

Prevention of Harassment and Bullying Policy

All members should aim to be supportive of other members of CEFC. The choir is an organisation that exists to make music and it draws together many very different people with diverse backgrounds, viewpoints and needs. All of them should be treated with respect and fairness regardless of the circumstances. We should also bear in mind that the choir is run by unpaid volunteers. We should be careful not to make unreasonable demands on their time and skills, and should remember to show appreciation for the work that is done by so many of the choir's members.

Purpose of this policy

Crouch End Festival Chorus (CEFC) expects its members, guests and contractors to behave appropriately and to treat each other considerately. This policy outlines what CEFC considers constitutes harassment and bullying, how it prevents harassment and bullying and provides guidance on the action members, guests or contractors should take if they consider they are being harassed or bullied in the context of CEFC activities.

Scope

This policy applies to all members of the chorus, guests of the chorus, trustees, committee members, volunteers and any artists with whom we contract for services, including music director and accompanist. All chorus members, guests, trustees and contractors are expected to follow our principles at all times when working on CEFC activities.

This document supplements and supports behaviour as outlined in the following CEFC policies and procedures:

- Rules of Membership, including the good practice guidelines
- Equality, Diversity and Inclusion policy
- Disciplinary Procedure

Principles

Bullying is behaviour from a person or group in any context, whether in person or via social media or other means, that's unwanted and makes someone feel uncomfortable, including feeling:

- frightened
- less respected or put down
- made fun of
- upset

By law, harassment is when bullying or unwanted behaviour is related to any of the following (known as 'protected characteristics' under the Equality Act 2010):

- age
- disability
- gender reassignment
- pregnancy and maternity
- race

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- religion or belief
- sex
- sexual orientation

As with bullying, the person being harassed might feel:

- disrespected
- frightened
- humiliated
- made fun of
- offended
- threatened

For it to count as harassment, the unwanted behaviour must have either:

- violated the person's dignity, whether it was intended or not
- created a hostile environment for the person, whether it was intended or not

CEFC takes harassment and bullying very seriously, and believes that all members, guests, trustees, contractors and other people associated with the organisation have the right to carry out their activities without having to experience unwanted behaviours from other people. CEFC will take appropriate action to prevent harassment and bullying in all of its activities.

Procedure

CEFC will take action to investigate any complaints in a timely fashion.

*If you are being bullied or harassed **yourself**:*

In the first instance, if you feel able, make it clear to the person who is harassing or bullying you that it is not acceptable behaviour. Most people will respond to this first approach and might not have been aware that they were causing offence until you let them know.

If the problem continues or you feel unable to do this, then speak with the membership lead or general manager.

*If you are concerned about bullying that is happening to **someone else**:*

You should speak with the membership lead or the general manager in the first instance. They will investigate, and if necessary, take up the issue with the person/group initiating the bullying behaviour. Again, those involved may not be aware of how their words or actions come over to other people or how it affects the individual concerned.

If the bullying is on social media and other members can see it, they may also be upset and it may affect how they view the ethos of the choir.

CEFC has a formal disciplinary procedure to investigate and act against unacceptable behaviours within the choir.

To aid the investigation, it will help if you:

- keep a record of what happened, when, and how often;
- make a note of possible witnesses to the harassment or bullying.

Review

This policy and procedures document will be reviewed every three years by the CEFC Trustees, and updated in line with legislation and best practice. The document will be posted on the CEFC public website, and will be included in the pack given to all new members.

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Policy title	Prevention of Harassment and Bullying Policy
Date adopted	April 2018
Frequency of review	Every three years
Last reviewed	July 2024
Last approved	July 2024
Next review due	July 2027

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