

SATURDAY CLUBTRUST

Safeguarding Children and Young People Policy

Safeguarding Contacts for Saturday Club Trust:

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POLICY STATEMENT

This Policy applies to all Saturday Club Trust (referred to in this policy as “SCT”, “we”, “us” and “our”) trustees, employees, freelance practitioners, volunteers, contractors, and anyone else representing the Trust.

a SCT’s activities are undertaken in partnership with different types of educational institutions and cultural organisations, as listed in **Appendix B** (Host Institutions).

b The activities take place at the premises of the Host Institutions except for group trips or visits to the SCT’s national events, all under the supervision of the Host Institution’s coordinators, teachers or tutors working in regulated activity.

SCT recognises that the welfare of all children and young people, is paramount and that all have equal rights of protection. We have a duty of care and are committed to doing everything we can to ensure a safe and caring environment whilst they attend SCT activities.

NB All Host Institutions are expected to have their own robust safeguarding policy and procedures and should appoint a Lead and Deputy Safeguarding Officer who will oversee all safeguarding related issues at the institution in relation to SCT activities. The Lead or Deputy Safeguarding Officer shall report any concerns about a safeguarding issue without delay to SCT’s Chief Executive.

EQUAL OPPORTUNITIES STATEMENT

We recognise that anyone can become subject to bullying, discrimination, harassment or victimisation because of the following* (*this is not an exhaustive list of characteristics*):

- age
- ethnicity
- nationality
- Language
- culture
- disability
- gender or gender identity
- sexual orientation
- gender reassignment
- marriage and civil partnerships
- religion or belief
- and any other characteristic prescribed by law

* See **Appendix C** for definitions of what constitutes bullying, discrimination, harassment or victimisation.

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents and carers, and the relevant agencies when necessary and appropriate.

We will:

- ✓ treat everyone with respect and celebrate their achievements,
- ✓ carefully recruit and select all staff whether paid or unpaid,
- ✓ respond to concerns and allegations appropriately.

When there are concerns about the welfare of any child or young person, all responsible adults in our organisation are expected to share those concerns, without delay, with the appointed Lead for Safeguarding (or the Deputy, if the Lead is unavailable).

Our policy is approved by our Board of Trustees and will be reviewed and updated annually. We will publish and promote this policy to all staff, paid or unpaid, through induction, training and supervision. We endeavour to disseminate, as appropriate, this policy to all who come into contact with our organisation e.g. children, young people, their parents, carers, families and others such as partners and fundraisers.

POLICY AIM

We aim at all times to attain best safeguarding practice throughout all our activities with children, young people, parents, carers and/or families. We endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and risk assessments. Our organisation holds current Public Liability Insurance of £10,000,000 which covers all our activities. **WE EXPECT HOST INSTITUTIONS TO BE RESPONSIBLE FOR THEIR OWN SAFEGUARDING ARRANGEMENTS AT ALL TIMES.**

LEAD AND DEPUTY FOR SAFEGUARDING

The Saturday Club Trust's Lead for Safeguarding is:

Name: Gemma Rust

Contact details: gemma@saturday-club.org, 020 7845 5899

The Saturday Club Trust's Deputy for Safeguarding is:

Name: Paul Allnutt

Contact details: paul@saturday-club.org, 020 7845 5864

Their role is to oversee and ensure that our safeguarding policy, which includes eSafety, is fully implemented and that we attain SAFE standards.

Their responsibilities are:

- ✓ monitoring and recording concerns
- ✓ making referrals to social care, or police, as relevant, without delay
- ✓ liaison with other agencies
- ✓ arranging training for all staff

The Deputy should be available to support or cover for the Lead. S/he will also handle any complaints or allegations against the Lead if appropriate.

All Clubs should be aware of their own Designated Safeguarding Lead and how to contact them if they need to raise a concern or seek advice.

Our Additional Senior Lead for Safeguarding is:

Name: Julius Weinberg

Job role: Member of the Board of Trustees

Contact details: julius@weinbergs.co.uk

WHY DO WE NEED A SAFEGUARDING POLICY?

Government guidance is clear that all organisations working with children, young people, parents, carers and/or families have responsibilities for safeguarding and need to have safeguarding policies and procedures in place. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

- have senior managers and board members committed to safeguarding
- are clear about people's responsibilities and accountability
- have a culture of listening to children and young people
- undertake safer recruitment practices for all staff and volunteers working with children and young people
- have procedures for safeguarding children and young people
- have procedures for dealing with allegations against, and concerns about any staff
- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

DEFINITION OF A CHILD/YOUNG PERSON

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article 1, Convention on the Rights of the Child, 1989). A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

DATA PROTECTION

We will treat any personal information by which an individual can be identified (i.e. name, school, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

CONFIDENTIALITY

This policy is in line with government guidance about confidentiality.

We fully endorse the principle that the welfare of children and young people override any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a "need to know" basis.

WHISTLEBLOWING

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation or a Host Institution, which will affect others in an illegal and or harmful way.

Our organisation promotes the sharing of any concerns regarding the safeguarding of children and young people at risk as soon as possible with the Lead or Deputy for Safeguarding.

If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to social care services, the police, and /or the relevant Regulatory Authority e.g. Charity Commission, Office for Students or Ofsted.

All media enquiries will be handled by the Trust's Marketing and Communications Manager.

INFORMATION SHARING

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within our organisation the decision to share written information, and with whom, will be undertaken by the Lead or the Deputy for Safeguarding.

SAFER RECRUITMENT

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from government and the Charity Commission for recruiting all staff, paid or unpaid. We do this by:

- advertising vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- obtaining full personal details by CV for all roles as currently there are no posts eligible for enhanced DBS checks
- when a candidate is selected for interview the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974, as amended
- always taking up two written references, one from the most recent employer or education establishment
- undertaking all interviews in person or virtually, based on the job description
- ensuring at least one person on each interview panel will have undertaken Safer Recruitment training
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable.

Any appointment will only be confirmed subject to:

- ✓ a satisfactory criminal records check at the appropriate level
- ✓ a follow up of written references by telephone if relevant to the vacant post
- ✓ a check of essential qualifications
- ✓ confirmation of the Right to Work in the UK for employed personnel
- ✓ fitness to work as relevant

INDUCTION AND TRAINING

We have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new staff, paid and unpaid, will receive induction training as soon as possible and sign to record they have:

- received and understood this policy.
- been given any relevant resources
- understood the commitment to safeguarding training

When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible. Updated training is normally required every 2 years (online) or three years (face to face).

The Lead and Deputy for Safeguarding will also undertake the free online government training for PREVENT/Channel and FGM

WORKING PRACTICES

CONSENT

When consent is required for any care, activity or intervention we will, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding. Where relevant, we will ensure we fulfil our obligations under Child Care Law in terms of parental responsibility.

YOUNG PEOPLE WHO WORK IN OUR ORGANISATION

We do not currently have anyone under the age of 18 working or volunteering.

CODES OF CONDUCT

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. We undertake to:

- ✓ treat all children and young people with respect and dignity
- ✓ ensure that their welfare and safety is paramount at all times
- ✓ maintain professional boundaries both face to face and when using technology
- ✓ ensure any intimate touch required, to carry out First Aid is within relevant guidelines and is safe and appropriate.
- ✓ always listen to individuals and take account of their wishes and feelings
- ✓ always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- ✓ liaise openly with parents and carers
- ✓ only use physical contact if absolutely necessary
- ✓ avoid being alone with children and young people whenever possible
- ✓ listen to, and act upon, any disclosures allegations, or concerns of abuse
- ✓ participate in approved safeguarding training at appropriate levels
- ✓ follow our safeguarding policy at all times
- ✓ make activities fun and enjoyable

RECOGNISING ABUSE IN CHILDREN AND YOUNG PEOPLE

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury?

- Alcohol and Substance misuse
- Breast Ironing
- Carrying offensive weapons
- Child criminal and sexual exploitation including County Lines
- Concealed pregnancy
- Criminal exploitation
- Discriminatory
- Domestic violence, including "honour" based abuse
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Gangs
- Gambling
- Hate and "mate" crime
- Hazing and initiation rites
- Hoarding
- Modern slavery
- Neglect and acts of omission
- Online safety
- Organisational or institutional
- Peer on peer abuse, including sexual violence and upskirting
- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Spiritual abuse
- Trafficking
- Upskirting

HANDLING DISCLOSURES

When a disclosure is made by a child or young person it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay

and always

- seek advice from the Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign.

A disclosure may come from someone telling you:

- they have or are being abused
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

RESPONDING TO CONCERNS WITHIN OUR CHARITY

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the Lead or Deputy for Safeguarding. Everyone, including both the Lead and Deputy for Safeguarding will deal with concerns using the following:

Step One:

If you are worried a child or young person has been abused because:

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult says they are abusing someone else

Step Two:

Check our safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are implicated then report to Additional Senior Lead.

Step Three:

The Lead, Deputy or Additional Senior Lead should refer the concern to the relevant adult or children's social care service and/ or the Police and follow up the referral in writing within 24 hours.

For England and Wales in cases of allegations against a "person of trust" with a "duty of care" towards a child, the Local Authority Designated Office (LADO) will co-ordinate the next procedural steps.

Under "whistle blowing", anyone can refer directly to the police or social care services and **all relevant Authorities**, when they are concerned the organisation is not managing safeguarding concerns appropriately.

**Any consultations should not delay a referral.
In an emergency do not delay: dial 999**

**CONSULT,
MONITOR AND
RECORD**
*Sign/ Date/ Time
Include name and
job role*

When the concern is about the welfare of a child or young person attending SCT activities, you should report to the Trust's Lead or Deputy for Safeguarding in the first instance, who will refer to the relevant Host Institution's Lead for Safeguarding.

RECORD KEEPING

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a **Safeguarding Children Reporting Form** (see **Appendix A**)
- of sufficient details of the child or young person to identify the individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
 - what has been monitored/observed
 - what has been said and by whom
 - what has given cause for concern
 - what action has and/or will be taken including the reason for those actions
 - the reason stated for no action being taken and by whom
- non judgmental
- timely within 24 hours
- signed and dated by the writer and co- signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

HANDLING ALLEGATIONS / DEALING WITH COMPLAINTS / DISCIPLINARY & GRIEVANCE PROCEDURES

Our policies and procedures are in line with the statutory guidance, guidelines, our disciplinary, complaints and grievance procedures, and these will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead or Deputy will, in all cases, discuss the situation with social care services (the LADO with regards to children England and Wales only) and / or the police before making an open decision about the best way forward.

In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Additional Senior Lead. If there is a belief that the concern has not been taken seriously or acted upon then any one can “Whistleblow”.

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and / or the police, (the LADO, with regards to children England and Wales only). Any investigation will override the need to implement any such procedures.

DBS CHECKS

Basic DBS checks are required for all unsupervised Trustees, staff or volunteers, who have direct access to, or work directly with the children and young people taking part in SCT’s activities. Only roles involving Regulated Activity that are undertaken by a member of staff or volunteer can be subject to an enhanced DBS check that includes a barred list check.

'Regulated Activity' refers to:

- I. *Unsupervised activities: teaching, training, instructing, caring for or supervising children. Providing advice / guidance on well-being, or driving a vehicle only for children.*
- II. *Work for a limited range of establishments ('specified places'), with opportunity for contact with children and young people, for example schools, children's homes, childcare premises (but not work by supervised volunteers).*
- III. *Regulated Activity excludes family arrangements, and personal, non-commercial arrangements.*
- IV. *Work under categories 1 and 2 can be Regulated Activity only if carried out regularly. In this context, 'regular' means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or in some cases, overnight)*

SCT is responsible for conducting a risk assessment to determine whether a DBS check is required for Trustees and employees (whether employees or on a voluntary basis). If required, SCT will undertake all the relevant administration.

Each Host Institution is responsible for undertaking a risk assessment on all staff involved with running SCT activities (whether as an employee or on a voluntary basis) to determine whether a DBS check is necessary. If required, the relevant Host Institution will be required to undertake all the administration and provide confirmation to SCT that these checks have taken place.

BULLYING AND HARASSMENT

Bullying and harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

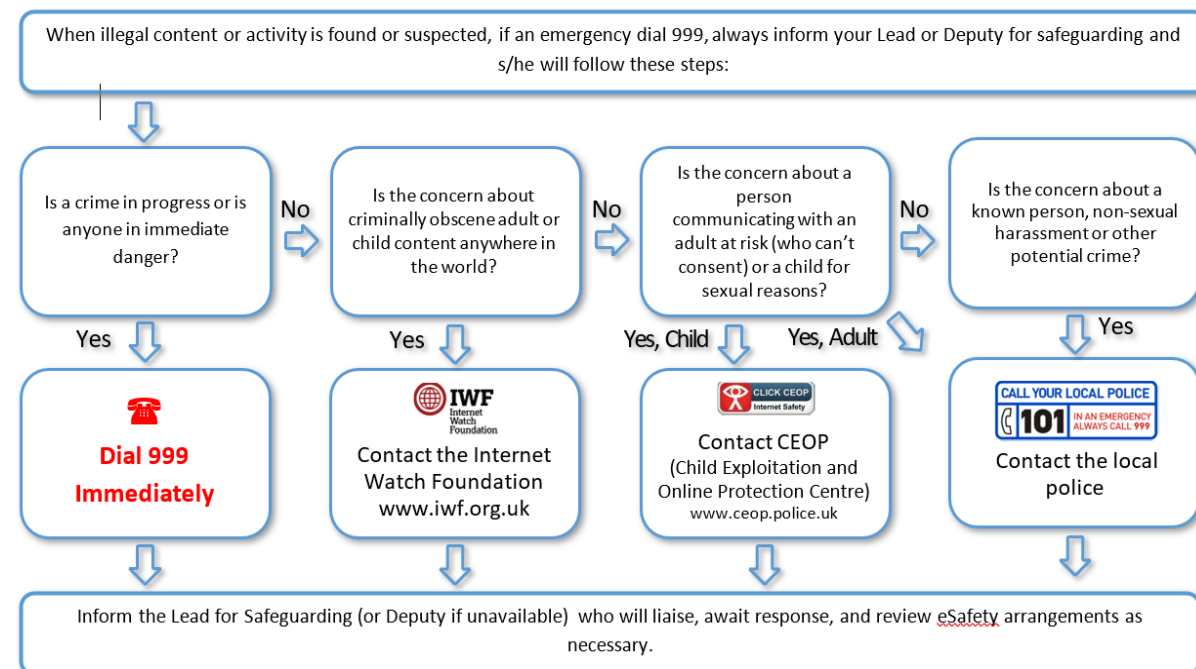
Whether directed at children, young people, staff, volunteers, parent and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children and young people.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment
- report all incidents of bullying or harassment observed or disclosed, to the Lead or Deputy
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

ESAFETY

The relevant Host Institution is responsible for supervising Club members' engagement with online National Saturday Club activities and events. We expect everyone in our organisation to agree and sign up to the IT AUP policy and follow the SAFE CIC eSafety Referral Flowchart:



PHOTOGRAPHY & FILMING GUIDANCE

The use of photography and film is really important to record the successes and achievements of children and young people in their lives and activities. However, it is vital to remember that imagery can be used and distributed inappropriately including on the Internet.

It is therefore important to be clear about:

- Explaining to parents and carers why caution is necessary and obtaining written parental or guardian permission for members to be photographed or filmed whilst attending SCT activities *
- the purpose of photos e.g. parent's and carer's own record, media and publicity etc
- the content required when using a professional photographer
- publishing only limited details alongside individual's photos in newspapers etc
- taking photographs openly and away from changing areas
- the suitability of clothing e.g. swimsuits
- any group photos being taken only during the activity or on the premises
- all those taking photos signing a registration form, which includes the reason, use and storage of all photographs and films

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras, which and who's equipment is used should also be recorded on the registration form

- * Host Institutions are responsible for obtaining written consent from the young person's parent or guardian for SCT activities including photography or film shared with the Trust . Where SCT holds activities or events independently of the Host Institution or schools, written consent shall be sought from the individual, and/or their parent or legal guardian where relevant.

ACTIVITIES AND EVENTS (ONLINE AND INPERSON) ORGANISED BY THE CHARITY

We will always ensure external facilitators and activities undertaken are risk assessed and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities or events involving children and young people
- having a written plan in place if event or activity has to be cancelled
- having a written plan in place in case of emergency, Host Institutions are responsible for holding contact details for children and young people
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis
- sharing this policy and safeguarding guidance with members of staff, facilitators and contractors, where relevant involved in events

CHILD OR YOUNG PERSON GOES MISSING AT A CHARITY EVENT

If a child or young person is reported as missing from SCT activities, it is the Host Institution who is responsible at all times. It should be remembered that the Host Institution should report to the police by phoning 999 where there is a concern that they cannot be found or are vulnerable.

ETHICAL FUNDRAISING

We are committed to our fundraising being:

- **Legal:** All fundraising must meet the requirements of the law
- **Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information
- **Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used
- **Respectful:** Fundraisers must demonstrate respect whenever they have contact with any member of the public

SAFE RECOMMENDATIONS

Everybody needs to be vigilant in adhering to this policy and to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting SAFE policies and practices that we can all be confident we have done everything we can to safeguard the children and young people in our work.

STAFF RATIOS TO CHILDREN AND YOUNG PEOPLE AT CHARITY EVENTS

SCT requires a ratio of one responsible adult per 8 children and young people with a minimum of two responsible adults from the Host Institution present at events organised by SCT.

Each Club should check with their local or regulatory authority to ensure safe, effective supervision and carry out risk assessments where necessary for attending any trips or events.

HOST INSTITUTIONS – WHAT WE EXPECT

- all Host Institutions to sign to declare and agree they have an appropriate Safeguarding Policy in place in the Collaboration Agreement
- Lead and deputy contact details to be provided on commencing the SCT activities
- relevant DBS checks on staff involved with SCT activities
- current Safeguarding and First Aid Training of personnel involved in delivering SCT activities
- legal identity and status of the organisation e.g. university, charity to be confirmed
- Follow appropriate staff to adult ratio and risk assessments in place
- Sufficient level of Public Liability Insurance
- hold agreements with those with parental responsibility for young people to ensure any relevant medical information, photographic consent, emergency contact details etc is held

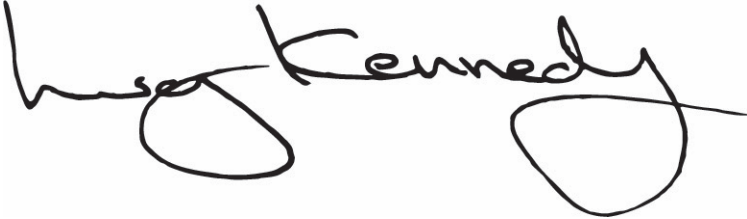
Upon request Host Institutions must provide to SCT their risk assessment and details of DBS checks carried out in relation to Saturday Club activities.

POLICY DATE

This policy was agreed and disseminated on 25/01/22 and will be reviewed annually or when there are substantial organisational changes.

Policy Annual Review Date: January 2023

Signed: Lucy Kennedy, CEO

A handwritten signature in black ink that reads "Lucy Kennedy". The signature is written in a cursive style with a horizontal line through the middle of the letters.

APPENDIX A

SAFEGUARDING CHILDREN REPORTING FORM

PERSONAL DETAILS

Child / Young Person:

Name

Date of birth

Contact details

Who has parental responsibility?

Person Reporting Incident:

Name

Position

Contact details

Safeguarding Person concern reported to:

Name

Position

Contact details

CONCERN/INCIDENT DETAILS

Date & Time

Location

Nature of concern/ allegation

Observations:

Describe what you have seen/heard or what the person reporting the incident has seen/heard.

What was said:

Record exactly what the child said and what you said. Do not lead the child.

ACTION TAKEN

Initial Action:

Record what has happened prior to this form being completed

Views of Child/ Young Person

CASE DISCUSSION WITH LEAD SAFEGUARDING PERSON

Date & Time Reported

Case route decision

(Reported out to statutory agencies/to be managed internally)

and reasons

PARENT / GUARDIAN INFORMED

Date & Time

Name(s)

Contact details

Details of discussion

OTHER STAFF INFORMED

Date & Time

Name(s)

Position

Contact details

Details of discussion

EXTERNAL AGENCIES INFORMED

Date & Time

Name(s)

Position

Contact details

Details of discussion

FORM COMPLETED BY

Name

Signed

Date

If the incident or concern has been reported to one of the statutory agencies then, a copy of this form must be sent to them within 24 hours of the telephone report.

Remember to maintain confidentiality (on a need to know basis) - only share if it will protect the child. Do not discuss the incident with anyone other than those who need to know.

APPENDIX B

Types of Host Institutions within the NSC Network –

- Further Education Institutions
- Higher Education Institutions
- Galleries and museums

APPENDIX C

Definitions

The following terms and definitions are used in this document:

<p>Bullying</p>	<p>Bullying can be described as unwanted and unwelcome behaviour that a reasonable person would consider offensive, humiliating, intimidating, malicious or threatening. It is often a repeated behaviour or a pattern of behaviour, rather than a one-off incident. It includes an abuse or misuse of power that causes fear, threatens, undermines, humiliates, or injures an employee. It can include, but is not limited to, aggressive behavior, intimidation, poor management style, persistent criticism, undermining in front of colleagues and spreading malicious rumors. Examples of bullying and harassment include but are not limited to:</p> <ul style="list-style-type: none"> - Verbal slandering by ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks. - Physical by pushing, shoving, kicking, poking, tripping, assaulting, or threatening of physical assault, damaging to a person's work area or property. - Exclusion by socially or physically excluding or disregarding a person in work-related activities. - Repeatedly putting unreasonable pressure on staff that you manage, for example, imposing unachievable deadlines.
<p>Discrimination</p>	<p>Discrimination is treating a certain person or group differently based on personal characteristics which they have including race, ethnicity, colour, nationality, cultural heritage, or language, sexual orientation, gender, gender identity, gender expression, gender reassignment, and intersex, age, religion, or belief, mental or physical disability, marital status or pregnancy, political affiliation, any other protected characteristic prescribed by local law. This is not an exhaustive list of characteristics.</p>
<p>Harassment</p>	<p>Harassment is unwanted or unwelcome conduct which violates another person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive work environment for that person. You can discriminate against or harass someone in breach of this policy even if you did not intend to do so. This behaviour can relate to, for example, gender, gender reassignment, intersex,</p>

	<p>colour, race, nationality or ethnic or national origins, disability, sexual orientation, religion or belief, age, or any other personal characteristic which has the purpose of:</p> <ul style="list-style-type: none"> - Violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or - Can reasonably be considered by that person to have the effect of violating their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them, even if this effect was not intended by the person responsible for the conduct.
<p>Sexual Harassment</p>	<p>Sexual harassment is unsolicited and unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature. This behaviour can range from being acts, requests, spoken words, gestures to the production, display, or circulation of material of a sexual nature. Examples include but are not limited to:</p> <ul style="list-style-type: none"> - Comments or gestures, or materials shared which are sexual in nature, including sexually explicit jokes; - Physical conduct of a sexual nature ranging from unnecessary touching to sexual assault; - Offensive phone call(s), letter(s), or e-mail message(s); - Showing or displaying obscene or offensive images or texts; - Sexual advance(s), proposition(s), or pressure(s)
<p>Victimisation or Retaliation</p>	<p>Victimisation or retaliation is treating someone less favourably than others because they have, in good faith, complained (whether formally or informally) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. Victimisation or retaliation may include, but is not limited to, for example: Making someone feel isolated, ignoring their presence or giving them no work or poor-quality work designed to make them feel isolated or ignored. The NCT does not tolerate victimization/retaliation towards anyone raising reports or concerns in good faith. We believe that it takes courage for any employee or any third party acting on our behalf to speak up even when it may feel uncomfortable to do so and because they may fear victimization/retaliation. They may also have supported someone else to make a report or given evidence in relation to a report or complaint.</p>