



Newbiggin Arts Centre

The place for all things art...where Arts are for All

Newbiggin Arts Centre Bullying and Harassment Policy

Approved by Trustees on: 21st August 2025

Review Date: 1st September 2026

Our Promise

At Newbiggin Arts Centre, everyone has the right to feel safe, respected, and valued. We will not tolerate bullying or harassment of any kind. If concerns are raised, we will respond promptly, fairly, and sensitively, keeping things as confidential as possible.

Who This Policy Covers

This policy applies to:

- Trustees
- Staff and volunteers
- People working on our behalf

We also expect partner organisations, visitors, and the public to treat our community with respect.

If anyone linked to our work is bullied or harassed by a partner, beneficiary, or member of the public, we will take action.

What We Mean by Bullying and Harassment

- Bullying is behaviour that hurts, demeans, or intimidates someone.
- Harassment is unwanted behaviour linked to a *protected characteristic* under the Equality Act 2010 (such as age, sex, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, or sexual orientation).

Examples include:

- Spreading rumours
- Excluding someone unfairly
- Picking on or undermining someone
- Denying fair opportunities (e.g. training or participation)
- Offensive comments, jokes, or behaviour

Bullying and harassment can happen:

- Face to face
- In writing
- By phone, email, or online

It is important to note that reasonable criticism of performance or behaviour, when done fairly and respectfully, is not bullying.

Our Responsibilities as Trustees

We recognise that:

- Bullying and harassment have no place in our charity.
- Trustees must set a positive example and promote a culture of openness, kindness, and respect.
- Clear policies and fair processes must be in place.
- Allegations must be handled quickly, fairly, and in line with the law.
- People must feel confident that they can raise concerns safely.

Reporting Concerns

If you are worried about bullying or harassment:

- You are encouraged to speak directly to a trustee or to the Arts Centre leadership.
- Concerns will be recorded and looked into.
- Anonymous reports will be considered carefully, but we encourage people to give their details so we can provide updates and avoid misunderstandings.
- Malicious or unfounded allegations will not be tolerated.

Serious cases will be reported to the Charity Commission under its *serious incident reporting* rules. Staff and volunteers can also make reports directly to the Commission if needed.

Children's Classes, Clubs and Workshops

- Small disagreements are usually sorted out on the spot by talking things through calmly.
- If bullying or harassment occurs, the club leader will work with the children and their parents/carers to resolve it.
- Bullying or harassment is not acceptable. If the problem cannot be resolved, a child who continues to bully others may not be able to attend in future.

The Law

- Bullying on its own is not against the law.
- Harassment is unlawful when linked to a protected characteristic (Equality Act 2010).
- Everyone involved with our charity has the right to work and take part in a safe and respectful environment.

Where to Get Help

If you have concerns, you can:

- Speak to the Chair of Trustees or another trustee.
- Seek advice from the Charity Commission or ACAS.
- Find more information on GOV.UK.

Review

This policy will be reviewed every year, or sooner if needed.

Signed on behalf of the NAC Board of Trustees:



Steve Wilkinson
Chairman of the Board of Trustees
21st August 2025

Further Guidance

This policy is based on current law and good practice, including:

- Gov.UK – Workplace Bullying & Harassment
- Charity Commission – Serious Incident Reporting
- Charity Commission – How to report serious wrongdoing at a charity
- Charity Commission – *10 actions trustees need to take* (infographic)
- Charity Commission – *Safeguarding and protecting people for charities and trustees*

Trustees should make sure they are familiar with these resources.