



# Leaf Harassment Policy

January 2023

Leaf aims to be welcoming, encouraging, and safe for all participants. All attendees, including students, speakers, volunteers, and organisers are therefore required to abide by the following policy at all official Leaf events, programmes, and related social events.

## What is harassment

Harassment includes:

- Offensive verbal comments related to gender, age, sexual orientation, disability, physical appearance, body size, race, religion, or other characteristics unrelated to the tasks at hand;
- Repeated bullying, humiliation, or offensive comments unrelated to any of the above characteristics;
- Deliberate intimidation;
- Stalking;
- Harassing photography or recording;
- Sustained disruption of talks or other events;
- Inappropriate physical contact;
- Sexual harassment, such as repeated unwelcome sexual attention, sharing sexual images publicly, or making a reward conditional upon sexual behaviours.

This list applies equally to online and in-person contexts. Cyberbullying is a form of harassment.

Interactions between people with an imbalance in power or authority may be more vulnerable to harassment, so Leaf staff must be especially vigilant that their own behaviour, or that of their colleagues, does not constitute harassment.

Leaf also strictly forbids:

- Retaliation against individuals sincerely reporting (perceived or potential) harassment.
- Deliberately false accusations (which is not the same as an unproven allegation).

Leaf will take disciplinary action against such behaviour in the same manner as action against harassment.

## Stopping harassment

Participants asked to stop any harassing behaviour are expected to comply immediately.

If a participant engages in harassing behaviour, Leaf staff may take any action they deem appropriate, including:

- Warning the offender;
- Separation into different accommodation or classes;
- Contacting the participant's parents or school;
- Expulsion from the event or programme;
- Calling security or the police. If there is evidence of criminal activity then Leaf will inform the police and ensure that any internal investigation does not hinder a formal police investigation.

All Leaf staff have discretion over minor corrective behaviour and warnings, as well as emergency responses, but should report incidents to Leaf's Safeguarding Lead, who will have the final say on more substantial, non-emergency actions, such as expulsion from the event.

Due to the varied nature of complaints, which may involve internal and/or external investigations, it is not possible to lay down precise timescales. The investigating staff member(s) should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

The investigating staff member(s), should as soon as practically possible, send a written (inc. by email) acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the

complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded. All correspondence of this nature should be kept confidential where possible.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please follow the reporting procedures at the bottom of this document and report the incident immediately.

## Reporting Procedures

If you feel uncomfortable or think there may be potential harassment, please report it through either of the following methods:

- Contacting Leaf's Safeguarding Lead or Managing Director — current contact details are listed on our [safeguarding policy](#)
- Filling out this [anonymous reporting form](#).
- Reporting to an appropriate external group listed on our [safeguarding policy](#) (e.g. if the concern involves both Leaf's Safeguarding Lead and Managing Director).

Complaints will be investigated by Leaf's Managing Director and/or Safeguarding Lead, unless the complaint is against those individuals. In such cases, the complaint should be passed to an appropriate external group. The complainant has the right to bypass Leaf staff and take their complaint directly to the external group, which, in turn has the right to refer the complaint back to Leaf if Leaf can more appropriately investigate the complaint, without conflict of interest.

[Records](#) will be kept in a confidential file under the purview of the Safeguarding Lead and Managing Director (unless there is a conflict of interest with one of those parties in which case the other will keep a private file for that particular claim). The identity of any individual making an allegation will be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome of the investigation, Leaf recognises the lawful rights of complainants to make disclosures to prescribed

persons or bodies (e.g. the Health and Safety Executive). A full list of prescribed people and bodies can be found on the Government Website ([www.gov.uk](http://www.gov.uk)).

Leaf also encourages individuals who have witnessed harassment to promptly and clearly advise the alleged offender that their behaviour is unwelcome and request that it stop.

If you have any questions about the code of conduct, please reach out to us at [info@leaf.courses](mailto:info@leaf.courses).

We are committed to reviewing our policy and good practice annually.  
This policy was last reviewed: January 2023

Signed:

A handwritten signature in black ink that reads "JAHarris". The letters are cursive and connected, with a large initial "J" and "A" followed by "Harris".

Date: 10/01/2022