

CaPPP

Anti-bullying and harassment policy and procedure

Summary

This document outlines:

- Our policy and procedures in relation to harassment and bullying of members of CaPPP and users of CaPPPchat;
- Information on the procedures for reporting concerns to us and the responsibilities of everyone involved in investigating and dealing with harassment and bullying concerns, either informally or formally;
- The support that is available, including from the CaPPP administrator and committee and who to contact for advice and support;
- Information on how harassment and bullying are defined, and some examples of online behaviour that could be considered to be harassment or bullying.

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1. Policy statement

We are committed to the principles of equal opportunities and respect for individuals in creating and maintaining an inclusive physical and online environment. We value and celebrate diversity, seeing this as critical to achieving our aims. CaPPP membership is open to counsellors and psychotherapists from a wide range of backgrounds and promote an inclusive culture where:

- We provide a supportive and inclusive online and social environment in which everyone feels that they are valued;
- Members treat each other equally, and with dignity and respect;
- The opportunities we provide are open to everyone, and discussions are based on respect, compassion and understanding

CaPPP will not tolerate bullying or harassment of any member of the CaPPP community by another and aim to provide an environment where people know that we take such allegations seriously and we all have the confidence to report harassment or bullying without fear of intimidation or victimisation.

This policy applies to all members and anyone else working on our behalf.

2. Guiding principles

If you believe that you, or someone else, are being harassed or bullied by another member, we will provide support to investigate the allegations and deal with any behaviour we find to be unacceptable.

We use the following guiding principles to help us provide an appropriate solution as soon as possible.

We will provide access to support to try to allow early action and an informal solution to the problem wherever possible. Where this is not effective or appropriate, it may be necessary to take formal action.

- Witnesses, as well as people who are the victims of harassment or bullying, can raise a concern under this policy.
- Our procedures have been developed to try to avoid people feeling that they have no course of action other than to make a formal complaint, and to make sure people are not asked to repeat information unnecessarily.

- As well as these internal procedures and remedies for dealing with any harassment and bullying, people responsible for such behaviour may be breaking the law and may be prosecuted in the courts.
- We will consider the severity of cases of harassment and bullying and decide whether to refer the matter to the police in line with the [Protection from Harassment Act 1997](#).
- If a case is being investigated by the police, we will suspend any internal proceedings until after the outcome of their investigations.
- When dealing with cases of alleged harassment or bullying, we will keep to the [Data Protection Act 1998](#). We will handle information sensitively and discreetly, and only reveal it to those who need it for the purposes of considering the case. If we decide to take formal action, we will reveal it to the person (or people) responsible for the behaviour the complaint is about.

We can take action against people who are found to have made complaints based on information they knew to be false, or with malicious intent. This action could include cancelling a person's membership of CaPPP. We will not take this action against anyone who makes a complaint in good faith, even if that complaint is not upheld.

3. Applying this policy

This policy applies to CaPPP members and affects the social and networking environment of our group. It can include the way members behave towards each other at networking and training events and through CaPPPchat.

4. Responsibilities

All members of CaPPP have a duty to make sure that people do not suffer any form of harassment or bullying and that, if they do, they are supported in trying to stop it through informal or formal resolution procedures.

Although the ultimate responsibility for this policy rests with the CaPPP Committee who will make sure that it is applied effectively by all members.

On a day-to-day basis, members are expected to:

- Promote a positive and inclusive environment through setting a good example to others and doing their best to treat everyone with dignity and respect;
- Aim to understand and empathise with other members even when their views differ from ones own

All members are expected to:

- Encourage a person who says they have been bullied or harassed to contact the administrator or a committee member;
- Be sensitive to the feelings of that person; and
- Not take part in, and actively discourage other people from taking part in, gossip about cases of alleged or actual harassment or bullying.

5. Definitions of harassment and bullying and victimisation

Behaviour that is acceptable to one person may be unwanted by another. When assessing whether behaviour is harassment, we must look at the behaviour, whether unintentional or deliberate, is it unacceptable to the person on the receiving end and would it be judged as harassment by any reasonable person. The word 'unwanted' means the same as 'unwelcome' or 'uninvited'. The person the behaviour is directed toward does not have to expressly object to the behaviour before it is considered to be unwanted.

If the person responsible for the behaviour did not intend to create a negative environment, the behaviour will still be harassment if it has the effect of creating such an environment. When deciding whether behaviour has had a negative effect, we will take account of each of the following.

5.1 Bullying

Bullying can be described as threatening, abusive, intimidating, undermining or insulting behaviour that may be an abuse of power, position or knowledge. What one person may consider as bullying behaviour may be viewed as no more than a strong personality by another, and so may sometimes be difficult to define. However, inappropriate behaviour that leads to other people becoming stressed, demotivated or frightened is unacceptable.

Bullying can take many forms, and we consider all types to be equally serious. We have given a number of examples below.

- Overbearing written, online or other published abuse.
- Abuse of behaviour that causes fear or distress for others.
- Asserting a position of intellectual superiority in an aggressive, abusive or offensive way, including by electronic media (for example, by email or on social media).
- Deliberately undermining someone by criticising them.
- Public ridicule, sarcasm or humiliation

5.2 Harassment

The view of the person who made the complaint. For example, whether they feel the behaviour has created an intimidating environment. Harassment may take many forms and includes behaviour related to a protected characteristic. However, harassment is not always related to any of the above. Examples of behaviour which is likely to be considered harassment are given below. This is not a full list, and we will view other forms of harassment equally seriously.

- Behaviour of a racist, sexist, homophobic, biphobic, transphobic, ageist or disablist nature.
- Any behaviour or abuse which may cause distress, such as name-calling, ridicule, insults, jokes, physical abuse.
- Abuse through email, texts, websites or social media.
- Invading someone's personal space.
- Displaying offensive material. This can be on paper or electronically (for example, on social media).
- Spreading malicious rumours or insulting someone (particularly because of that person's age, race, sex, disability, sexuality, religion or belief, or because they are transgender).
- Intentionally isolating or excluding someone.
- Persistent, unwelcome contact, which may include text messages, emails, phone calls, letters, and calling at a person's home or place of work.
- Stalking.
- Offensive sexual behaviour such as suggestive looks, leering and remarks (including on social media and electronic communication devices), offensive flirting, unwanted physical contact, unwanted sexual advances or demands for sex and compromising invitations.
- Offers of favourable treatment in return for sex (or threats of disadvantage if the person refuses).
- Making it public that someone is gay, lesbian, bisexual or transgender when they would prefer to keep this information private (known as 'outing').
- Drawing unwelcome attention to, or abusing someone's, religious beliefs.

5.3 Victimisation

Victimisation is when a person is mistreated because they have made, or intend to make, a complaint of discrimination (including harassment or bullying) or have helped another person to make a complaint by providing evidence or information.

Victimisation can count as unlawful discrimination and result in disciplinary action, regardless of the outcome of the original complaint.

6. Reporting and monitoring

We have outlined our reporting procedures in appendices B and C to this policy.

The administrator monitors informal complaints and their outcomes confidentially and anonymously. They never record any information on the monitoring forms which would allow any individual to be identified.

The committee will analyse the monitoring forms to monitor the success of the informal complaints procedure and identify any areas of particular concern. This means that, even if a complaint of harassment or bullying is not taken further, the complaint will still have been recorded in a way which makes sure your details are kept confidential.

We will work with other organisations, such as the police, to support people to report hate crime.

7. Further information and contact details

If you need more information or advice about this policy, please contact the administrator.

Phone: 07772925641

Email: admin@cappp.co.uk

Website: <https://cappp.co.uk/policies/>

Appendix A – Procedures for members

Informal action

If possible, you should make it clear to the person causing the offence that the behaviour is unacceptable and ask them to stop. It may be helpful to talk to a friend, colleague or committee member before contacting the person. In some cases, this will be enough to deal with the situation.

If you are not able to contact the person concerned, or if the behaviour continues after you have contacted them, you should keep a note of details, dates, times, circumstances, including a note of any ways in which the incidents have caused a change to pattern in your activities.

If you do not want to contact the person concerned, we will not interpret this to mean that the behaviour is acceptable, and it will not affect the outcome of your complaint. If you are not able to contact the person, or if you have tried but this has not been enough to deal with the issue, you should talk informally to the administrator or a committee member.

Any discussion will be confidential, and we will not take any further action without your permission. If we do take further action, the person you initially asked for advice will normally continue to offer support throughout the process.

Appendix B – Procedures for dealing with bullying or harassment

If possible, you should make it clear to the person causing the offence that you find the behaviour unacceptable and ask them to stop. It may be helpful to talk to someone before approaching the person.

You may want to ask someone a friend, colleague or a member of the CaPPP committee for advice. In some cases, this will be enough to deal with the situation.

If the behaviour continues after you have asked the person to stop, you should keep a note of details and dates of further incidences.

If you do not want to contact the person concerned, we will not interpret this to mean that the behaviour is acceptable, and it will not affect the outcome of your complaint.

If you are not able to contact the person, or if you have tried but this has not been enough to deal with the issue, you should talk informally to a member of the committee, if you have not done so already. Your discussion will be confidential, and we will not take any further action without your permission. If you decide to take further action, the person you initially asked for advice will normally continue to offer be dealt with informally or the next step may be to start formal action, which we would normally only do with your permission.

Formal action

We may take formal action in situations where informal action has not been successful or where the nature of the complaint means that informal action is not appropriate.