



Boddington Village Hall Bullying and Harassment Policy

1. Purpose and Principles

Boddington Village Hall is committed to maintaining an environment in which all Trustees, volunteers, staff, hall users, contractors, and visitors are treated with dignity, respect, and professionalism.

Bullying, harassment, intimidation, or victimisation in any form is unacceptable and incompatible with the values and responsibilities of Boddington Village Hall as a charitable organisation. Such conduct undermines effective governance, damages relationships, and may prevent individuals from participating fully in the activities of the Village Hall.

This policy is intended to support compliance with Charity Commission guidance on good governance, trustee conduct, safeguarding of individuals connected to charities, and the effective management of organisational risk.

2. Scope of the Policy

This policy applies to all individuals associated with Boddington Village Hall, including but not limited to:

- Trustees of Boddington Village Hall
- Volunteers and helpers
- Contractors and regular hirers
- Individuals or groups using the hall
- Visitors, speakers, and guests attending events
- The policy applies to conduct that occurs:
 - On the premises of Boddington Village Hall
 - During meetings, events, or activities organised by or associated with the Hall

In any communications relating to the Hall, including email, written correspondence, telephone calls, and social media

This policy applies equally to interactions between all individuals connected with the Hall, irrespective of their role or status.

3. Definitions

Bullying

Bullying is defined as behaviour that is offensive, intimidating, malicious, or abusive, or which creates a hostile, degrading, humiliating, or threatening environment for another person.

Bullying may consist of repeated conduct over a period of time or a single serious incident.

Examples of bullying include (but are not limited to):

- Aggressive, threatening, or demeaning language
- Persistent and unjustified criticism of an individual
- Public humiliation or belittling of a person
- Spreading malicious rumours or gossip
- Deliberate exclusion or isolation of an individual
- Undermining a person's role, authority, or contribution
- Misuse of power, position, or influence
- Threatening behaviour, gestures, or communications

Harassment

Harassment is defined as unwanted conduct related to a protected characteristic under the Equality Act 2010 that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.

Protected characteristics under the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Examples of harassment include (but are not limited to):

- Offensive or discriminatory remarks or jokes
- Derogatory comments or slurs
- Unwanted physical contact or invasion of personal space
- Sexualised comments, gestures, or behaviour
- Display or circulation of offensive material
- Unfair or discriminatory treatment based on a protected characteristic

4. Organisational Commitment

Boddington Village Hall is committed to:

- Promoting a culture of respect, inclusion, and fairness
- Ensuring that all individuals are treated with dignity and consideration
- Encouraging professional, constructive, and appropriate communication
- Taking all allegations of bullying or harassment seriously
- Ensuring that concerns are dealt with promptly, impartially, and confidentially, as far as is practicable
- Protecting individuals from victimisation for raising concerns in good faith
- Taking appropriate action where bullying or harassment is found to have occurred

The Trustees recognise that maintaining high standards of conduct is essential to the effective governance and reputation of the Village Hall.

5. Roles and Responsibilities

Trustees

The Trustees of Boddington Village Hall have overall responsibility for ensuring that this policy is implemented and upheld. In particular, Trustees will:

- Model appropriate standards of behaviour and conduct
- Promote a culture of respect and accountability within the organisation
- Ensure that this policy is communicated to Trustees, volunteers, and regular hall users
- Take all allegations of bullying or harassment seriously
- Ensure that concerns are managed in accordance with the Complaints Policy
- Volunteers, Staff, and Hall Users
- All individuals connected with Boddington Village Hall are expected to:
 - Conduct themselves in a respectful and professional manner
 - Refrain from behaviour that could reasonably be perceived as bullying or harassment
 - Challenge inappropriate behaviour where it is safe and appropriate to do so
 - Report concerns in accordance with this policy and the Complaints Policy

6. Raising Concerns

Any individual who believes they have experienced or witnessed bullying or harassment is encouraged to raise their concern at the earliest opportunity.

Concerns should normally be reported to:

- Chair of Trustees Caroline Sheers
- Vice-Chair or Designated Trustee Stephen Barnard

If the concern involves either of these individuals, it should be reported to another Trustee.

Concerns may be raised:

- In person

- In writing (by email or letter)
- Through a trusted third party where the individual does not feel able to raise the matter directly

All concerns will be treated seriously and handled sensitively.

7. Handling of Complaints

Any formal complaint relating to bullying or harassment will be dealt with in accordance with Boddington Village Hall's Complaints Policy.

This includes, but is not limited to, provisions relating to:

- The submission and recording of complaints
- Applicable timescales for response and investigation
- The manner in which investigations will be conducted
- The process for reaching and communicating decisions
- The range of possible outcomes and actions

In addition to the Complaints Policy, the Trustees may, where appropriate, consider supplementary measures such as mediation, training, or other remedial action.

8. Protection from Victimisation

No individual shall be subjected to detriment, disadvantage, or adverse treatment as a result of raising a genuine concern or participating in an investigation under this policy.

Any act of victimisation, retaliation, or intimidation against a complainant or witness will be treated as a serious breach of this policy and may result in appropriate action, which could include restriction of involvement or exclusion from the Hall.

9. Relationship with Other Policies

This policy should be read in conjunction with:

- Boddington Village Hall Complaints Policy
- Equal Opportunities Policy
- Safeguarding Policy

Where there is any conflict between this policy and the Complaints Policy in relation to procedural matters, the Complaints Policy shall take precedence.

10. Monitoring and Review

This policy shall be reviewed by the Trustees:

- At least every two years, or
- Sooner if required due to changes in legislation, Charity Commission guidance, or relevant best practice

The Trustees will also consider any lessons learned from complaints or incidents when reviewing this policy.

Approved 4th February

A handwritten signature in black ink, appearing to read 'Caroline Sheers', with a horizontal line underneath.

Signed Caroline Sheers

Chairman Boddington Village Hall Committee