**OSCAR ANTI-HARASSMENT POLICY**

**POLICY AIM**

The intention is to discourage and prevent any instances of bullying or harassment among all members of staff employed by the Club and between staff, club members, Voluntary Management Committee (VMC) members and any adults who come into contact with Oscar staff in their professional capacity or VMC members in their capacity as a member of the VMC. All action will be in line with current legislation on such matters as well as the Club’s rewards and sanctions, behaviour, anti-bullying, complaints, exclusions, staff discipline and staff grievance policies and procedures.

**ACTION**

* All complaints of harassment should be taken seriously by the Oscar Manager and/or VMC and investigated promptly and thoroughly.
* Both victims and perpetrators should be interviewed with representation from a trade union or colleague, friend or relative if they request it. In cases involving children, the person with parental responsibility should be interviewed.
* Swift, sensitive and effective counselling should be made available to alleged victims and, in some cases, perpetrators.
* Confidentiality should be maintained in consultation with alleged victims and/or person with parental responsibility for an alleged victim if appropriate.
* Appropriate use should be made of staff discipline and staff grievance procedures.
* Appropriate use should be made of the rewards and sanctions, behaviour, anti-bullying and exclusions policies.
* Records of cases should be kept and incidents should be monitored and evaluated.
* There should be sustained periodic programmes to raise and maintain the awareness of staff and service users on bullying, harassment, complaints and grievance procedures.

Dated 18/9/00, Revised 22/5/02, 16/11/05 and 12/11/07

Signed on behalf of the Voluntary Management Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_