



YORKSHIRE WOLDS TEACHER TRAINING

Dignity & Respect Policy (Bullying & Harassment)

Version 1.1

<p>Important: This document can only be considered valid when viewed on the YWTT portal. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p>	<p>Alison Fletcher (Director of YWTT)</p>
<p>Name and Title of Author:</p>	
<p>Name of Responsible Committee/Individual:</p>	<p>YWTT Executive Board</p>
<p>Implementation Date:</p>	<p>September 2018</p>
<p>Review Date:</p>	<p>July 2020</p>
<p>Target Audience:</p>	<p>YWTT Trainee Teachers</p>
<p>Related Documents:</p>	

Contents

SECTION	PAGE
Policy Statement	3
1. Purpose and Scope	3
2. Roles and Responsibilities	4
3. Equality and Diversity	4
4. Principles	4
5. Options	4
6. Monitoring Compliance with and Effectiveness of this Policy	5
7. Review	5

POLICY STATEMENT

Our vision is to inspire each other and our students so each of us aspires to reach a potential which is not limited but is given wings by creativity and a shared sense of purpose.

Our core purpose is to prepare trainees to become highly effective teachers with a love of learning who will continue to develop their skills throughout their career, through exposure to excellent practice, observation, mentoring, coaching, practice, reflection and sharing with peers. Our trainees will be enthusiastic and passionate practitioners and will find innovative and creative ways to communicate with learners and enable them to make excellent progress. We will seek to equip our trainees with a wide range of teaching and learning strategies as well as the inter-personal skills required to motivate and inspire students.

Yorkshire Wolds Teacher Training is committed to developing its trainees into excellent teachers through a creative, effective and rigorous programme underpinned by supportive and highly experienced teacher educators. Our aim is to create models of outstanding practice across the partnership and to meet the needs of our partner institutions as well as training the school leaders of the future.

YWTT aims to provide a training environment in which all trainees feel comfortable and in which everyone is treated with respect and dignity, regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, disability, membership of a trade union or any other personal factor or quality.

The aim of this policy is to ensure that YWTT meets its moral and legal responsibilities by providing a supportive and accessible route for trainees who believe that they have been harassed or bullied, or those that believe they have witnessed inappropriate behaviour at YWTT to raise a complaint either informally or formally.

YWTT will treat all complaints of bullying and/or harassment seriously and will investigate them promptly, efficiently and in confidence. The main aim of this policy is to explicitly provide trainees with clear expectations regarding their own behaviours alongside a framework for resolving complaints of harassment or bullying and inappropriate behaviour. The intention is that inappropriate behaviour at work is minimised and if it occurs it is dealt with swiftly, with sensitivity and objectivity.

1. PURPOSE AND SCOPE

YWTT's culture is one of high aspiration, inappropriate behaviour will not be tolerated, both in and outside of the ITT training course (e.g. including trips and visits, events and YWTT-related social functions.) Trainees have a right to complain if they are treated in a manner that they believe constitutes harassment or bullying. This will include behaviour that has caused offence, humiliation, embarrassment or distress. Apart from complaints about the behaviour of colleagues, trainees have the right to complain if they believe that they have been bullied or harassed by a third party, for example a member of a partnership school. YWTT encourages trainees to raise issues in a constructive way as this enables early resolution, minimising any impact on staff, students and other stakeholders. Trainees who raise a genuine complaint under this policy will under no circumstances be subjected to any unfavourable treatment or victimisation as a result of making a complaint. However, if it is established beyond reasonable doubt that a trainee has made a deliberately false or malicious complaint with deliberate intent against another person about harassment or bullying, disciplinary action in accordance with YWTT's Disciplinary Policy and Procedure will be taken against that trainee.

Any trainee who witnesses an incident that he/she believes to be the harassment or bullying of another trainee should report the incident in confidence to the Director of YWTT. YWTT will take all such reports seriously and will treat the information in strict confidence as far as it is possible to do so.

2. ROLES AND RESPONSIBILITIES

The **Director of YWTT** is responsible for ensuring that trainees are treated fairly and consistently in the application of this policy and procedure and that all trainees are aware of the Expectations and Code of Conduct.

The **Director of YWTT** is responsible for ensuring that all trainees are aware of this policy and procedure. The YWTT team will also ensure that the policy is implemented fairly and consistently and that trainees are treated with dignity and respect. The Director of YWTT will also provide the YWTT team with access to appropriate training, advice and guidance to enable YWTT managers to manage issues relating to bullying and harassment sensitively, professionally and equitably, whilst also recognising that each case and individual is unique.

The YWTT team must ensure they carry out their responsibilities fairly and consistently, dealing with allegations of bullying and harassment swiftly and effectively whilst maintaining confidentiality wherever possible. They must also ensure that their own behaviours cannot be deemed to be inappropriate or of a bullying and/or harassment nature.

All **trainees** have a responsibility to ensure that their own behaviour does not breach YWTT's Expectations and Code of Conduct. They also have a responsibility to constructively deal with inappropriate behaviours at work. YWTT seeks to encourage trainees to report any instances of bullying or harassment and welcomes feedback from trainees.

3. EQUALITY AND DIVERSITY

YWTT is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to current legislation eg. the Equality Act 2010.
- Delivering high quality teacher training that meets the diverse needs of its trainee population, ensuring that no individual or group is disadvantaged.

4. PRINCIPLES

Trainees that experience or witness inappropriate behaviour, bullying and/or harassment in the workplace will be encouraged to resolve the matter informally wherever possible. However, where the behaviour and its impact is of a very serious nature, or where informal resolution has been attempted and failed, formal action may be necessary via YWTT's Disciplinary Procedure.

Trainees involved in informal and formal meetings have a right to be supported by either a trade union representative or work colleague.

5. OPTIONS

It is possible, before raising a formal complaint the trainee is encouraged to talk directly to the person they believe is bullying and/or harassing them, explaining clearly what aspect of the person's behaviour is unacceptable or is causing offence, distress or upset. It may be helpful for the trainee to prepare some notes for themselves to enable them to have a constructive conversation regarding the key points, including examples of behaviour and detailing their impact. It can be helpful for the trainee to carefully request that this aspect of their behaviour stop. It may be that the person who faces the allegations is genuinely unaware that his/her behaviour is unwelcome or objectionable and a direct approach can resolve the matter without the need for formal action. Where a trainee would like support in preparing for such a conversation they should contact the Director of YWTT who can assist them with such preparation. Once the trainee has had the conversation they will be asked to discuss the outcome with the Director of YWTT.

Another informal option to consider is a mediated discussion whereby the Director of YWTT can facilitate a discussion between both parties, providing a structure for sharing of information, listening and intended resolution. If a trainee would like more information on mediation and/or would like to further explore this option, they should contact the Director of YWTT.

There may be occasions where the trainee may not wish to address the issue. Where the Director of YWTT, the Human Resources team or the complainant feels that there is a risk to the emotional or physical wellbeing of the employee or others, it may be necessary for a formal investigation to be initiated. The Director of YWTT will explain the reasons for this with the trainee concerned prior to taking any action.

If the trainee feels unable to resolve the issue informally (in that the allegations are of a very serious nature or previous attempts to resolve the matter informally have failed) they may wish to use the YWTT Complaints Procedure

6. MONITORING OF COMPLIANCE WITH AND EFFECTIVENESS OF THIS POLICY

Compliance and effectiveness of this policy will be monitored by the Director of YWTT

7. REVIEW

This policy will be reviewed in partnership with recognised trade union partners within 2 years of the date of implementation.