**Staff and trainee Policy on Harassment, Bullying and Victimisation**

**‘Dignity Policy’**

The Dignity policy is aimed at engendering a positive workplace and learning environment. Individuals should have the confidence to complain in the knowledge that their concerns will be dealt with appropriately and fairly.

This policy outlines procedures to be followed if anyone at the SCITT feels they are being harassed, bullied or victimised. Its principles apply to all staff and trainees.

The SCITT’s Dignity policy is designed to help make the SCITT and its partner schools an environment where harassment, bullying and victimisation are seen as unacceptable, and to give individuals support and confidence.

Dignity Advisors can help with a whole range of issues - for example, if you are a member of staff or a student having problems with:

* feeling bullied by a student or a member of staff
* feeling bullied by one or more members of a team you belong to
* being teased or picked on because of a personal characteristic (age, race, gender, sexual orientation, disability)
* physical or verbal abuse (including electronically)
* Being excluded from work or social activities which you feel you should normally be involved in, and which you think is unfair

It is the responsibility of the Human Resources Department to issue this to all staff. Heads of School/Departments must make sure that their staff have received awareness training and understand the context of this policy. The Director of Student Operations and Support will ensure this policy is referred to within the relevant student publications.

All employees and trainees involved in the harassment and bullying complaints procedure and/or the investigation process are required to respect the need for confidentiality. We will keep information confidential if it has been given in confidence, however, there may be cases where information provided is of a serious nature and we are under obligation to use this information in order that we fully discharge our duty of care.