

Reporting Uncomfortable Situations (Member-on-member)



1.0 Introduction

In this policy, the abbreviation of EDSA will be used to cover all aspects of the Emil Dale Part-Time business that is affiliated with the part-time sessions in any capacity.

This policy aims to create and embed a culture of openness, trust and transparency at EDSA.

1.1 Location of Policy

This policy is available to access on EDSA's website.

1.2 To whom and where this policy applies

This policy applies to all members enrolled at Emil Dale Part-Time, alongside other children and young people who attend EDSA sessions on a trial basis.

1.3 The context of this policy and its relationship to other policies

This policy should not be read in isolation as it links with many of EDA's other policies, including, but not limited to the:

- a. Member Complaint Policy and Procedure

2.0 Procedure

2.1 Responding to a situation where verbal language is making you uncomfortable

If members find themselves in a situation whilst at EDSA (whether that be in a class or outside of class in general conversation) and there are subject matters being spoken about or language being used in the discussion that they are not comfortable with, we recommend for members to take the following action if they feel comfortable and safe enough to do so:

1. Tell the person/people involved in the conversation that you are not comfortable.
E.g "I am uncomfortable with the use of that word/what you are saying"
2. Physically remove yourself from the situation that is making you uncomfortable.
3. Report this situation to your animator, Part-Time Manager or a member of the Part Time Reception team by telling them or by telling your parent/legal guardian once you are home from EDSA. Parents/legal guardians are then asked to email part-time@emildale.co.uk with the account from the member. If you are emailing about the situation, be clear about who said what, and in what context. If you need to speak to a member of staff immediately,

please call the office number and ask to speak to our Part-Time Manager. If the Part-Time Manager is unavailable or is not in office, you will be directed to speak to another of our Part-Time members of staff.

There may be times when you feel unable to either speak out about your concern or feel unable to remove yourself from the situation, however you must still report the incident as soon as possible. Once this report has been made, EDSA will ensure the report is put into writing and will investigate further. If a report has been made during a member's EDSA training time, EDSA will also phone the victim and perpetrators parent/guardian if the members have appeared to be upset.

Your concerns will always be escalated to the Part-Time Manager to be dealt with.

2.2 Responding to a situation where physical contact is making you uncomfortable

If members find themselves in a situation whilst at EDSA (whether this be in a class or outside of class in general conversation) where physical contact is being made with them that they are not comfortable with, we recommend for members to take the following action if they feel comfortable and safe enough to do so:

1. Tell the person/people involved in the physical contact that you are not comfortable:

E.g "I am uncomfortable with this contact/with you touching me. Please stop".
2. Physically remove yourself from the situation that is making you uncomfortable.
3. Report this situation to your animator, Part-Time Manager or a member of the Part Time Reception team by telling them or by telling your parent/legal guardian once you are home from EDSA. Parents/legal guardians are then asked to email part-time@emildale.co.uk with the account from the member. If you are emailing about the situation, be clear about who said what, and in what context. If you need to speak to a member of staff immediately, please call the office number and ask to speak to our Part-Time Manager. If the Part-Time Manager is unavailable or is not in office, you will be directed to speak to another of our Part-Time members of staff.

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Your concerns will always be escalated to the Part-Time Manager to be dealt with.

2.3 The importance of coming forward

EDSA understand that members are sometimes worried about the impact of them coming forward about situations that have made them feel uncomfortable.

EDSA want to ensure members that coming forward about situations that have made them

uncomfortable will not negatively impact the remainder of their membership whilst they are enrolled on at EDSA. Alerting EDSA to incidents means that strong, coordinated and efficient action can be taken when needed. If EDSA are not informed, we will not be able to act.

EDSA will guide members through the next steps as to what can or can't happen following their report. Wherever possible, EDSA will ensure informed consent is received from the member/their parent or legal guardian about the next steps or that the member/their parent or legal guardian makes an informed decision about what they desire the next steps to be. However, it must be understood that, in severe cases, EDSA may need "step above" these desires and report directly to third parties (eg. the police) if they believe that a criminal offence has occurred on-site at EDSA.

2.4 Possible Consequences

Once an investigation has taken place and is completed, if the alleged perpetrator has been found to have performed inappropriately to have caused another member(s) to feel uncomfortable, possible consequences of their actions could include:

- a. Speaking to the member(s) involved in the incident(s) individually;
- b. Offering mediation between the member(s) involved in the incident(s);
- c. Speaking to the member(s) involved parents/legal guardians regarding the incident(s);
- d. Temporary ban from attending EDSA;
- e. Being asked to withdraw membership from EDSA.

The chosen consequence will depend on a case-by-case basis and will be decided between the Part-Time Manager and EDSA Senior Managers.

| Version Number | Date of Issue | Review Date | Author | Changes made/detail |
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| 1 | 2 nd October 2023 | October 2024 | Eden Tinsey | First issue |