

Remedicare Education

Staff Anti-Bullying, Harassment and Sexual Harassment Policy

Policy Date: September 2026

Review Date: September 2027

1. Policy Statement

Remedicare Education Services is committed to providing a safe, respectful and professional working environment for all staff.

All staff are expected to uphold the highest standards of conduct. Behaviour that constitutes bullying, harassment or sexual harassment will not be tolerated.

Staff conduct is a safeguarding matter. Inappropriate behaviour between adults may:

- Undermine a safe culture
- Impact student wellbeing
- Indicate potential safeguarding risks

All concerns will be taken seriously and addressed promptly.

This policy operates in line with statutory safeguarding guidance, including Keeping Children Safe in Education, and inspection expectations set by Ofsted.

2. Scope

This policy applies to:

- All employees, agency staff, volunteers and contractors
- All provision sites and outreach settings
- All work-related situations, including online communication

3. Expectations of Staff Conduct

All staff must:

- Treat colleagues with dignity and respect
- Maintain professional boundaries at all times
- Communicate appropriately and professionally
- Contribute to a safe and supportive working environment
- Model behaviour that promotes student safety and wellbeing

Staff must not engage in behaviour that could:

- Intimidate, humiliate or undermine others
- Create a hostile or unsafe working environment
- Blur professional boundaries

4. Definitions

4.1 Bullying

Bullying is behaviour that is offensive, intimidating, malicious or insulting, involving misuse of power that undermines, humiliates or injures another person.

This may include:

- Verbal abuse or persistent criticism

- Exclusion or isolation
- Undermining professional competence
- Misuse of authority

4.2 Harassment

Harassment is unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading or offensive environment.

4.3 Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature, including:

- Sexual comments, jokes or gestures
- Unwanted physical contact
- Sexualised communication (including online)
- Display or sharing of inappropriate material
- Behaviour that creates a sexually hostile environment

Sexual harassment will be treated as a serious disciplinary matter.

5. Professional Boundaries and Safeguarding

Staff must maintain clear and appropriate professional boundaries at all times.

This includes:

- Maintaining appropriate relationships with colleagues
- Using professional and respectful language
- Ensuring all communication is appropriate and transparent
- Working within agreed roles and responsibilities

Any behaviour that:

- Suggests misuse of power
- Impacts professional judgement
- Affects student safety

will be treated as a safeguarding concern and managed in accordance with safeguarding procedures.

6. Alternative Provision Context

Staff must recognise the specific risks within Alternative Provision, including:

- Working with students with SEN, SEMH and additional vulnerabilities
- Close working relationships within small staff teams
- The importance of consistent, calm and regulated adult behaviour

Staff conduct must not:

- Escalate conflict
- Contribute to unsafe environments
- Negatively impact student regulation or wellbeing

Maintaining clear professional boundaries, including adherence to commissioned hours and roles, is a safeguarding requirement.

7. Reporting Concerns

All staff have a duty to report concerns about the behaviour of colleagues.

Concerns may be raised through:

- The Designated Safeguarding Lead (DSL) or Deputy DSL
- A line manager
- A Director
- Whistleblowing procedures

Staff must not ignore or minimise concerns.

8. Safeguarding Threshold

Where a concern about staff behaviour:

- Involves a student
- Indicates potential harm
- Suggests unsafe practice

it must be reported immediately to the DSL.

The DSL will determine appropriate next steps, including consultation with external safeguarding agencies where required.

9. Low-Level Concerns

Low-level concerns are behaviours that:

- Do not meet the harm threshold
- May be inconsistent with expected standards

All low-level concerns must be:

- Reported to the DSL
- Recorded securely
- Reviewed to identify patterns

Early reporting supports a safe culture and prevents escalation.

10. Allegations Against Staff

Where an allegation meets the harm threshold:

- The matter will be referred to the Local Authority Designated Officer (LADO)
- Internal investigation will not take place prior to consultation
- Appropriate safeguarding procedures will be followed

Precautionary measures may include:

- Suspension
- Redeployment

Any disciplinary process will run alongside safeguarding procedures.

11. Investigation Process

Concerns that do not meet safeguarding thresholds will be managed through formal procedures:

1. Initial assessment
2. Investigation
3. Evidence gathering
4. Outcome decision

All investigations will be:

- Fair
- Proportionate
- Conducted confidentially

12. Outcomes

Outcomes may include:

- No further action
- Informal resolution
- Training or support
- Formal disciplinary action
- Dismissal
- Referral to external agencies

13. Confidentiality and Record Keeping

All concerns will be:

- Recorded accurately and securely
- Shared on a need-to-know basis
- Managed in line with data protection requirements

Information will be shared where necessary to safeguard individuals.

14. Protection from Victimisation

No member of staff will be treated unfairly for:

- Raising a concern
- Participating in an investigation

Any form of retaliation will be treated as a disciplinary matter.

15. Training

All staff will receive appropriate training on:

- Safeguarding
- Professional conduct and boundaries
- Recognising and reporting concerns

Staff are expected to remain up to date with training requirements.

16. Monitoring and Review

This policy will be reviewed annually or in response to:

- Changes in legislation
- Safeguarding guidance updates
- Learning from incidents

FLOWCHART – STAFF CONCERN PROCESS

Concern about staff behaviour



Does it involve a safeguarding risk?



YES → Report to DSL immediately



DSL determines action (may involve LADO/external agencies)



Safeguarding procedures followed

Does it involve a safeguarding risk?

NO



Is it a low-level concern?



YES → Record with DSL → Monitor

NO



Formal management/HR process



Investigation → Outcome

This is Remedicare Education.

This is our framework.

This is our commitment.

This is us.