

The Charity of the Order of The Regular Canonesses of the Holy Sepulchre of our Lord Registered Charity Number 1167869

Anti-Bullying Policy

1. Definition

Bullying is an abuse of power. Bullying in the workplace is the persistent ill-treatment of an individual. A bully is a person who intimidates or persecutes someone they work with.

There are many definitions of bullying, but most consider it to be:

- deliberately hurtful
- repeated over a period of time
- difficult for victims to defend themselves against.

2. Purpose and Scope of the Policy

This policy is written for all who work for the Charity
Its purpose:

- to comply with best practice in civil society, as it is judged necessary for all institutions, and organisations to have an up-to-date Anti-Bullying Policy
- to address the reality that bullying may exist and occur among our members and staff.

3. Types of Bullying

- Physical aggression: pushing, shoving, shouting, etc.
- Intimidation: aggressive body language, tone of voice.
- Isolation: excluding or ignoring one person, ostracising individuals, forming cliques, refusing to speak to an individual.
- Cyber bullying: through the misuse of communication technologies i.e. texts, social network sites, emails, apps, gaming sites and chat rooms.
- Social bullying: through persistent attempts to demean/humiliate, insult other members, name calling, mocking and mimicry.
- Financial bullying: demands for money from more vulnerable members, malicious damage to property and personal belongings.
- Misappropriation of communal and personal property.
- Abuse of positions of responsibility: e.g. those with responsibility for community budgeting will carry out their duties in such a way that community members will not find it frightening, demeaning and unhelpful.
- Homophobic and racist bullying.
- Domination and control.

4. **Responding to allegations of bullying**

- Initially an informal discussion with your manager or a designated colleague to explore your concerns.
- Concerns must then be reported as soon as possible to the Compliance Coordinator, Professor Michael Alder (michaeldalder@hotmail.com 01245 363649) who is nominated as the safeguarding lead by the Charity. This response applies to all concerns reported.
- If the Compliance Coordinator believes the concerns are justified then the procedures outlined in the Adults at Risk Policy will be followed.

If it is felt that the concerns have not been dealt with fairly by the Compliance Coordinator then an appeal can be made to Prioress Sister Moira O'Sullivan anderson2003@blueyonder.co.uk 74 Howe Close, Colchester, CO4 3XD.

5. **Conclusion**

The Charity is committed to providing a caring, friendly and safe environment for all so they can experience a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our units.

Date of approval and issue: November 2018
Date of review: November 2020
Version 1