



## Dignity and Respect at Work Policy

### Statement of Intent

It is our intention to ensure everyone is treated with dignity and respect at work.

### Aim

Bullying, conflict and harassment of any kind will not be tolerated by Kidz Star Club Trustee Directors. The Trustee Directors will aim to resolve any conflict efficiently and amicably.

### Definitions

**Bullying** is a type of harassment which consists of persistent actions, criticism or personal abuse in public or private which humiliates, intimidates, frightens or undermines the individual.

**Harassment** is conduct that is unwanted and offensive and affects the dignity of the individual or group of individuals.

### Methods

In order to achieve this aim Kidz Star Club will:-

- ◆ All playworkers will receive a copy of this policy.
- ◆ All playworkers will receive a copy of the ACAS leaflet, 'Bullying and Harassment at work: guidance for employees'
- ◆ All playworkers will be made aware of the up-to-date information and training about Bullying and Harassment by the Management team.
- ◆ All playworkers will receive an organisational statement regarding the standards of behaviour expected and their responsibilities to others. Bullying and harassment will be treated as a disciplinary offence by the Trustee Directors.
- ◆ All playworkers will receive and follow the Grievance Procedure Flow Chart should they have a complaint, grievance or concern. If this procedure is not followed it will be treated as a disciplinary offence.
- ◆ All playworkers will have access to support from the Trustee Directors.
- ◆ All complaints will be free from victimisation and complaints will remain confidential.

This policy was adopted at a meeting of Pippins Pre-school and Nursery

Held on Thursday 22<sup>nd</sup> October 2020

Signed on behalf of the Management Trustee Directors

---

Role of signatory (e.g. Chairman etc.)

---

Chairman

---

# Kidz Star Club Grievance Procedure - Receiving and dealing with complaints

Try to resolve the issue face to face with involved Playworker - communicate.

