



ARG UK

ARG UK Preventing Harm Policy – Tackling Bullying and Harassment

Amphibian & Reptile Groups of UK (ARG UK) is a registered charity (number 1165504) committed to the conservation of native amphibians and reptiles and their natural environment by supporting the development of a network of independent volunteer amphibian and reptile groups (ARGs).

Within our organisation and its affiliated groups there is no place for bullying and harassment of staff or of volunteers, from any source. Everyone has a right to be treated fairly and with dignity and respect. Our vision is for an environment in which everyone is supported to contribute on the basis of their talent and skills, and the wellbeing of staff and volunteers is actively nurtured and promoted as a priority.

We define bullying and harassment as unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. It can include a continuum of repeated behaviours that: convey hostility; force unwanted attention, objectification, exclusion, or second-class status; have a negative effect on the targeted person; people may find difficult to defend themselves against (for example, because of a hierarchical relationship with the perpetrator).

Our anti bullying and bullying and harassment protocols apply equally to our staff, trustees, volunteers and members of the wider public attending our events, activities and training days. We want all of our staff and volunteers to enjoy their involvement with ARG UK and its affiliated groups. To engender this, we commit to operating safely, and to act and be seen to act appropriately at all times.

Preventing Harm Protocols

Who do I go to if I am concerned?

The named responsible person for safeguarding including anti bullying and harassment duties for ARG UK is **Angela Julian**, Coordinator (contact: angela.julian@arguk.org, mobile: 07891 633692), supported by **Suzanne Collinson**, Lead Safeguarding Trustee (safeguarding@arguk.org).

All staff and volunteers should contact the ARG UK safeguarding lead, Dr Angela Julian, with any concerns/queries they have in regards to bullying or harassment. A log of the concern must be kept. If the allegation is against the safeguarding lead, seek advice from **Suzanne Collinson** at safeguarding@arguk.org (Lead Safeguarding Trustee).

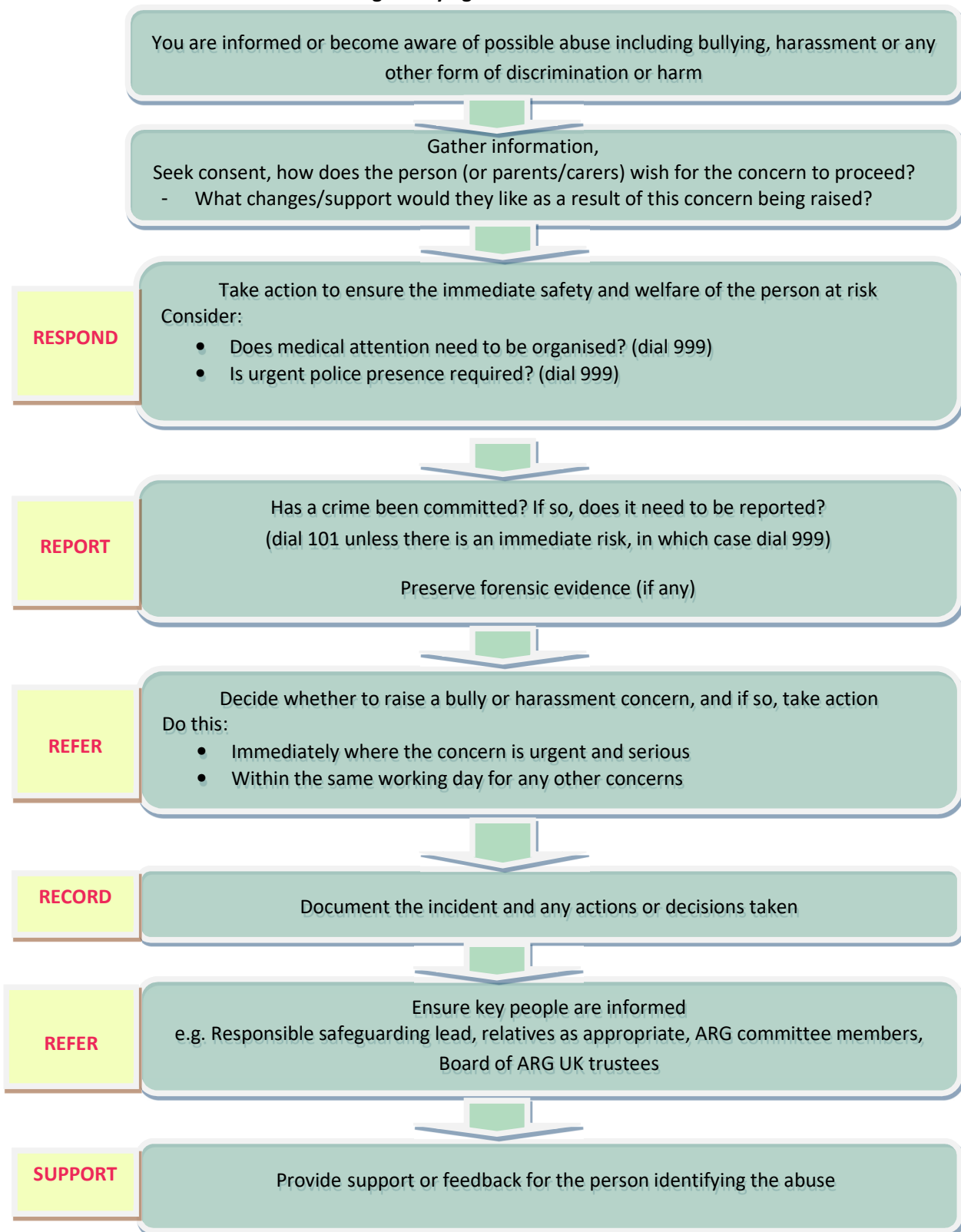
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The designated safeguarding leads are responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

Angela Julian, will also ensure that anti-bullying and harassment policies and procedures are in place and up to date. They will ensure a safe environment is promoted for staff, volunteers and members of the public working with ARG UK and the affiliated ARGs.

What should I do if I am concerned?

Raising a bullying or harassment concern



NOTE: Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

Confidentiality and information sharing

ARG UK expects all its staff, volunteers and trustees to maintain confidentiality at all times. In line with Data Protection law, ARG UK does not share information if not required.

It should however be noted that information will be shared with authorities if a person is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp> and <https://www.ukri.org/what-we-do/supporting-healthy-research-and-innovation-culture/bullying-and-harassment/>