intimidating, degrading, humiliating, or offensive. This includes harassment based on race, gender, sexual orientation, religion, disability, age, or any other characteristic protected by law.

Our Commitment

Creating a Respectful Environment:

We will promote a culture of respect, dignity, and inclusivity for all employees, learners, and pupils.

We expect everyone in our organisation to treat each other with courtesy and professionalism, regardless of their role or status.

Preventing Bullying and Harassment:

We will provide training and resources to educate employees, learners, and pupils about bullying and harassment.

We will actively promote awareness of this policy and the importance of maintaining a respectful environment.

We will ensure that this policy is aligned with our Safeguarding Policy and our Equality and Diversity Policy to provide a holistic approach to safety and inclusivity.

Reporting and Addressing Incidents:

Employees, learners, and pupils who experience or witness bullying or harassment are encouraged to report the behaviour to their line manager, tutor or a designated representative.

All reports will be treated seriously, promptly investigated, and handled with confidentiality and sensitivity.

Support for Affected Individuals:

We will provide support to any employee, learner, or pupil affected by bullying or harassment, including access to counselling services if needed.

We will ensure that no one who reports bullying or harassment faces retaliation or victimisation.

Disciplinary Action:

Any employee, learner, or pupil found to have engaged in bullying or harassment will be subject to disciplinary action, which may include dismissal or exclusion.

We will also take appropriate action against any person who knowingly makes false accusations.

Continuous Improvement:

We will regularly review and update our policies and procedures to ensure they remain effective in preventing and addressing bullying and harassment.

Responsibility:

All employees, learners, and pupils are responsible for fostering a culture free from bullying and harassment. Managers and tutors have a particular duty to act swiftly and fairly in response to any complaints and to model respectful behaviour at all times.

Review

This policy will be reviewed annually to ensure its continued relevance and effectiveness in protecting everyone within our organisation and to maintain alignment with our **Safeguarding Policy** and **Equality and Diversity Policy**.

Any necessary updates will be made to reflect changes in legislation or best practices.

Signed: Daniel Canavan



Position: Director

Revision Date: 14.06.24

Next Review Date: 01.06.25