



**Shaw
Education
Trust**

Respect and Dignity Policy

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Approved By:	C-Suite
Queries to:	The People Team
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Our Values

TO BE PUPIL AND PEOPLE CENTRED

To ensure everything we do realises the full potential of the pupils we are here to help. We will provide caring, tailored and supportive environments where young people can flourish. We will ensure that all members of the school community are the focus of our activity and as servant leaders we shall enable their success.

TO ACT WITH INTEGRITY

To be an Organisation that is open and transparent, actively embraces equality and diversity and has an honest, inclusive and respectful culture which everyone can trust.

TO BE INNOVATIVE

To be a creative, forward-thinking Organisation that finds new ways of doing things. To break down barriers to learning, stimulating exciting futures and securing independent living. We will be relentless in our pursuit of the excellence which has the power to change lives.

TO BE BEST IN CLASS

To be a top performing education provider that helps every single pupil on their journey towards achieving their potential. We believe our staff are our greatest asset. We will support leaders, teachers and staff to provide exceptional teaching, learning and outcomes.

TO BE ACCOUNTABLE

Shaw Education Trust, its schools and staff are accountable to our pupils and stakeholders. We will demonstrate personal responsibility by carrying out our roles to the best of our ability and in adherence with our values.

1.0 Introduction

Dignity and Respect at Shaw Education Trust is everyone's right and everyone's responsibility. We aspire to create a culture of dignity and respect on an everyday basis. The Trust has a strong commitment to equality and diversity and is committed to promoting an inclusive culture, which challenges prejudice, reduces inequality, celebrates diversity, and fosters good relations.

There is no place for any form of discrimination, harassment, victimisation or sexual misconduct at Shaw Education Trust and its academies. Any behaviour contrary to the Trust values and beliefs and contrary to legislation is unacceptable in the workplace and we will regard any reported incident of bullying, harassment or discrimination as a serious matter and will respond promptly and sensitively to all complaints with the aim of resolution. Where appropriate, disciplinary action will be taken under the Shaw Education Trust disciplinary procedures,

2.0 Policy aims.

2.1 This policy aims to:

- Support and sustain a positive working environment for all employees, free from any form of inappropriate or acceptable behaviour.
- Make clear that Dignity and Respect at the Trust/academies is everyone's right and everyone's responsibility.
- Promote an enabling and inclusive environment where all individuals are treated with dignity and, free from bullying, harassment, and discrimination.
- Ensure allegations of bullying, harassment and discrimination are taken seriously and dealt with promptly and with due sensitivity.
- Set out a framework for respect and good conduct to prevent and eliminate all forms of bullying, harassment, discrimination, sexual harassment, and misconduct.
- Set out responsibilities for managing and supporting employees when concerns are raised under the Respect and Dignity Policy.

3.0 Policy Scope

This policy and any supporting guidance apply to all Shaw Education Trust employees and relates to both individual and collective activities and dealing with others in the Trust. It also extended to those who provide services to us and visitors to our Trust and academies.

This policy should also be read alongside other Shaw Education Trust policies, that support a diverse, inclusive, and respectful community including:

- The Diversity and Inclusion Policy
- Wellbeing policy
- The Disability policy
- Grievance policy

4.0 Definitions/ Abbreviations

4.1 ACAS define **bullying** as:

Any unwanted behaviour that makes someone feel intimidated degraded, humiliated, or offended. It is not necessarily always obvious or apparent to others and may happen in the workplace without the employer's awareness.

4.2 **Harassment**, as defined in the Equality Act 2010, is:

Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the individual.

Protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

4.3 **Victimisation** is defined as:

Treating someone badly or less favourable because they have made a complaint or are going to make a complaint either formally or informally.

5.0 Roles and Responsibilities

5.1 Line Managers:


It is the responsibility of line managers/academy Principals to establish and maintain an environment free from harassment and bullying by:

- Ensuring all employees are aware of the Trust's values and behaviours.
- Ensuring all employees in the Trust/academy are aware that this policy exists and that they have no right to be harassed or bullied at work. All employees will be made aware that this kind of behaviour is unacceptable and where appropriate will be managed under the SET Disciplinary policy.
- Taking prompt action to stop harassment and bullying and by demonstrating that the behaviour is unacceptable. Line managers/ Principals may effectively be able to put a stop to the problem without the need for further formal action.
- Setting a positive example by treating others with respect and setting standards of acceptable behaviour, also promoting a working environment where harassment is unacceptable and not tolerated.
- Ensuring that all offensive or potentially offensive language and material is not displayed in the workplace.
- Ensuring all complaints of harassment and bullying are treated seriously and sympathetically and with confidence.
- Ensuring that colleagues understand victimisation of any employee making or helping someone to make a complaint is unacceptable and where appropriate will be treated under the SET Disciplinary policy.

5.2 Employees:

All employees must:

- Demonstrate dignity and respect in our interactions with individuals and groups.
- Work collaboratively and effectively in teams within the Trust and across our academies
- Identify and challenge unacceptable behaviour when it occurs, even if it is not directed at ourselves.
- Address and resolve matters, where reasonably possible, in a positive and constructive way.

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- Raise more serious concerns with the relevant colleagues and participate positively in approaches to resolve them.
 - Modify our own behaviour should we become aware that we have behaved unacceptably in relation to this policy.
 - Attend training which may be arranged to increase awareness of issues involving bullying and harassment.
 - Refrain from the following in relation to colleagues:
 - Bullying
 - Harassing
 - Intimidating behaviour
 - Isolating behaviour
 - Making inappropriate comments
 - Making inappropriate gestures
 - Discrimination
 - Verbal and/or physical abuse
 - Shouting
 - Undermining behaviours

5.3 Further Support

Occupational Health is aimed at improving and sustaining the health and wellbeing of employees. It is an advisory service and can be accessed by directly contacting your line manager or the Trust HR/People team.

Employee Assistance Program – Counselling and mental health wellbeing services can be accessed through an Employee Assistance programme in the Trust and some academies, please check with your line manager. This service provides employees with a confidential service which is non-judgemental and impartial.

The People Team – HR may be contacted informally to discuss issues of concerns related to dignity at work. Your Regional People team will support the informal and formal processes of this policy.

Mediators – Formally trained mediators can be engaged to facilitate constructive dialogue among individuals involved in any concerns related to dignity at work. Their role is to assist the parties involved in reaching a mutually agreed resolution.

6.0 Raising a Concern

6.1 Informal Process

If an employee feels unable to approach the alleged bully/harasser, the employee should raise the concern with their line manager with a view to resolving the issue informally without proceeding to the formal process. This may be done verbally or in writing.

If the problem/issue is about the employees line manager, the individual may raise these issues with the next level of management or the People team.

The manager will meet with the employee to discuss the issue(s) that have been raised and the desired outcome/resolution to be achieved from the informal process.

The manager will conduct an initial fact finding to resolve the matter promptly and fairly. This may involve discussing concerns with the employee who the concerns have been raised against, as they must be given the opportunity to answer the concerns and put their side of the case to the line manager.

It may be appropriate at this point to arrange a facilitated discussion between the two parties with a view to resolving the issue and agreeing a way forward. Advice should be sought from member of the Regional People team before commencing.

Alternative formal workplace mediation may be recommended. Advice regarding mediation should be sought from your Regional People team.

6.2 Formal Process

The formal process will be invoked when the informal stages of this policy have been exhausted or unsuccessful. Or if the nature and particulars of the initial complaint are so serious it warrants a formal investigation immediately. In this case, please contact a member of the Regional People team.

Formal complaints must be made in writing to the line manager, or if the problem/issue is about the employee's line manager, the employee may

raise this formal complaint with the line manager's manager or a member of the People team.

The written complaint should include:

- The name(s) of the person being complained about
- The nature of the complaint. E.g., treatment resulting in the loss of dignity and respect, harassment, bullying etc.
- The dates, times, and places where the incident(s) took place.
- The name(s) of any person(s) who may have witnessed any incident(s)
- Details of any action taken by the complainant or others to stop behaviour being complained about.

The above information may be shared with the person the complaint is being made against.

An investigation into the complaint will be conducted in line with the Shaw Education Trust Grievance Procedure policy, specifically under "*What do I do if a grievance cannot be resolved informally?*"

Following the investigation, the Investigation Officer forms a view as to whether there is a case to answer under the SET Disciplinary policy. The outcome may be that:

- There is no case to answer.
- Some level of inappropriate behaviour has occurred but is insufficient to initiate formal disciplinary action and an alternative resolution must be found.
- The offence is of a serious nature to warrant a disciplinary hearing under the SET Disciplinary policy.

The Investigation Officer and a HR representative will meet the complainant and the person(s) being complained about and their representative within a reasonable period. The purpose of this meeting will be to communicate the outcome of the investigation and whether or not formal proceedings will take place.

Whether the complaint is resolved by the informal process, mediation or though the formal process, the line manager must ensure that any action decided upon is properly and fully followed through.

Following the process, it may be necessary to consider redeployment, team building and other transitional arrangements. Therefore, following the completion of the process the appropriate manager/Principal and member of the People team need to meet with the relevant employees and discuss issues in relation to any of the following as soon as practicably possible:

- Return to Work/location.
- Support structure
- Team building/conciliation.
- External support
- Training issues
- If a future review is needed.

7.0. Appeal Process

Should an employee wish to appeal against the outcome of a formal Respect and Dignity at work complaint he/she must appeal in writing within 5 working days of the receipt of the outcome letter to the Head of HR, setting out the grounds of appeal and stating whether the appeal is in respect of the whole or in respect of any specified part of any finding of fact or decision. In the proceedings of the appeal the employee will not be entitled, except with leave of the Appeal Panel to rely on any grounds of appeal not specified in their written appeal.

The Head of HR will appoint an Appeal Hearing manager to hear the appeal, consisting of a Chair and 1 senior colleague and a member of the People team. The Appeal Panel should have no conflict of interest in the appeal, be unbiased, and have the appropriate skills and experience to be able to evaluate the issues under investigation. The People Adviser will advise the Panel. (A note taker may also be present). The Appeal Panel will meet within 10 working days of its establishment to hear the appeal, or as soon as is reasonably practicable thereafter.

Related Documents:

- Disciplinary Policy
- Grievance Policy
- Health, Safety and Wellbeing Policy
- Colleague Wellbeing and Stress Management Policy
- Violence and Aggression (towards staff) policy
- Whistleblowing Policy



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**Pupil &
people
centred**

**Act with
integrity**

**Be
innovative**

**Be best
in class**

**Be
accountable**