



Friends of the Fal

ANTIBULLYING AND HARASSMENT POLICY

JANUARY 2024

VERSION: V0.1

DATE: 03RD JANUARY 2024

POLICY OWNER: SARAH ROBERSON

APPROVED BY:

REVIEW DATE DUE: 03RD JANUARY 2025



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INTRODUCTION

Friends of the Fal is committed to providing a safe and respectful environment free from bullying and harassment, including sexual harassment. Every committee member, contractor, volunteer and contributor, is entitled to be treated with respect as an individual. Any unwelcome behaviour, physical or verbal, or conduct that creates an intimidating, hostile or offensive environment associated with Friends of the Fal is prohibited. All bullying and harassment are prohibited wherever it takes place, including in the workplace (woodlands), during volunteering events, conferences, social events, training sessions and/ or private residencies.

Friends of the Fal will adopt a zero-tolerance approach for any form of harassment or bullying. Any allegation of harassment or bullying will be dealt with in a robust and timely manner with fairness and sensitivity. Any person found to have bullied or harassed another will face disciplinary action, up to and including dismissal from the group, reported to the Parish Council, Cornwall Council and police. Actions such as these should be reported without any fear of retaliation. All complaints of bullying and harassment will be taken seriously and treated with respect and in confidence. This policy may be subject to change through resolution of the Annual General Meeting.

Implementation of the Anti-bullying and harassment policy is the responsibility of all involved, associated or affiliated with Friends of the Fal.

OBJECTIVES

The objectives of this Policy are:

To ensure that all Friends of the Fal members, management, volunteers, contractors, visiting educational and other organisations have an understanding of what bullying is and are able to identify the behaviours that contribute towards it;

- Ensure that all Friends of the Fal members, management, volunteers, contractors, visiting educational and/or other organisations know what the policy and procedures on bullying & harassment are, and follow them if bullying & harassment is reported;
- To give all Friends of the Fal members, management, volunteers, contractors, visiting educational and/or other organisations the confidence to challenge bullying or harassment behaviour or raise concerns about bullying & harassment with the appropriate persons
- At Friends of the Fal, we take bullying seriously. Anyone reporting bullying & harassment should be assured that they will be supported appropriately when raising a concern.



DEFINITIONS OF WHAT IS BULLYING AND HARASSMENT:

Bullying and Harassment can be defined in many different ways and can be described as:

“Unwanted or unlawful conduct of behaviour designed to cause harm or distress to another person or group”

Bullying is not the same as having a conflict and be best depicted as;

Conflict	Vs.	Bullying
Equal power or friends		Imbalance of power, not friends
Happens occasionally		Repeated negative actions
Accidental		Purposeful
Equal emotional reaction		Serious with threat of physical or emotional harm
Not seeking power or attention		Strong emotional reaction from victim and little to no emotional reaction from the individual or group doing the bullying
Not to try to get something		Attempt to gain material things or power
Remorse and takes responsibility		No remorse – blames the victim
Effort to solve the problem		No effort to solve the problem

BULLYING

The Anti-Bullying Alliance and its members have an agreed shared definition of bullying based on research from across the world over the last 30 years.

“The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online”.

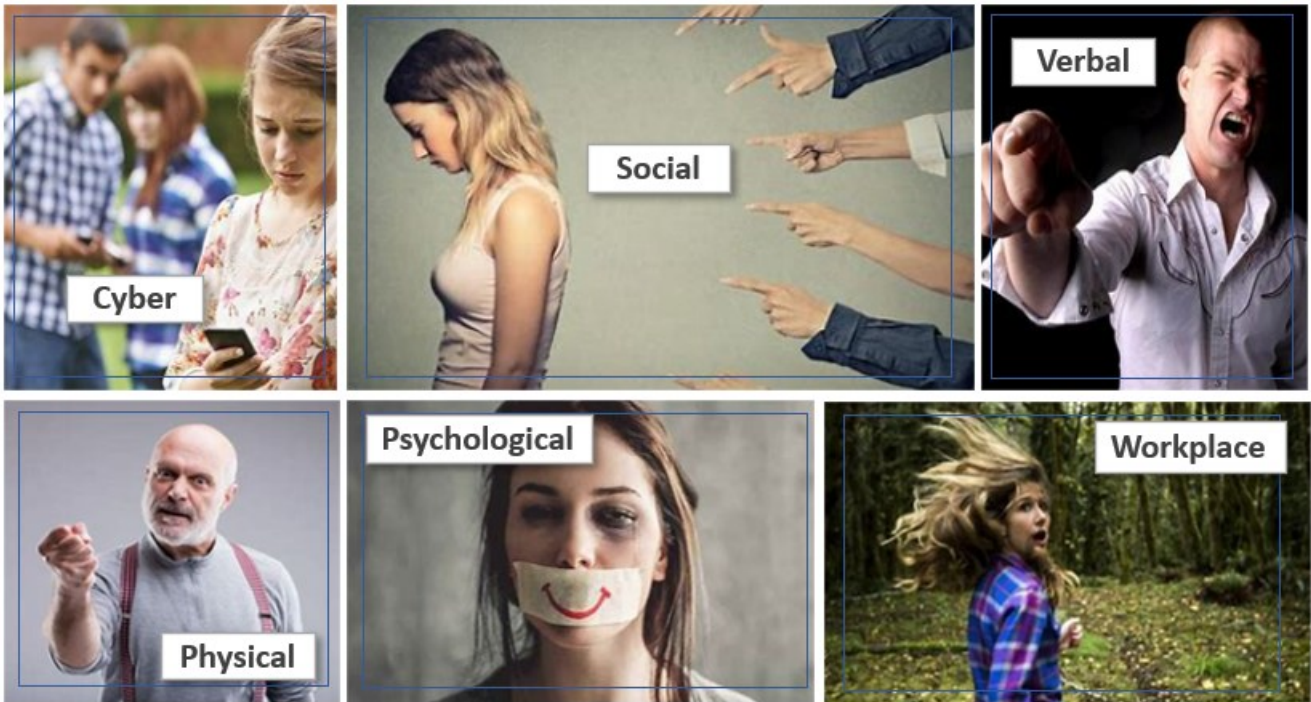
The main types of bullying include;

- verbal (includes sexual harassment)
- physical (includes sexual abuse)
- social
- psychological
- cyberbullying (online bullying)
- bullying at the workplace, i.e. Friends of the Fal woodlands.

Bullying can be related to age, sex, race, disability, religion, sexual orientation, nationality or any personal characteristic of the individual or group. This may be persistent or an isolated incident by any other one person, group or organisation.



The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.



Examples are *(not exhaustive)*;

- Starting and spreading rumours/ mistruths
- Threatening or intimidating behaviour
- Physical bullying such as pushing, kicking, hitting, slapping, punching, tripping, spitting or any other use of violence
- Tormenting, ridiculing, intentionally leaving someone out or persuading others to do so, public and/or private humiliation, gaslighting, the use of negative gossip.
- Damaging property
- Intentionally socially isolating a person or group
- Withholding resources and information
- Verbal bullying such as name calling, constant teasing, sarcasm, racial or homophobic taunts, targeted gestures
- Character assassination through vilification or defamation
- Stealing
- Using knowledge about a person's private life to negatively impact their work life
- Cyber Bullying includes bullying that occurs on all areas of internet, such as email, social media and internet chat rooms, private messaging and forum messaging boards. Cyber bullying also includes the use of mobile phone e.g. text messages, calls, photos and video.

Bullying can have an impact on anyone at any age. It can seriously affect someone's physical and mental health. Sustained bullying can cause stress, emotional issues, social problems, physical disorders and in some serious cases, self-harm or even death.



STALKING AND HARASSMENT

What is stalking and harassment?

Stalking and harassment is when someone repeatedly behaves in a way that makes you feel scared, distressed or threatened. There are different types of stalking and harassment and anyone can be a victim.

Stalking and harassment are offences under the Protection from Harassment Act 1997.

HARASSMENT

Harassment may include:

- Bullying in the workplace (Friends of the Fal woodlands)
- Cyber stalking (using the internet to harass someone)
- Antisocial behaviour
- Sending abusive messages
- Unwanted phone calls, letters, emails or visits

Note that harassment is classed if the unwanted behaviour if it has happened more than once.

ONLINE STALKING AND HARASSMENT

Social networking sites, chat rooms, gaming sites and other forums are often used to stalk and harass someone, for example:

- to get personal information
- to communicate (calls, texts, emails, social media, creating fake accounts)
- damaging the reputation
- spamming and sending viruses
- tricking other internet users into harassing or threatening
- identity theft
- threats to share private information, photographs, copies of messages

SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person creates an environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents, and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment includes, but are not limited to:

Physical conduct

- unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- physical violence, including sexual assault
- the use of threats or rewards to solicit sexual favours
- verbal conduct
- comments on a member/ volunteer appearance, age, private life, etc.
- sexual comments, stories and jokes
- sexual advances
- repeated and unwanted social invitations for dates or physical intimacy
- insults based on the sex of the member, volunteer, contractor or other individual affiliated with FotF
- condescending or paternalistic remarks
- sending sexually explicit messages (over phone/text messages, email, social media, etc.)



Non-verbal conduct

- display of sexually explicit or suggestive material
- sexually-suggestive gestures
- whistling
- leering

Anyone can be subjected to sexual harassment, regardless of their sex and of the sex of the harasser. Friends of the Fal recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Friends of the Fal recognises that sexual harassment is often a manifestation of power relationships and regularly occurs within a dynamic of unequal relationships.

INDICATORS AND BEHAVIOURS

A victim of bullying may indicate by signs or behaviour that they are being bullied.

Friends of the Fal management, volunteers, contractors, professional bodies and parents/ carers should be aware of these possible signs and they should make further enquiries if a person:

- is unwilling to go either to the woodland/ Green Gym sessions whereas it was a normal pattern
- becomes withdrawn anxious, or lacking in confidence
- returns home with missing or damaged possessions
- unexplained bruises, cuts, grazes, torn or missing clothes
- is frightened, upset or unwilling to say what's wrong
- is afraid or is suddenly disinterested, will not engage with other Friends of the Fal volunteers/ members or management

BYSTANDERS

Bystanders or witnesses to any of the behaviour described above are encouraged to inform those subjected to the behaviour, about the steps they can take in order to address it according to this policy.

Friends of the Fal recognises that one of the results of bullying or harassment can be the inability of those who are subject to such behaviour to recognise it.

It is therefore a moral responsibility of all members, contractors, volunteers and the public to be aware and help create a supportive, safe community group able to call out bullying and harassment wherever they witness it.

REPORTING PROCESS

Anyone who is subject to bullying or harassment should, if possible, inform the alleged person that the conduct is unwanted and unwelcome however, Friends of the Fal recognises that bullying and harassment may occur in unequal relationships (i.e. between a person in an authoritative position, or at an individual by a group) and that it may not be possible for the person that is subjected to the bullying or harassment to inform the alleged person.

If a person subjected to bullying or harassment cannot directly approach an alleged person, they can instead approach one of the Friends of the Fal management committee members responsible for receiving complaints of bullying and harassment (Chair, Secretary or Treasurer)

When a designated person receives a complaint of bullying or harassment, they will:

- 1) immediately record the dates, times and facts of the incident(s), including a brief description of the incident(s) using the Friends of the Fal Complaint Form.
- 2) ascertain the views of the complainant as to what outcome they want



- 3) ensure that the complainant understands the organisation's procedures for dealing with the complaint
- 4) discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the complainant from pursuing a formal complaint if they are not satisfied with the outcome
- 5) treat all cases of harassment or bullying with strict confidentiality.
- 6) keep a confidential record of all discussions
- 7) respect the choice of the complainant to determine course of action
- 8) ensure that the complainant knows that they can lodge the complaint outside of the organisation at any time either directly to Cornwall Council, Parish Council or the police.

Throughout the complaint's procedure, the complainant is entitled to anonymity at all times.

INFORMAL COMPLAINTS MECHANISM

If the complainant wishes to deal with the matter informally, the designated person will (subject to agreement of the complainant):

- give an opportunity to the alleged person to respond to the complaint
- ensure that the alleged person understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or a mutually agreed third party to help resolve the matter
- ensure that a confidential record is kept of what happens
- ensure that the above is done speedily and at the maximum within 30 days of the complaint being made
- follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped.
- it is also possible to make complaints anonymously. However, anonymous complaints limit the steps that the designated person receiving the complaints can undertake to remedy the situations, especially if the complaint does not include information about the remedy that the complainant is seeking. Nonetheless, anonymous complaints can be useful in establishing records of unwanted behaviour while complainants are considering future steps to be taken.

FORMAL COMPLAINTS MECHANISM

If the complainant wishes to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the complainant, the formal complaint mechanism should be used to resolve the matter.

- The designated person who initially received the complaint will refer the matter to either Cornwall Council, Parish Council or the police, to instigate a formal investigation.

The person carrying out the investigation will:

- interview the complainant and the alleged person separately
- assess whether or not the complaint of bullying or harassment should be upheld,
- produce a report detailing the investigations, findings and any recommendations,
- ensure that the above is done as quickly as possible and in any event within 30 days of the complaint being made.
- if the investigation concludes that the complaint should be upheld, the person carrying out the investigation shall make a formal complaint to Cornwall Council, Parish Council or the police in consultation with the complainant



- follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the complainant is satisfied with the outcome
- if it cannot determine whether the complaint should be upheld, they may still make recommendations to ensure proper functioning of the place of activities
- keep a record of all actions taken
- treat all cases with strict confidentiality, and ensure that the records concerning the matter are kept confidential

MONITORING AND EVALUATION

Friends of the Fal recognises the importance of monitoring this anti-bullying and harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.

The Management Committee and those responsible for dealing with bullying and harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made.

This will be done at the minimum on a yearly basis. As a result of this report, the organisation will evaluate the effectiveness of this policy and make any changes needed.

ANTI-BULLYING AND HARASSMENT CHARTER:

ANTI-BULLYING AND HARASSEMENT	
A CHARTER OF FRIENDS OF THE FAL RIGHTS AS A MEMBER OF FRIENDS OF THE FAL, YOU HAVE THE RIGHT; • To live our lives peacefully and safely • Not to be bullied, harassed, intimidated or abused • Not to accept any behaviour that is deemed anti-social	WHAT TO DO NEXT..... IF YOU THE VICTIM OF BULLYING OR HARASSEMENT • Be firm and clear that the behaviour is not acceptable • Do not physically retaliate • Inform the FotF management team who will inform the authorities straight away • If bullying and harassment reoccurs, keep reporting them • Keep speaking up until someone listens and does something to stop the bullying and harassment
A CHARTER OF FRIENDS OF THE FAL RESPONSIBILITIES FRIENDS OF THE FAL HAS THE RESPONSIBILITIES; • Not to accept any form of bullying or harassment • To work with others to combat bullying and harassment • To report any unwanted behaviour to the Police, Parish Council and Cornwall Council. • Not to be afraid of reporting incidents.	WHEN REPORTING BULLYING OR HARASSEMENT • Keep a log/ journal • Be clear about what has happened to you • How often it has happened • Who was involved • Who saw what was happening • Where it happened • What you have done about it already
A CHARTER OF MEMBERS & PUBLIC RESPONSIBILITIES FRIENDS OF THE FAL EXPECTS MEMBERS AND THE PUBLIC TO; • Inform Friends of the Fal of any form of bullying or and harassment known towards its members, volunteers or management team. • Not to be afraid of reporting incidents. If you do nothing, it might suggest that you support the bullying and harassment • Not to start or listen to rumours or fabricate stories • Not to damage, vandalise or steal property relating to FotF	Do not ignore the signs of bullying or harassment as the perpetrators may feel emboldened to increase their actions, leading to both physical and mental harm to their victims.



CONTACT DETAILS

Nominated Anti Bullying and Harassment lead.

Name: Sarah Roberson
Role in Friends of the Fal: Secretary
Phone: 07774 048852
Email: sroberson@friendsofthefal.co.uk

Deputy Anti Bullying and Harassment lead.

Name: Fran Swanson
Role in Friends of the Fal: Chair
Phone: 07817 730459
Email: fswanson@friendsofthefal.co.uk

POLICY REVIEW

This policy was last reviewed on: 16th of January 2024

Name: Sarah Roberson

Position: Secretary

Date 26/01/2024

Signed:

Name: Fran Swanson

Position: Chair

Date 26/01/2024



HELPLINES ON ANTI-BULLYING AND HARASSMENT:

NSPCC 24-hour help line 0808 800 5000

Ann Craft Trust www.anncrafttrust.org

Bullying Online www.bullying.co.uk

The Cybersmile Foundation 0845 688 7277 www.cybersmile.org

KIDSCAPE Parents Helpline (Mon-Fri, 10-4) 0845 1 205 204 www.kidscape.org.uk

National Bullying Helpline www.nationalbullyinghelpline.co.uk 0845 22 55 787 (adults & children)

Parentline Plus 0808 800 2222

Cornwall Council antisocialbehaviour@cornwall.gov.uk

Safer Cornwall <https://safercornwall.co.uk/anti-social-behaviour/>

Anti-Bullying Alliance support line: 0808 800 2222