

Anti-Bullying Policy

1. Purpose

This policy outlines the commitment of Radio Frimley Park to create and maintain a working environment where all individuals are treated with respect and dignity, free from bullying and harassment. It is essential to our values and operations that every member, volunteer, and employee feels safe and supported.

2. Scope

This policy applies to all employees, volunteers, Trustees, Committee members, and anyone engaged in activities under the auspices of Radio Frimley Park.

3. Definition of Bullying

Bullying is repeated, unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. It can include, but is not limited to:

- Verbal abuse or insults
- Physical threats or violence
- Exclusion or isolation
- Psychological harassment
- Intimidation or coercion
- Cyberbullying

4. Responsibilities

- Trustees, Committee members and Management: Ensure the implementation of this policy, set a positive example, and handle complaints promptly and confidentially.
- Employees and Volunteers: Treat all individuals with respect, report bullying incidents, and support a bullying-free environment.

5. Reporting Procedures

1. Informal Resolution:

- If comfortable, the affected individual should address the behaviour directly with the person engaging in bullying, expressing that the behaviour is unwelcome and must stop.

2. Formal Complaint:

- If informal resolution is not possible or the behaviour continues, a formal complaint should be made to a committee member, or a Trustee.
- Complaints should be documented in writing, including details of the incidents, dates, times, and any witnesses.

6. Investigation

- All formal complaints will be investigated promptly and confidentially.
- Where appropriate, a representative from Frimley Health NHS Foundation Trust's Voluntary Services will be involved.
- The investigation will involve interviews with the complainant, the alleged bully, and any witnesses.
- A report will be prepared summarizing findings and recommendations for action.

7. Consequences of Bullying

- If bullying is substantiated, appropriate disciplinary action will be taken, which may include counselling, formal warnings, or dismissal.
- Retaliation against anyone who reports bullying or participates in an investigation is strictly prohibited and will be subject to disciplinary action.

8. Support

- Affected individuals will be offered support, which may include counselling services or mediation.
- Periodic awareness raising on bullying prevention and response will be provided.

9. Review

This policy will be reviewed biennially to ensure it remains effective and up-to-date with best practices and legal requirements.

10. Contact Information

For any concerns or to report bullying, please contact:

- Frank Chambers - Trustee
- Phone: 07767 607611
- Email: frank.chambers@radiofrimleypark.co.uk

In the event that the allegation is levelled against the above Trustee, please make contact with another Trustee.

This policy reflects the commitment of Radio Frimley Park to fostering a safe, inclusive, and respectful environment for all. Any questions or suggestions for improving this policy are welcome and should be directed to the designated contact person above.

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Original author	Frank Chambers, Trustee
Person responsible	Frank Chambers, Trustee