



# Anti-Harassment and Bullying Policy and Procedure

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**Inclusion** – improving education for everyone.

**Integrity** – We are consistently open, honest, ethical, and genuine.

**Initiative** – We have the courage to always seek a better way to a better future.

**Involvement** – We encourage our community to take ownership and responsibility.

**Inspiration** – We use our drive and commitment to energise, engage and inspire.

## Table of version Reference

Revision	Date	Comments/Amendments
V2.0	June 2021	Changes to Equality Act and a revised procedure template was released by EPM. Original version revised and updated – version 1 available on request. Sent to Unions 30/06/21 – no feedback received after 10 days
V2.1	Sept 2023	Reviewed: no amendments made
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V4	Nov 2024	3.6 – Added new paragraph
V4	Nov 2024	4.2 – additional sentence added 'it may be carried out face to face, online....'
V4	Nov 2024	5.2 – Added new paragraph 'The worker protection...'
V4	Nov 2024	6. Education – entire section added 6.1 – 6.7
V4	Nov 2024	7. Risk Assessment – entire section added 7.1
V4	Nov 2024	8. Third Parties – entire section added 8.1 & 8.2
V4	Nov 2024	10.3 – correction to say 'anti-bullying' not bullying.
V4	Nov 2024	15.3- added new paragraph – “regardless of your role, every employee....”

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# Bullying and Harassment Policy and Procedure

## 1. Terms of Reference

1.1. For all Employees, Trustees, LAC members and volunteers employed or appointed by INMAT.

1.2. Definitions:

"Headteacher" also refers to any other title used to identify the Headteacher, where appropriate, or other senior manager delegated to deal with the matter by the Headteacher.

"Companion" refers to a person chosen by the employee to accompany them, who shall be a trade union representative or a workplace colleague.

"LAC" refers to the Local Academy Committee

"Line Manager" refers to an employee with line management responsibility for a member of staff.

## 2. Introduction

2.1. This Bullying and Harassment Policy should be read and applied in conjunction with INMAT's staffing Policy statement – Appendix 1

2.2. The Trust seeks to ensure that all employees are treated and treat others with dignity and respect, free from harassment and bullying. Employees should always consider whether their words or conduct could be offensive. Even unintentional harassment or bullying is unacceptable.

2.3. The Trust will take allegations of harassment or bullying seriously and address them promptly and confidentially, where possible. All employees, Trustees, governors and volunteers must comply with this policy and take appropriate measures to ensure that such inappropriate conduct does not occur. Harassment, sexual harassment, bullying and victimisation and retaliation against an employee will not be tolerated. Harassment (including sexual harassment), bullying or victimisation by an employee may be treated as misconduct under our disciplinary procedure. In some cases, it may amount to gross misconduct leading to summary dismissal. Aggravating factors such as abuse of power over a more junior colleague will be taken into account in deciding what disciplinary action to take.

2.4. This policy covers harassment or bullying which occurs both in and out of the workplace, such as on school visits, at events, work-related social functions or on social networking sites. It covers bullying and harassment against employees, Trustees, governors and volunteers and also by third parties such as suppliers or visitors to our academies, which includes parents.

2.5. Where the complaint relates primarily to a matter covered by another policy,

for example, grievance, pay, probation or whistleblowing, then the matter will be dealt with in accordance with the relevant policy, if more appropriate. Matters will not be dealt with under both this policy and the grievance policy.

- 2.6. The Trust will consider appropriate outcomes when a complaint has been investigated for example, warning a parent about their behaviour, supporting the employee with reporting any criminal acts to the police, a disciplinary hearing, training, formal apologies.
- 2.7. This policy does not form part of any employee's contract of employment, and it may be amended at any time following consultation. Elements of this procedure, including any time limits, may be varied as appropriate in any case.
- 2.8. Employees will not be subjected to disciplinary action or to any other detriment simply because their complaint is not upheld and they will only face disciplinary action if it is found both that the allegation is false and made in bad faith (that is, without an honest truth in its belief).
- 2.9. At any stage of the procedure, after discussion with the line manager, the manager may deem it more appropriate for matters to be investigated under the disciplinary procedure.

### 3. What is Harassment?

- 3.1. Harassment is any unwanted physical, verbal or non-verbal conduct related to a protected characteristic which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Unwanted behaviour can be a serious single incident, or repeated behaviour. Serious harassment could also be a hate crime.
- 3.2. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.
- 3.3. Unlawful harassment may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race (including, colour, nationality, ethnic or national origin), religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.
- 3.4. Sexual harassment is unlawful and is unwanted conduct which is of a sexual nature.
- 3.5. Harassment may include, for example:
  - 3.5.1 Unwanted physical conduct or "horseplay", including touching, pinching, pushing, grabbing, brushing past someone, invading their personal space, and more serious forms of physical or sexual assault.

- 3.5.2 Unwelcome sexual advances or suggestive behaviour (which the harasser
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may perceive as harmless), and suggestions that sexual favours may further a career or that a refusal may hinder it.

3.5.3 Continued suggestions for social activity after it has been made clear that such suggestions are unwelcome.

3.5.4 Conduct of a sexual nature such as sending or displaying material that is pornographic or that some people may find offensive (including e-mails, text messages, video clips and images sent by mobile phone or posted on the internet).

3.5.5 Offensive or intimidating comments or gestures, or insensitive jokes or pranks.

3.5.6 Mocking, mimicking or belittling a person's disability.

3.5.7 Racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group or gender.

3.5.8 Outing or threatening to out someone's sexual orientation.

3.5.9 Ignoring or shunning someone, for example, by deliberately excluding them from a conversation or a workplace social activity.

3.5.10 Consistently using the wrong names and pronouns following the transition of a person's gender identity

- 3.6. The person being harassed might feel disrespected, frightened, humiliated, insulted, intimidated or threatened.
- 3.7. An employee may be harassed even if they were not the intended "target". For example, an employee may be harassed by racist jokes about a different ethnic group if they create an offensive environment, or the harasser may wrongly believe the employee to have a particular protected characteristic, or the employee may be associated with someone who has a protected characteristic. When deciding whether or not conduct has the effect of harassment, the perception of the other person, the circumstances of the case for example is the harasser a person of seniority, and whether or not it is reasonable for the conduct to have that effect, must all be taken into account.

#### 4. What is Bullying?

- 4.1. Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.
- 4.2. Bullying can take the form of physical, verbal and non-verbal conduct, it may be carried out face to face, online or by phone and may occur at work or outside of work. Bullying may include, by way of example:
  - 4.2.1 Shouting at, being sarcastic towards, ridiculing or
  - 4.2.2 demeaning others Physical or psychological threats
  - 4.2.3 Overbearing and intimidating levels of supervision
  - 4.2.4 Inappropriate and/or derogatory remarks about someone's performance.
  - 4.2.5 Abuse of authority or power by those in positions of seniority
  - 4.2.6 Deliberately excluding someone from meetings or communications without good reason
  - 4.2.7 Microaggressions (statements, actions, or incidents that are regarded as indirect, subtle, or unintentional discrimination)

- 4.3. Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to employees in the course of their employment, will not amount to bullying on their own.

## 5. What the Law Says

- 5.1. The Equality Act 2010 prohibits harassment related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race (which includes colour, nationality, ethnic or national origin), religion or belief, sex or sexual orientation. Employers are meant to take reasonable steps to prevent it. Third party harassment was removed from the Act. However, it is still possible for an employer to be liable for direct and indirect discrimination involving third party harassment where they treat someone less favourably because of a protected characteristic e.g., failing to take preventative action because of an employee's gender. In addition, an employee could rely on the implied clause of trust and confidence in their employment contract when they are considering their employer's action to a response.
- 5.2. The Worker Protection (Amendment of Equality Act 2010) Act 2023 sets out duties for employers to take 'reasonable steps' to prevent sexual harassment of employees.
- 5.3. The Protection from Harassment Act 1997 also makes it unlawful to pursue a course of conduct which you know or ought to know would be harassment, which includes causing someone alarm or distress.
- 5.4. Under the Health and Safety at Work Act 1974 employees are entitled to a safe place and system of work.
- 5.5. Academies within the public sector must comply with the Public Sector Equality Duty (PSED). This means that when carrying out their functions, they must pay due regard to the need to:
- Eliminate discrimination, harassment and victimisation
  - Advance equality of opportunity between people who have a protected characteristic and people who do not, and
  - Foster good relations between people who share a protected characteristic and people who do not.
  - To comply with the PSED, employers must give due regard to how taking steps to prevent third party harassment may help to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.
- 5.6. Individual employees may in some cases be legally liable for harassment of colleagues or third parties and may be ordered to pay compensation by a court or employment tribunal.



## 6 Education

- 6.1 All new starters must attend equality, diversity, and inclusion training as part of their induction.
- 6.2 Every current employee must attend regular equality, diversity, and inclusion training on at least an annual basis.
- 6.3 Line managers and senior leaders will be provided with additional training in managing complaints and supporting colleagues.
- 6.5 We expect all employees to participate in other ad hoc workshops and events organised by INMAT to educate themselves on equality, diversity and inclusion matters and how to help alleviate any challenges faced by others in the workplace.
- 6.6 Employees will be signposted to relevant policies and procedures to ensure all employees are aware of expected behaviours and our zero-tolerance approach to bullying and harassment.
- 6.7 Tools will be outlined that employees can utilise when they may be subject to, or witness, bullying or harassment.

## 7. Risk Assessment

- 7.1 A risk assessment is in place identifying risk factors and control measures, this is reviewed on an annual basis or when a complaint may arise which indicates further intervention is needed.

## 8. Third Parties

- 8.1 Contractors and visitors will be made aware of our zero-tolerance approach to bullying and harassment.
- 8.2 Contractors will be vetted and the contractor's approach to equality, diversity and inclusion matters will be included as part of any procurement process.

## 9. Informal Process

- 9.1 If you are being bullied or harassed by another employee you may decide, if you feel able, to raise the issue with them directly explaining clearly that their behaviour is not welcome or makes you feel uncomfortable and ask them to stop. It is possible that they do not realise the effect of their behaviour.
- 9.2 If you don't feel able to speak directly with the other person, then you can discuss with a third party, for example, a work colleague, line manager/supervisor, or union representative. They could support you in a number of ways for example by providing you with advice on how to approach the issue directly with the individual or support you in raising the issue with them by accompanying you in any discussion or helping you to set out your thoughts in writing, or raise the matter informally with the harasser on your behalf. Support could extend to helping you to obtain advice on or assistance

- in dealing with issues relating to particular protected characteristics or helping you to obtain counselling.
- 9.3 If the behaviour continues, then you should raise the matter with your line manager or another appropriate senior colleague without delay.
- 9.4 The line manager/senior colleague will then arrange to meet with both parties, either individually or together (only where both parties are comfortable with this) and seek to address the concerns by considering options with those involved. These options may include mediation or moving to the formal stage of the procedure and those referred to in 2.4.
- 9.5 If informal steps have not been successful or are not possible or appropriate due to the seriousness of the allegations, you should follow the formal procedure set out below.
- 9.6 Witnesses to harassment or victimisation can also take steps to address it. This may include:
- 9.6.1 the witness intervening where the witness feels able to do so
  - 9.6.2 the witness asking the employee subjected to the harassment if they would like the witness to report it or support them in reporting it
  - 9.6.3 the witness reporting the incident to their line manager or other senior manager and requiring witnesses to cooperate in an investigation.

## 10. Formal Procedure

- 10.1 Your written complaint should set out full details of the conduct in question, including the name of the harasser or bully, the nature of the harassment or bullying, the date/s and time/s at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring. You can use the Notification of Grievance Form (Appendix A of the grievance procedure) to state the grounds of your complaint and the remedy that is being sought, if helpful.
- 10.2 As a general principle, the decision about whether to progress a complaint is up to you. However, the Trust has a duty to protect all employees, Trustees, LAC's and volunteers and may pursue the matter independently if, in all the circumstances, they consider it appropriate to do so.
- 10.3 Where the anti-bullying and harassment procedure is invoked as a result of a complaint about bullying or harassment, a manager (usually your direct line manager, unless the complaint is against them or where they have involvement in the complaint) must be designated to investigate the complaint in a timely, sensitive, impartial and confidential manner.
- 10.4 The manager, (the investigation officer for these purposes), will arrange a meeting with you, usually within a week of receiving your complaint, so that you can give your account of events. You have the right to be accompanied by a colleague or trade union representative of your choice, who must respect the confidentiality of the investigation. There may be further meetings with you as appropriate throughout the investigation. You should be informed of likely timescales for an outcome at the meeting.
- 10.5 Where your complaint is about an employee, the Trust may consider suspending the employee on full pay or making other temporary changes to working

arrangements pending the outcome of the investigation, if circumstances require. A suspension risk assessment should be completed in all cases. The investigating officer will also meet with the alleged harasser or bully who may also be accompanied by a companion to hear their account of events. They have a right to be told the full details of the allegations against them so that they can respond.

- 10.6 Where your complaint is about someone other than an employee, such as a contractor or visitor, the Trust will consider what action may be appropriate to protect you and anyone involved pending the outcome of the investigation, bearing in mind the reasonable needs of the academies and the rights of that person. Where appropriate, the Trust will attempt to discuss the matter with the third party.
- 10.7 The Trust will also seriously consider any request that you make for changes to your own working arrangements during the investigation.
- 10.8 It is likely to be necessary to interview witnesses to any of the incidents mentioned in your complaint. If so, the importance of confidentiality will be emphasised to them.
- 10.9 Any employee who deliberately provides false information otherwise acts in bad faith as part of an investigation may be subject to action under the Trust's disciplinary procedure.
- 10.10 The main purpose of the investigation is to establish whether the act/s under investigation amounted to harassment and/or bullying. The investigation report should include:
  - 10.10.1 The terms of reference of the report
  - 10.10.2 The complainant's account of the incident/s and the effects
  - 10.10.3 A response from the person identified by the complainant
  - 10.10.4 Evidence from employees in the same work area or any other relevant areas where incidents of harassment or bullying may have occurred
  - 10.10.5 A conclusion and recommendations including whether it appears that the complainant has suffered any detriment e.g. deterioration of work performance or health, lack of career development, denial of opportunities, etc. The investigating officer may also choose to make recommendations as to how the matter may be resolved.
- 10.11 At the end of the investigation, the investigating officer will submit a report to a senior manager nominated to consider the complaint. Within 10 working days, the senior manager will write to you to invite you to a formal meeting to discuss the complaint. The senior manager may be accompanied by another employee or an HR Adviser.
- 10.12 An employee may bring a companion to the meeting (a colleague or a trade union representative). The employee must advise the senior manager who their chosen companion is, in good time before the meeting.

- 10.13 At the meeting, the companion may make representations and ask questions but should not answer questions on the employee's behalf.
- 10.14 If an employee's chosen companion is unavailable at the time a meeting is scheduled and will not be available for more than five working days afterwards, the employee will normally be required to find an alternative companion.
- 10.15 The investigating officer will attend to present the findings of their investigation, and you will be provided with a copy of the report at least five working days before the meeting.
- 10.16 At the meeting, you will be given a reasonable opportunity to raise points about any information collected in the investigation.
- 10.17 Following the meeting, the appointed senior manager will consider the investigation report, and all information presented in the meeting and decide whether:
  - 10.17.1 They consider that harassment or bullying has occurred, in which case the matter may be dealt with as a case of possible misconduct or gross misconduct under our disciplinary procedure.
  - 10.17.2 They consider that harassment or bullying has occurred, but the evidence shows that it was inadvertent or unintentional, in which case it may be appropriate depending on the seriousness, for the "perpetrator" to be offered support and training to allow them the opportunity to modify their behaviour.
  - 10.17.3 Less formal action is appropriate, but some form of mediation or counselling is required for one or both parties.
  - 10.17.4 Any short-term or long-term relocation, change in duties or reporting structure are required. Any changes should not be at the detriment to any parties concerned.
- 10.18 You will receive a letter confirming the senior manager's decision in writing within 10 working days of the meeting. The alleged harasser will also receive a letter confirming the decision, including an explanation of any further action where appropriate
- 10.19 Following a formal bullying or harassment complaint, either party may be concerned about working with the other again. Due regard to such views should be taken into account when offering counselling or mediation. A transfer of one or both parties to another section or department may be appropriate in some cases and where feasible.
- 10.20 If the employee raising the complaint is not satisfied with the outcome, then the employee may appeal in accordance with the paragraph below.

## 11. Appealing a Formal Decision

- 11.1 If the complaint has not been resolved to the employee's satisfaction they may appeal in writing, to the Governance Professional, setting out the grounds of their appeal,

within 10 working days of receiving the written confirmation of the original decision. The employee must detail how they consider the procedure has not been correctly applied, and/or how the outcome was not reasonable or proportionate.

- 11.2 The appeal will normally be heard as soon as possible after receipt of the appeal letter, by an Appeal Committee of one or more governors, convened by the Governance Professional. They will hear the reasons for the appeal and consider whether further investigation is required.
- 11.3 The Appeal Committee may have an HR adviser attend the meeting with the employee. The HR adviser, who should not have had any previous involvement in dealing with the complaint, shall not have a vote in the decision of the Appeal Committee.
- 11.4 The Appeal Committee will confirm its final decision in writing, as soon as reasonably possible after the appeal meeting. This is the end of the procedure and there is no further right of appeal.

## 12. Reporting a Concern

- 12.1 All employees, governors and volunteers must comply with this policy and take appropriate measures to ensure that such inappropriate conduct does not occur. If a person is witness to bullying or harassment, in addition to or instead of the steps outlined in section 9, they should raise the concern as soon as possible with their line manager or another appropriate senior colleague orally or in writing.
- 12.2 The trust/academy will support the witness in raising genuine concerns, informally or formally.

## 13. Protection and Support for those Involved

- 13.1 Employees who make complaints or who participate in good faith in any investigation conducted under this policy must not suffer any form of retaliation or victimisation as a result.
- 13.2 If you believe you have suffered any such treatment, you should inform your line manager or another senior manager. If the matter is not remedied, you should raise it formally using this procedure.
- 13.3 Anyone found to have retaliated against or victimised someone for making a complaint or assisting in good faith with an investigation under this procedure, will be subject to disciplinary action under our disciplinary procedure.

## 14. Confidentiality and Data Protection

- 14.1 Confidentiality is an important part of the procedures provided under this policy. Everyone involved in the operation of the policy, whether making a complaint or involved in any investigation, is responsible for observing the high level of confidentiality that is required. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis.
- 14.2 Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. [These will be processed in accordance with our Data Protection Policy.]
- 14.3 Breach of confidentiality may give rise to disciplinary action under our disciplinary procedure.

## 15. Who is Responsible for this Policy?

- 15.1 The Trustees have overall responsibility for the effective operation of this policy but have delegated day-to-day responsibility for overseeing its implementation to CEO.
- 15.2 All managers have a specific responsibility to operate within the boundaries of

this policy, ensure that all employees understand the standards of behaviour expected of them and to take action when behaviour falls below its requirements.

- 15.3 Regardless of your role, every employee has a responsibility to observe, uphold, promote, and apply this policy.
- 15.4 Questions about this policy and requests for training or information on dealing with bullying or harassment should be directed to Trusts Central office or EPM.

## 16. Monitoring and Review of the Policy

- 16.1 This policy is reviewed annually
- 16.2 Following a formal investigation under this policy, the line manager and investigator involved should consider whether this policy has been effective in addressing the issues and report any problems or suggestions for improvement to CEO.
- 16.3 The CEO has responsibility for ensuring that any person who may be involved with investigations or administrative tasks carried out under this policy receive regular and appropriate training to assist them with these duties.

## 17. Sources of help and support

- a list of contact points within the employer sites
- employer assist programs – Health Assured ( <https://healthassuredeap.co.uk>) and/or School Advisory Service (01773 814403)
- recognised trade unions
- external sources of support, such as: The Equality Advisory and Support Service, Protect (the whistleblowing charity), Local advice centres, Helplines which have been set up to deal with specific forms of harassment (such as the helplines provided to deal with sexual harassment by the Scottish Women’s Rights Centre in Scotland and Rights of Women in England and Wales).
- ACAS- [www.acas.org.uk](http://www.acas.org.uk)

# Appendix 1

## Staffing Policy Statement

### 1. Introduction

- 1.1 INMAT is committed to the employment of high calibre employees who support school improvement through exceptional work performance. It is expected that all employees will contribute toward clearly defined organisational standards and objectives. Employees will be supported in doing this by a set of staffing procedures, all of which follow the guiding principles set out in this document.
- 1.2 The staffing policy statement should be read and implemented in conjunction with the appropriate staffing procedure.
- 1.3 Collectively the Staffing Policy Statement and staffing procedures are referred to as INMAT Staffing Policy and Procedures.

### 2. Staffing Policies

- 2.1 INMAT is committed to having Staffing Policy and Procedures that are:
  - Supportive of school improvement
  - Comprehensive and fit for purpose.
  - Legally compliant
  - Clear, consistent and easy to understand.
  - Fair to the employer and employee
  - Regularly reviewed with the review date clearly stated.
  - Supported by templates and guidance as appropriate.
- 2.2 The Staffing Policy and Procedures are non-contractual and may be amended at any time following consultation unless it is stated otherwise in an individual staffing procedure.
- 2.3 The Staffing Policy and Procedures apply to all employees of INMAT unless it is stated otherwise in an individual staffing procedure.
- 2.4 The processes that are set out in the Staffing Policy and Procedures, including any time limits, may be varied as appropriate in any case.

### 3. Accountabilities

- 3.1 The Trustees are accountable for INMAT Staffing Policy and Procedures.



- 3.2 The CEO is responsible for the implementation of INMAT Staffing Policy and Procedures, ensuring that they are applied consistently and communicated to employees appropriately.
- 3.3 The Executive Officers will ensure that:
- The Staffing Policy and Procedures are readily available and accessible to all employees.
  - New employees are given access and made aware of the Staffing Policy and Procedures during their induction period.
- 3.4 Cases against the Chief Executive Officer will be managed by the Trustees in accordance with the process set out in the appropriate staffing procedure.
- 3.5 Cases against a Headteacher will be managed by CEO in accordance with the process set out in the appropriate staffing procedure.

## 4. Definitions

- 4.1 The following terms and definitions apply in all staffing policies in which they are used:

**Board of Trustees:** The Trustees of INMAT. This may refer to a panel of trustees formed to manage a process rather than the full board of trustees.

**Chief Executive Officer:** The Chief Executive Officer of INMAT. This also refers to any other title used to identify the Chief Executive Officer, or other senior manager delegated to deal with a matter by the Chief Executive Officer, as appropriate

**Local Academy Committee:** The Local Academy Committee of a School within INMAT. This may refer to a panel of governors formed to manage a process rather than the full Governing Body.

**Headteacher:** The Headteacher of a School within INMAT. This also refers to any other title used to identify the Headteacher, or other senior manager delegated to deal with the matter by the Headteacher or CEO, as appropriate.

**Executive Officer:** A member of the Trust senior leadership team.

**School Senior Manager:** A member of a School's senior leadership team within INMAT. This may be a Deputy Headteacher, Head of Department, Cluster Business Partner, or other senior employee delegated to deal with a matter by the Headteacher or CEO.

**Line Manager:** An employee with line management responsibility for a member of staff.

**Teaching Staff:** Those employees employed by INMAT whose terms and conditions are covered by the Conditions of Service for School Teachers in England and Wales (the Burgundy Book).

**Support Staff:** Those employees employed by INMAT whose terms and conditions are covered by the National Joint Council for Local Government Services Conditions of Service (the Green Book).

**Companion:** A representative of a trade union or workplace colleague chosen by the employee to accompany them to a formal meeting, where this provision is stipulated in the relevant staffing procedure. A companion may make representations and ask questions but should not answer questions on the employee's behalf.

**HR Adviser:** A HR professional appointed to support a process being followed. This may be a member of INMAT HR team or an external adviser.

**Investigating Officer:** A senior manager or external person appointed by the Board of Trustees or CEO to investigate an allegation.

**Designated Safeguarding Lead (DSL):** To act as the first point of contact for any safeguarding or child protection incident or concern in the setting and even sometimes outside of the workplace.

**Data Protection Officer (DPO):** Aids your business to fulfil various data protection duties: **Identify and monitor the data processors whilst at work**, ensuring that they deal with data in a manner consistent with the key data protection principles. Process and respond to all requests for information, correction, or erasure by data subjects. Ensure data remains up-to-date and is destroyed when necessary.

## 5. Trade Union Officials

- 5.1 INMAT Staffing Policy and Procedures apply to all employees. Where an employee is a trade union representative, wherever possible, no formal action will be taken until the circumstances of the case have been discussed with the relevant professional trade union officer.

## 6. Probation

- 6.1 Concerns raised during an employee's probationary period may be taken into account in determining whether or not the probationary period is completed satisfactorily. Where this is the case, the matter will normally be dealt with in accordance with the Trust's probation procedure and not the individual staffing procedure to which the issue relates, for example, sickness absence or disciplinary.

## 7. Confidentiality

- 7.1 All parties must treat information relating to cases being dealt with in accordance with the Staffing Policy and Procedures as confidential unless there is recourse to legal action or if there is police or LADO involvement in which case appropriate information will be shared by INMAT in accordance with Data Protection policies.

- 7.2 The employee and anyone accompanying the employee (including witnesses) must not make electronic recordings of any meetings or hearings conducted under this procedure. Failure to observe confidentiality could be a reason for disciplinary action under the school's disciplinary procedure unless expressly authorised and agreed by all parties.

## 8. Equalities

- 8.1 The Staffing Policy and Procedures will be operated in accordance with INMAT Equality and Diversity Policy. The Trust is committed to developing, maintaining and supporting a culture of equality and diversity in employment. The impact of INMAT Staffing Policy and Procedures will be monitored in accordance with the Equality Act 2010.

## 9. Formal Meetings

- 9.1 The following arrangements relate to formal meetings, convened in accordance with a staffing procedure. The individual staffing procedure indicates when a meeting constitutes a formal meeting.

## 10. Arrangements Prior to the Formal Meeting

- 10.1 An employee invited to a formal meeting convened in accordance with a staffing procedure will be provided with: