



The City of Lichfield Concert Band

Bullying and Harassment Policy

Approved by trustees May 2026

1. Purpose of this Policy

As a registered charity in England and Wales under the oversight of the **Charity Commission for England and Wales**, trustees have a duty to ensure the charity is a safe and respectful environment and that risks to beneficiaries and members are properly managed.

The City of Lichfield Concert Band (COLCB) is committed to providing a welcoming, inclusive and respectful environment for all members, volunteers, trustees, contractors and audience members. This policy sets out:

- What bullying and harassment are
- Our commitment to preventing it
- How concerns can be reported
- How complaints will be handled

COLCB has a zero-tolerance approach to bullying and harassment.

This policy is closely linked to the COLCB Safeguarding and Social Media Policies.

2. Scope

This policy applies to:

- All members and participants
- Trustees/committee members
- Volunteers
- Musical directors and tutors
- Contractors and guest musicians
- Anyone attending rehearsals, meetings, performances or social events organised by the group

It applies to behaviour:

- During rehearsals and performances
- At meetings and social events
- In online spaces (e.g. email, WhatsApp, social media) connected to the group

3. Definitions

Bullying

Bullying is unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. It may be a pattern of behaviour or a one-off serious incident. Examples include:

- Shouting or persistent criticism

- Excluding someone deliberately
- Spreading rumours
- Threatening or intimidating behaviour
- Abusing a position of authority

Harassment

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

Under the **Equality Act 2010**, protected characteristics are:

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

Harassment can include:

- Offensive jokes or comments
- Derogatory language
- Unwanted physical contact
- Displaying offensive material
- Sexual harassment (unwanted sexual behaviour or advances)

4. Our Commitment

COLCB will:

- Treat everyone with dignity and respect
- Take all complaints seriously
- Handle concerns fairly and confidentially
- Not tolerate victimisation of anyone who raises a concern
- Take appropriate action where misconduct is found

No one will be disadvantaged for raising a genuine concern.

5. Responsibilities

Trustees/Committee

- Ensure this policy is implemented
- Deal with complaints promptly and fairly
- Review the policy regularly

Members and Volunteers

- Treat others with respect
- Challenge inappropriate behaviour where safe to do so
- Report concerns appropriately

6. Reporting a Concern

If you experience or witness bullying or harassment, you are encouraged to:

Informally (if appropriate):

- Speak to the person involved and explain the impact of their behaviour
- Or speak to the Musical Director, Working Committee Chair, or a named Welfare/Designated Safeguarding Lead

Formally:

- Submit a complaint in writing to the band representatives, or the Working Committee Chair
- If the complaint concerns the Working Committee Chair, it should be sent to the Chair of Trustees

Complaints should include:

- What happened
- When and where it occurred
- Who was involved
- Any witnesses
- Any action already taken

7. Handling Complaints

The group will:

- Acknowledge receipt of the complaint
- Appoint two committee members (where possible) to review it
- Speak to all relevant parties
- Keep written records
- Aim to resolve the matter within a reasonable timeframe

Possible outcomes include:

- Informal resolution
- Mediation
- Formal warning
- Removal from a role
- Termination of membership

Serious matters may be referred to the police where appropriate.

8. Confidentiality

All complaints will be handled sensitively and confidentially unless a safeguarding issue requires reporting to the designated lead for safeguarding. Information will only be shared where necessary to investigate and resolve the issue.

9. Malicious Complaints

If a complaint is found to be deliberately false or malicious, appropriate action may be taken.

10. Monitoring and Review

This policy will be reviewed annually by the trustees/committee and updated as required.