



## Anti-Bullying and Harassment Policy

Designated Person:	Joanna L Rhodes (Chair of Trustees)
Reviewed by:	Board of Trustees and Director of the Tallis Choral Foundation: Reg: 1214841
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## 1. Statement of Commitment

The Tallis Choral Foundation (“the Foundation”) is a registered charity committed to providing a safe, inclusive, respectful and welcoming environment for all those involved in its work.

We believe that music thrives best in an environment built on trust, kindness, professionalism and accountability. We take all concerns, complaints and allegations of bullying, harassment, discrimination or inappropriate behaviour seriously and will respond promptly, sensitively and fairly.

## 2. Scope of this Policy

This policy applies to:

- All members of the Tallis Choral Foundation
- Trustees and officers of the charity
- The Director of Music
- Volunteers and contractors
- Guest musicians and visiting professionals
- Audience members and members of the public interacting with the Foundation
- Online and digital interactions associated with the Foundation

This policy applies to behaviour occurring:

- During rehearsals, concerts, meetings or events
- During travel or residential activity related to the Foundation
- In digital communications, including email and social media
- In any setting where an individual is acting in connection with or on behalf of the Foundation

This Policy must be read alongside the Foundation's:

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Code of Conduct
- Health and Safety Policy
- Child Performance Policy
- Media and Photography Policy

## 3. Statement of Values

The Tallis Choral Foundation is committed to:

- Treating all people with dignity, courtesy and respect
- Promoting a culture of kindness, professionalism and mutual support
- Acting swiftly and appropriately when concerns are raised
- Upholding safeguarding responsibilities and public trust

## 4. Definitions

### 4.1 Bullying

Bullying is unwanted, offensive, intimidating or malicious behaviour that undermines, humiliates or injures a person. It may be:

- Repeated or persistent

- Conducted by an individual or group
- Carried out in person or online

Examples include:

- Verbal abuse or sarcasm
- Exclusion or isolation
- Spreading rumours
- Undermining or belittling contributions
- Abuse of power or position

#### 4.2 Harassment

Harassment is unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading or offensive environment.

Protected characteristics include:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Harassment may include:

- Offensive language or jokes
- Unwanted physical contact
- Sexual remarks or behaviour
- Derogatory comments
- Threatening or intimidating conduct

#### 4.3 Victimation

Victimation occurs when someone is treated unfairly because they have:

- Raised a concern or complaint
- Supported another person's complaint
- Given evidence in an investigation

### 5. Safeguarding and Under-18s

Members of the Tallis Choral Foundation are adults. However, on occasion, guest singers or participants under the age of 18 may be involved in Foundation activities.

In such cases:

- Safeguarding responsibilities rest with Joanna Rhodes (Chair of Trustees) and Laura Rushforth (Trustee), as designated safeguarding leads
- All concerns involving under-18s will be treated as safeguarding matters

- The welfare of the young person will always take precedence
- External safeguarding agencies including Children's Social Work Services and the Police may be contacted where appropriate

Any safeguarding concern involving a child or young person or any disclosures made by the child or young person must be recorded as soon as reasonably practicable using the child's own words where possible and reported to the Chair of Trustees without delay.

## 6. Standards of Behaviour

All those associated with the Foundation are expected to:

- Treat others with respect and professionalism
- Refrain from abusive, discriminatory or intimidating behaviour
- Respect personal boundaries
- Act responsibly in online and public spaces
- Raise concerns appropriately and in good faith

Bullying or harassment will not be dismissed as "banter", humour, or artistic temperament.

## 7. Reporting a Concern

### 7.1 Whom to Contact

All complaints or concerns should be reported to the Chair of Trustees and Safeguarding Lead. If the concern relates directly to the Chair, the matter may be raised with another trustee or the Director of Music.

### 7.2 Who May Raise a Concern

A concern may be raised by:

- A member or singer
- A trustee or the Director of Music
- A volunteer
- A guest or visitor
- A member of the public

Reports may relate to:

- Personal experiences
- Behaviour witnessed
- Concerns about welfare or safety

## 8. Investigation Procedure

### 8.1 Raising a Concern

Any individual who has a concern relating to bullying, harassment, inappropriate behaviour or safeguarding in connection with the Tallis Choral Foundation is encouraged to raise it promptly.

All concerns must be raised in writing and should be addressed to:

The Chair of Trustees and Safeguarding Lead  
Tallis Choral Foundation  
Dovecote House  
Middlecliff Lane  
Little Houghton  
Barnsley  
S72 0HW

Or by email to [tallischoraltrustees@gmail.com](mailto:tallischoraltrustees@gmail.com)

To allow concerns to be considered properly and fairly, reports must include:

- The full name and contact details of the person raising the concern
- The name(s) of the individual(s) about whom the concern is raised
- The name of any alleged victim(s), where applicable
- A clear description of the incident(s), including dates, times, locations and context
- Details of any witnesses
- Any relevant supporting evidence, where available

Anonymous complaints will not normally be accepted or investigated, as they do not allow for proper fact-finding or fair process. Exceptionally, anonymous information may be considered where safeguarding concerns or serious risk are evident, but the Foundation is under no obligation to act on anonymous reports.

## 8.2 Matters Involving Criminal Conduct

If a person believes that a criminal offence has taken place or is taking place, including but not limited to:

- Assault
- Sexual offences
- Harassment or stalking
- Hate crime
- Threats of violence

they should report the matter directly to the police without delay. If there is an immediate risk of harm, individuals should always call 999.

The Tallis Choral Foundation:

- Will cooperate fully with any police or statutory investigation
- May conduct its own internal review where appropriate, but only after legal proceedings have been concluded so as not to interfere with or obstruct the course of justice.

## 8.3 Scope of the Foundation's Authority

The Foundation will only investigate matters that fall within its legitimate remit.

This includes:

- Conduct occurring during Foundation rehearsals, performances, meetings or events
- Behaviour connected to Foundation activities or representation
- Conduct that affects the safety, wellbeing or dignity of members, guests or audiences

The Foundation will not normally investigate:

- Private disputes between individuals unrelated to Foundation activity
- Personal disagreements or conduct occurring entirely outside the Foundation's work
- Matters already subject to external legal proceedings, unless safeguarding or reputational risk requires consideration

However, where behaviour outside the Foundation:

- Brings the Foundation into disrepute
- Risks harm to members or the public
- Undermines trust in the Foundation
- Raises safeguarding concerns

the Trustees reserve the right to investigate insofar as necessary to protect the organisation, its members and its reputation.

#### **8.4 Initial Assessment**

Upon receipt of a complaint, the Chair (or an appointed trustee where appropriate) will:

- Acknowledge receipt of the concern
- Assess whether the issue falls within the scope of this policy
- Determine whether safeguarding concerns are present
- Decide whether the matter requires informal resolution, formal investigation, or referral to an external body

Where appropriate, the complainant may be asked for clarification or further information.

#### **8.5 Investigation Process**

Where a formal investigation is required:

- An impartial investigator (trustee or suitably qualified individual) will be appointed
- All parties will be treated fairly and with respect
- Relevant evidence will be gathered and reviewed
- Confidentiality will be maintained as far as possible
- A written record will be kept

Those involved may be asked to provide written statements.

#### **8.6 Outcomes**

Following investigation, outcomes may include:

- No further action
- Informal resolution or mediation
- Formal warning or agreed behavioural expectations
- Restriction or termination of involvement with the Foundation
- Referral to safeguarding bodies or external authorities

All decisions will be proportionate, reasoned, and documented.

#### **8.7 Confidentiality and Fairness**

All matters will be handled:

- Sensitively
- Confidentially
- In line with data protection legislation including the General Data Protection Regulations (GDPR).

Absolute confidentiality cannot be guaranteed where safeguarding or legal obligations apply.



## 9. Timescales and Limitation of Responsibility

### 9.1 Timescales

The Tallis Choral Foundation will deal with all concerns as promptly and proportionately as possible, recognising that the complexity of cases can vary.

As a general guide:

- Acknowledgement of receipt of a complaint will normally be made within 5 working days
- Initial assessment will normally take place within 10 working days
- Where a formal investigation is required, the Foundation will aim to:
  - Complete fact-finding and evidence gathering within 30 working days, where reasonably practicable
  - Keep all relevant parties informed if delays are unavoidable

These timescales are indicative and not binding. Some matters may require additional time due to:

- The availability of witnesses
- The need for external advice
- Safeguarding or legal considerations
- The complexity or seriousness of the allegation

### 9.2 Limitation of Responsibility and Liability

The Tallis Choral Foundation is a charitable organisation governed by its Trustees. Responsibility for the management and conduct of the Foundation rests solely with:

- The Board of Trustees, and
- The Director of Music, acting within their official roles

The Foundation does not accept liability for the actions, behaviour or conduct of:

- Individual singers or members
- Volunteers
- Contractors or freelance musicians
- Audience members or third parties

where such actions occur outside the reasonable control of the Foundation or outside the scope of official Foundation activity.

Participation in Foundation activities does not create an employment, agency or representative relationship between the Foundation and any singer, volunteer or contractor.

## 10. Malicious or Vexatious Complaints

The Foundation recognises the importance of raising concerns in good faith.

However, deliberately false or malicious complaints may themselves constitute misconduct and may result in appropriate action within the scope of this policy.

## 12. Review and Monitoring

This policy will be:

- Reviewed annually by the Trustees

- Updated in line with legal or safeguarding changes
- Made publicly available on the Foundation website

