

Dyffryn Ardudwy and Talybont Village Hall

Anti-Bullying and Harassment Policy

1. Statement of Intent

Dyffryn Ardudwy and Talybont Village Hall is committed to providing a safe, welcoming, and respectful environment for everyone who uses or works at the hall. This includes trustees, committee members, staff, volunteers, hirers, users, contractors, and visitors.

Everyone has the right to be treated with consideration, fairness, dignity, and respect. Bullying, harassment, intimidation, or discrimination of any kind will not be tolerated. This applies to behaviour that occurs in person, in writing, or online, including on social media.

The Village Hall Committee will take all allegations seriously and will investigate concerns promptly and fairly.

2. Purpose of the Policy

This policy exists to:

- Create an environment where bullying and harassment are clearly unacceptable
- Promote positive relationships and respectful behaviour
- Prevent bullying and harassment through a zero-tolerance approach
- Ensure staff and volunteers can work without fear of intimidation or abuse
- Protect all hall users and maintain the hall as a safe community space

3. Scope

This policy applies to:

- Trustees and committee members
- Staff and volunteers
- Hall hirers, users, and visitors
- Contractors and service providers

It applies to conduct that takes place:

- On Village Hall premises
- During hall-related activities or events
- Online or on social media where behaviour impacts individuals connected with the hall
- In circumstances where a trustee or committee member is approached off the Village Hall premises regarding hall-related issues.

4. Definitions

Harassment

Harassment is any unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. The **impact of the behaviour**, not the intention, determines whether harassment has occurred.

Harassment may be a single incident or repeated behaviour and can include (but is not limited to):

- **Physical:** unwanted contact, intimidation, aggressive behaviour, or assault
- **Verbal:** offensive language, unwelcome remarks, malicious gossip, jokes, or banter
- **Non-verbal:** offensive images or literature, graffiti, exclusion or isolation
- **Online:** abusive messages, posts, or comments on social media or other platforms

Bullying

Bullying is usually repeated and persistent behaviour that is intimidating, malicious, insulting, or abusive. It may include:

- Shouting or aggressive behaviour
- Ridiculing, humiliating, or undermining an individual, especially in front of others
- Spreading false or harmful information
- Singling out one person when there is a shared issue
- Misuse of power or position

5. Reporting Concerns

Anyone who feels they are experiencing or witnessing bullying or harassment should report their concerns as soon as possible to the Village Hall Committee.

Reports may be made verbally or in writing.

6. How Reports Will Be Handled

The Village Hall Trustees will:

- Treat all reports sensitively, fairly, and in confidence
- Listen to all parties involved
- Investigate concerns as fully as is reasonable and appropriate
- Keep a written record of incidents and actions taken

7. Possible Actions

Where bullying or harassment is found to have occurred, appropriate action will be taken. This may include:

- Informal or formal warnings
- Removal from a volunteer role

- Asking individuals to leave the premises
- Suspension or termination of hall bookings or use (temporarily or permanently)
- Referral to external authorities where appropriate

8. Responsibilities

- **Trustees and Committee Members** are responsible for promoting respectful behaviour, upholding this policy, and addressing breaches promptly.
- **All Hall Users** are expected to treat others with courtesy and respect, both in person and online, and to report concerns promptly.

9. Review

This policy will be reviewed annually by the Village Hall Trustees and updated as necessary.