

ASSOCIATED STUDIOS

Performing Arts Academy

Harassment and Bullying Policy

January 2017

Policy Statement

Associated Studios Performing Arts Academy (hereinafter referred to as Associated Studios) does not tolerate any form of Harassment, Bullying or victimisation and expects all students, staff, freelance tutors, visitors, contractors and other people who work with us to treat each other with respect, courtesy and consideration. Associated Studios is committed to maintaining a working, learning and social environment in which the rights and dignity of all people are respected.

Purpose of this Policy

The purpose of this policy is to convey our commitment to:

- (a) Promoting a positive environment in which people are treated fairly and with respect
- (b) Making it clear that harassment is unacceptable and that all members of Associated Studios have a role to play in creating an environment free from harassment
- (c) Providing a framework of support for students and staff who feel they have been subject to harassment;
- (d) Informing students and staff how and where to make a complaint.

Supporting Policies and Procedures

This policy is designed to be used in conjunction our existing policies and procedures.

Scope of this policy

This policy applies to all Associated Studios' students, employees, freelance workers and contractors. It supersedes all previous Harassment and Bullying policies.

Definition of Harassment

Harassment is defined as aggressive pressure or intimidation. It is the act of unwanted and annoying actions by one person or a group of people, including threats, demands and using threatening, abusive or insulting words within the hearing or sight of a person likely to be harassed thereby.

A person or group of people subjects another to harassment when they engage in unwanted and unwarranted conduct which has the purpose or effect of violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for another person

Definition of Bullying

Bullying is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Definition of Victimisation

Victimisation is an act that exploits or treats someone unfairly, badly or subjects him/her to a detriment. For example if the person has made a complaint about discrimination, harassment or bullying or has participated in an investigation, or if they have helped someone who has been a victim of discrimination, harassment or bullying.

Associated Studios regards Harassment, Bullying and victimisation as misconduct.

Behaviours

Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

The intentions of the alleged harasser are not always determinative of whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.

Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for harassment.

The recipient does not need to have explicitly stated that the behaviour was unwanted.

Harassment can take a variety of forms:

- Through individual behaviour
- Face to face, either verbally or physically
- Through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device: directly to the person concerned, or to a third party
- Through a prevailing workplace or study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes.

Examples of behaviour which may amount to harassment under this Policy include (but are not limited to) the following:

- Offensive gestures, language, gossip or jokes
- Insulting or abusive behaviour or comments
- Physical contact, ranging from an invasion of personal space and/or inappropriate touching, to serious assault
- Display of sexually aggressive, pornographic, racist or otherwise offensive pictures or other material, or the transmitting of any such messages or images via electronic mail
- Intentional isolation or exclusion
- Humiliating or demeaning behaviour and/or persistent criticism

Stalking may also be a form of harassment and may be characterised by any of the following repeated and unwanted behaviours:

- Following a person
- Contacting, or attempting to contact, a person by any means
- Publishing any statement or other material relating or purporting to relate to a person, or purporting to originate from a person
- Monitoring the use by a person of the internet, email or any other form of electronic communication
- Interfering with any property in the possession of a person
- Watching or spying on a person including through the use of CCTV or electronic surveillance.

Associated Studios considers that vigorous debate is proper and acceptable within the context of our training, and staff and students have freedom within the law to voice a wide range of views and opinions on social, economic, political, cultural and religious issues, and to put forward new, controversial or unpopular opinions.

However, such freedoms do not give immunity from the law nor from personal liability. Such debate will not amount to harassment when it is conducted respectfully and does not violate the dignity of others or create an intimidating, hostile, degrading, humiliating or offensive environment for them.

Expectations of all Associated Studios Staff and Students

We expect all Associated Studios staff, students, freelancers and contractors to:

- (a) Uphold the principles of this policy**
- (b) Challenge behaviour that contravenes this policy**
- (c) Report behaviour or actions that contravene this policy**

As stated in our staff handbook, Associated Studios will not tolerate any acts of harassment, bullying or victimization towards students, staff or other people who have dealings with us. Committing or condoning such acts may be considered as gross misconduct and dealt with through our disciplinary procedures.

Responsibilities for the Harassment and Bullying Policy within Associated Studios

Everyone connected with Associated Studios shares responsibility for preventing Harassment and Bullying. Key responsibilities are as follows:

Associated Studios Trustees:

Ensures Associated Studios adheres to this policy and upholds the law on Harassment and Bullying.

The Principal:

Demonstrates commitment to adhering to this policy within Associated Studios. Develops harassment and bullying policies, procedures, strategies and action plans. Monitors and reviews progress.

Associated Studios Staff and Tutors:

Put this policy into practice. Adhere to policies and procedures in respect of complaints of harassment and bullying.

Associated Studios Students:

Adhere to Associated Studios' harassment and bullying policies. Report breach of this policy to the Principal.

Associated Studios considers that vigorous debate is proper and acceptable within the context of our training, and staff and students have freedom within the law to voice a wide range of views and opinions on social, economic, political, cultural and religious issues, and to put forward new, controversial or unpopular opinions.

However, such freedoms do not give immunity from the law nor from personal liability. Academic debate will not amount to harassment when it is conducted respectfully and does not violate the dignity of others or create an intimidating, hostile, degrading, humiliating or offensive environment for them.

Complaints

Harassment and/or bullying is a serious offence and anyone who feels they have been subject to harassment or bullying should raise a complaint either formally or informally using Associated Studios' existing complaints procedures.

Student complaints may be against fellow students, tutors, staff or anyone connected with Associated Studios.

Staff and Tutor complaints may be against students, colleagues or anyone connected with Associated Studios.

The above complaints should be directed to the Principal.

If the accusation is against the Principal then a complaint should be made to the Chair of the Board of Trustees.

For advice, a student can speak in confidence to the nominated Welfare Officer.

If a complainant is deemed to have known or to have reasonably been expected to know that a complaint was unfounded, the allegation of harassment or bullying may be judged to be vexatious or malicious, and disciplinary action may be taken against them. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or trade union representatives supporting any of the parties) should maintain the confidentiality of the process. Those involved in advising complainants should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in exceptional circumstances, it may be necessary to disclose the information, taking account of the duty of care which may be owed to the individual and/or others.