

Music For People

Behaviour at Summer School Policy
First edition November 2024



1.0 Introduction

Music For People's aim is:

"To advance the education in and appreciation of music and associated arts by the public. In particular, to endeavour to encourage and facilitate lifelong learning, musical education, composition and performance with special regard to music which expresses the ideals and aims of the world's people towards the improvement of society"

Music For People Summer School believes that all attendees to the school should be committed to ensuring that the learning and playing environment is one in which all are encouraged to contribute to the best of their ability. There is particular value placed on ensuring that the atmosphere during the week is relaxed, but still purposeful and professional. Tutors are valued as individuals and they are at the heart of the student experience and Music For People's reputation.

Within the tutor/student relationship there is an imbalance of power. Tutors are expected to establish professional boundaries and conduct themselves in a way that provides the required relationship of trust and confidence between themselves, students and the Music For People organisation.

This Behaviour at Summer School Policy has been written in order to establish clear points of reference and action in order to promote a positive environment and in particular protect tutors and students alike from bullying and harassment. Definitions of the terms "bullying" and "harassment" are included.

Under the terms of this policy, any regular or systemic patterns of behaviour by tutors or students that come under definition of bullying or harassment is unacceptable. The policy sets down resolution procedures and identifies those who have the responsibility for investigating any issues.

This policy applies to all attendees of Music For People Summer School; tutors, assistant tutors and students. The policy is intended to make clear the expected levels of professionalism and behaviour in the School and thereby prevent all forms of offensive behaviour. All attendees are expected to treat each other and Giggleswick school staff with dignity and respect and support those who are being bullied or harassed by bringing any issues to the attention of the Music For People committee.

2.0 Objectives

The main objectives of this policy are to:

- Communicate and identify the terms of "bullying" and "harassment"
- Confirm that bullying or harassment is not acceptable in any form and will not be

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tolerated

- Advise that bullying or harassment by an individual could be grounds for disciplinary action and could result in dismissal
- Outline the procedure to follow if individuals feel that they are victim of bullying or harassment

3.0 What is bullying and harassment?

For clarification bullying and harassment are defined as such:

3.1 Harassment

Harassment is unwanted conduct that creates an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment includes behaviour that is offensive, frightening or distressing. It may be intentional bullying which is obvious but it can also be unintentional or subtle. It may involve nicknames, teasing, name calling or other behaviour which may not be intended as malicious, but nevertheless is upsetting.

Harassment is not classed by how the action is meant but rather the impact that it has on the recipient. Therefore behaviour that is acceptable to some people may cause embarrassment, distress or anxiety to others.

Types of harassment

People can be subjected to harassment on a wide variety of grounds, including:

- Race, ethnic origin, nationality or skin colour;
- Sex;
- Sexual orientation;
- Religious belief;
- Social class;
- Family responsibility;
- Marital Status;
- Disabilities;
- Age or Youth;
- Status as an ex-offender;
- Personal characteristics of the individual;

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Harassment may also include:

- Any conduct based on these characteristics which affect the dignity of any individual at work;
- The intentional intimidation or belittling of someone through the misuse of power or position which leaves them feeling hurt, upset, vulnerable or helpless.

Examples of behaviour the policy seeks to prevent include:

Sexual Harassment

- Unwelcome sexual remarks such as jokes, innuendo, teasing and verbal abuse;
- Displaying of sexually suggestive material;
- Unwelcome remarks about a person's dress, appearance or marital status;
- Behaviour which condemns or ridicules a person because of their sexual orientation;
- Unwelcome physical contact.

Racial Harassment

- Derogatory racial remarks or racist jokes;
- Display of racially offensive material or graffiti;
- Deliberate isolation.

Age and Disability Discrimination

- Ridiculing or demeaning behaviour focused towards people because of their age, disability, their vulnerability or actual or perceived reduced independence;
- Exclusion of people because of their disability.

These examples are not exhaustive.

3.2 Bullying

Bullying is characterised by offensive, intimidating, malicious, insulting or humiliating behaviour, often associated with the misuse of power or authority, which aims to undermine the confidence and self-esteem of the recipient. For example, bullying behaviour can occur when criticism is not constructive and does not assist in future actions. It is, therefore, distinct from the way we feel when we are under-pressure, or on those occasions when we make a mistake and are legitimately called to account for this in private.

Bullying and harassment can occur in any medium; face-to-face, by written communications, electronic (e)mail, phone, and supervision methods.

Examples of bullying include:

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- Singling out one person for criticism when the particular fault is common;
- Criticising a person in public and/or in a humiliating or aggressive manner;
- Deliberately setting targets that are known to be unachievable;
- Physical abuse.

These examples are not exhaustive.

4.0 Resolving Incidents of Bullying or Harassment

All complaints of poor behaviour during the week, including bullying or harassment, will be taken seriously and will be investigated promptly and in full.

The information disclosed will be dealt with confidentially and sensitively, in a fair and objective manner.

Music For People cannot guarantee not to pursue an allegation of harassment once the allegation has been brought to its attention.

If an individual feels that they are being harassed or bullied, Music For People encourages them to bring this to the attention of any member of the organising committee.

If the complaint involves a child or vulnerable adult the Music For People safeguarding officer should be informed to consider if any safeguarding action is required. The Music For People Safeguarding Policy should be referred to.

In the first instance, issues relating to bullying or harassment should be dealt with through the informal procedure. However, if the committee does not feel that the informal procedure is suitable due to the nature of the complaint, they can go directly to the formal procedure.

4.1 Informal Procedure

If the complainant feels confident in taking this course of action, they should attempt to resolve the issue with the person concerned. The person can do this on their own, or request assistance from any member of the Music For People committee. It may be the case that the person concerned is not aware that their actions or comments are causing offence. Through this recourse, the recipient can advise the person concerned, and it can be dealt with directly and may be rectified without the need to involve outside parties.

Any one attending Music For People can approach any member of the Music For People committee informally who will discuss the issues in confidence.

4.2 Formal Procedure

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If as a result of the informal procedure the situation is not resolved, or if parties involved perceive that the incident requires formal action, then the formal procedure should be followed as follows:

- The person should submit their complaint in writing to the chair of the Music For People committee.
- Each complaint will be investigated thoroughly, promptly and impartially. This may involve the full Music For People committee or may be limited to only the Chair or directors of the committee, depending on the seriousness of the complaint.
- Any complaint made solely out of malice will result in disciplinary action.

If at any point it is believed that a criminal offence has been committed the Police must be informed.