

Harassment Policy and Procedure

Table of contents

Paragraph	Reference	Page
1.0	Introduction	3
2.0	Scope	3
3.0	Purpose	3
4.0	Definition of Harassment	3
5.0	Informal resolution	3
6.0	Record keeping	4
7.0	Monitoring, evaluation and review of policy	4

**Cambridge Meridian Academies Trust Initial Teacher Training (CMAT ITT) is the umbrella organisation for both The Cambridge Partnership and The Pilgrim Partnership.
(CMAT ITT UKPRN 10053421)**

1.0 Introduction

This procedure provides for individual employees or trainees to raise a complaint of harassment related to their employment or training programme. CMAT ITT recognizes the problems associated with harassment and is committed to providing an environment in which all individuals can operate effectively, confidently, and competently.

If a complaint is brought to the attention of management, it will be investigated promptly, and all necessary action taken.

2.0 Scope

This policy is relevant for all staff or trainees either enrolled on one of our ITT programmes or working for the partnership through SLA.

3.0 Purpose

It is the right of every member of staff to work or train without fear of harassment. The aim of this procedure is the prevention of all harassing behaviours and the eradication of fear in the workplace. CMAT ITT is committed to the elimination of discrimination on the grounds of gender, marital status, sexual orientation, race, religion, colour, nationality, creed, ethnic or national origins, age, disability, pregnancy, part time work and trade union membership.

4.0 Definition of Harassment

Harassment is any conduct which is both unreasonable and unwanted by the recipient, or which affects the dignity of any individual or group of individuals at work. Harassment may be repetitive or an isolated occurrence against one or more individuals. It can take a number of forms from aggression and bullying to unwelcome intrusive comments.

Harassment may include the following behaviours:

- i Physical: contact (touching, patting, assault), gestures, intimidation, aggressive behaviour;
- ii Verbal: unwelcome remarks, suggestions and propositions, malicious gossip, insults and insulting jokes;
- iii Nonverbal: production or dissemination of offensive literature, pictures or electronic images, graffiti and exclusion from routine social interaction.

5.0 Informal Resolution

Every effort should be made to resolve harassment informally without any unnecessary delay. As soon after the incident as possible, the complainant should make clear to the respondent either verbally or in writing that the behaviour(s) was not welcomed and should not be repeated.

If the complainant remains dissatisfied, they may contact any member of CMAT ITT's leadership team for advice or the CMAT HR manager.

Any discussion will be confidential, and no further action will be taken without the consent of the complainant except where a criminal offence or gross misconduct are alleged in which case the senior leader may take action irrespective of the complainant's wishes.

The courses of action open to a complainant who remains dissatisfied following the informal resolution stage include:

- i to lodge a formal grievance using the Trust Grievance Procedure
- ii to take no formal action but to record any future incidents, and to keep the situation under review pending any decision in future to lodge a formal grievance.

6.0 Record Keeping

It is important that accurate records are kept throughout the informal resolution stage.

Records should be held in a secure and confidential manner.

Where the complaint has been resolved informally no record will be kept on personnel files, but the incident and its successful resolution will be recorded centrally for monitoring purposes by CMAT ITT leadership.

Where a complaint is not substantiated, then no record will be kept on the file of the respondent. However, any documents made during the course of the investigation should be retained separately by the member of staff responsible in each school for personnel management.

Where the complaint has not been resolved and Stage 1 of the CMAT Grievance Procedure is invoked, the records from the Informal Resolution stage should be passed to the Executive Principal responsible for the CMAT IOE, except where the Principal or Executive Principal is the respondent or one of the respondents, in which case the records should be passed to the Trust HR manager who will either advise the CEO or the Chair of the Personnel Committee.

7.0 Monitoring, Evaluation and Review

CMAT ITT will review this procedure every 3 years or sooner if employment legislation is amended and assess its implementation and effectiveness. The Trust HR manager will monitor data arising from any harassment complaints or grievances and advise the Personnel Trust on an annual basis of any concerns.

8.0 Data Protection

Unless stated elsewhere in this policy the data gathered during this management process is processed in line with our data protection policy which can be found on our website – www.cmatrust.net/gdpr.

Any data gathered during this process will be held in line with our records retention policy which can be found on our website – www.cmatrust.net/gdpr.

If you have any questions about the way your data has been gathered or will be retained, please contact the CMAT Trust Data Protection officer at dpo@cmatrust.net.