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| **Service area: Human Resources** | | | **Contact Officer:**  Helen Blow | | | **Completed by:**  Helen Blow and Gwen Forkin | | | **Date**  24th January 2023 |
| **Title: (Plan/Project/Policy etc.)** | | | Bullying & Harassment Policy for school based staff | | | | | | |
| **Brief description:** | | | New Policy to provide support/advice/guidance to Managers and staff who are experiencing bullying / harassment in the workplace due to age, disability, gender identity, sex, sexual orientation, race, or religious belief or any protected characteristic group. | | | | | | |
| Give details, with evidence, of the impact of the policy/plan/project on each of the protected characteristics in relation to the general duty:   1. Eliminate discrimination, harassment and victimisation 2. Advancing equality of opportunity between people who share protected characteristics and those who don’t share them 3. Foster good relations between people who share a protected characteristic and those who don’t   Please give special consideration to, (this list is not intended to be exhaustive)   * Accessibility * Community Cohesion * Delivery of contracts * Human Rights Act 1998 * Positive action * Procurement * Reasonable adjustments * Health and Social Care Act 2012 * Care Act 2014 | | | | | | | | | |
| Does the proposalhave a direct impact on people? | | | | | YES | | |  | |
| If yes, please complete the grid below. If no, consider whether or not an Equality Impact Assessment is necessary, if not state why not and exit process: | | | | |  | | | | |
| Have you conducted a consultation? Yes (if yes please attach evidence or include link) | | | | | | | | | |
| Who did you consult with?  Teaching & Support Staff Unions. ASCL, GMB, NAHT, NASUWT, NEU, UNISON, and UNITE | | | | How and when did you consult?  Via email, June 2022. | | | | What was the feedback?  Unison requested some slight amendments to the draft policy which have been incorporated. | |
|  | **Is there any potential positive Impact?** | **Is there any potential negative Impact?** | | **What evidence do you have?** (E.g. complaints, statistics, surveys etc disaggregated by equality groups.) | **What action will you take to mitigate negative impact?** Please state if negative impact is intended due to positive action. | | **How will you monitor and review the actions that you have taken to mitigate the impact?** | | |
| **Age** | YES, any staff regardless of age will be able to access this policy | NO | | All staff regardless of age can access the policy. | N/A | | Any complaints of bullying & harassment dealt with under this policy will be recorded. | | |
| **Carer’s Status** | YES, any staff will be able to access this policy. | Yes - | | Staff who are carer’s may have caring responsibilities that mean that can’t attend meetings straight after school.  In 2021, 4.3% of Knowsley residents (aged five years and over) reported providing up to 19 hours of unpaid care each week. | Any meetings will be organised at mutually convenient times. | | | Any complaints of bullying & harassment dealt with under this policy will be recorded. | |
| **Disability** | YES | Yes | | The 2021 Census indicates that around 22.6% of Knowsley’s population have a limiting illness or disability. | The policy will be available from every School Business Manager. It will also be uploaded to Bertha and can be made available in other formats on request. Reasonable adjustments will be accommodated where appropriate after discussion and in liaison with an individuals Union representative. | | | Any complaints of bullying & harassment dealt with under this policy will be recorded. | |
| **Gender Identity** | YES | NO | | All staff can access this policy regardless of gender identity. | N/A | | | Any complaints of bullying & harassment dealt with under this policy will be recorded. | |
| **Offending Past** | YES | NO | | All staff can access this policy regardless of offending past regardless of offending past. | N/A | | | Any complaints of bullying & harassment dealt with under this policy will be recorded. | |
| **Sex** | YES | NO | | All staff can access this policy regardless of sex. | N/A | | | Any complaints of bullying & harassment dealt with under this policy will be recorded. | |
| **Sexual**  **Orientation** | YES | NO | | All staff can access this policy regardless of their sexual orientation. | N/A | | | Any complaints of bullying & harassment dealt with under this policy will be recorded. | |
| **Race (inc. Gypsies and Travellers)** | YES | NO | | All staff can access this policy regardless of race. | N/A | | | Any complaints of bullying & harassment dealt with under this policy will be recorded. | |
| **Religion,**  **Belief and Non-Belief** | YES | NO | | All staff can access this policy regardless of their religion, belief or non-belief. | N/A | | | Any complaints of bullying & harassment dealt with under this policy will be recorded. | |
| **Social Economic Status and Child Poverty** | YES | NO | | All staff can access this policy regardless of their social economic status. | N/A | | | Any complaints of bullying & harassment dealt with under this policy will be recorded. | |
| **Armed Forces personnel, Veterans and their Families** | YES | NO | | All staff can access the policy | N/A | | | Any complaints of bullying & harassment dealt with under this policy will be recorded. | |

R-Race D-Disability G-Gender (including Pregnancy and Maternity) SO-Sexual Orientation RB-Religion & Belief A-Age CR-Caring Responsibility OP-Offending Past GI-Gender Identity SS-Socio Economic Status