



BULLYING AND HARASSMENT POLICY AND PROCEDURE

Policy

The trustees of the Shoreham and Southwick u3a assert that there is no place for bullying and harassment within the Shoreham and Southwick u3a.

The trustees have a responsibility to ensure that Shoreham and Southwick u3a has clear policies about bullying and harassment.

All allegations of bullying and harassment must be handled appropriately and in accordance with law.

Anyone who has a concern about bullying or harassment should be able to report those concerns to the trustees whenever this is appropriate.

The trustees are responsible for ensuring that they have procedures in place to hear those concerns and address the matter.

Procedures and safeguarding

Anyone with a concern about bullying or harassment should complete an incident report and raise the matter with a trustee.

The Shoreham and Southwick u3a's committee of trustees will deal with the matter in accordance with the Safeguarding policy and procedures:

- The safety of any adult(s) at risk will be secured as a priority. The steps to be taken will be discussed by the executive officers of the committee in the first instance and no committee member will act in isolation.
- The Shoreham and Southwick u3a committee will gather as much information as possible about the allegation and develop a risk assessment.
- Where the risk is deemed to be high and immediate action is needed, the committee will contact the relevant authorities and the Trust for advice.
- Where the risk is not deemed to be high but support is needed, the committee will contact the Trust for advice. This will always be the case if someone is to be excluded from the Shoreham and Southwick u3a.
- The committee will decide on the most appropriate course of action.
- It may be necessary to pursue the incident using the complaints or disciplinary procedure. Where this is decided the matter will not be investigated by any party that was privy to the initial reporting of the incident.
- All actions taken will be recorded and kept confidential.

Reporting serious incidents

Where the committee considers that the incident should be classified as a serious incident, they must confer with the Third Age Trust who will assist with making a report to the Charity Commission.

Investigating alleged criminal offences is the responsibility of the police and reports relating to any threat to an individual's safety should be shared with the police in the first instance.

The committee will cooperate fully with any investigation by the Charity Commission or the police.

Version	Description of changes	Date of change
1.0	Original document	14 November 2023