



THE ROYAL BALLET SCHOOL

Anti Harassment Policy

Introduction

All students, teaching and non teaching staff have a right to work free from any form of harassment.

What is harassment?

Harassment can take many forms. In our environment it might include

- Hostile or intimidating remarks or physical gestures directed at a person because of race, colour, sex, sexual orientation, religion, national or ethnic origin or disability.
- Any unwanted attention placed on a student or member of staff by a member of the organisation, a parent or guardian or a person outside of the school community.
- The persistent and unrelenting pursuit of a member of staff by a colleague, parent or student either by phone, email, letter or personal visits.

Procedure to be followed in the event of harassment

As an educational establishment The Royal Ballet School encourages all individuals to attempt first to resolve problems directly. However if the problem persists you should pursue one or more of the following three procedures,

1. Ask your line manager, the Head or the Academic and Pastoral Principal to speak with the person about your concerns either with or without your being present. Detailed records of the meeting should be kept.
2. Write to the person giving specific times and dates of the harassment and state that you expect the behaviour to stop. Retain a copy of the letter and pass copies to your line manager and the Head.
3. Begin a formal process of complaint by writing to the Chairman of the Academic and Pastoral Committee. The Chairman of the Committee will appoint a Hearing Board who will inform the accused of the case against him/her. After the hearing the accused will be informed of the verdict and his/her future behaviour will be monitored. If the harassment persists the School's legal advisors will be consulted.

MF/PH 22 May 2006

This document will be revised in line with changes in best practice and legislation. These changes will be notified to all concerned. Questions or comments should be directed to the appropriate member of the Senior Management Team.