



Josephine Butler

Junior Common Room



Policy			
Bullying and Harassment Policy			
Issue Date	August 2026	Reference	P/022
Next Review Due	August 2027	Review Cycle	1 Year
Reviewing Panel	Board of Trustees		
Applicability	Employees Volunteers Trustees Members Customers Contractors		

1. ABSTRACT

- 1.1. Josephine Butler Junior Common Room CIO (“the JCR”) is a registered charity, with a duty of care for all stakeholders.
- 1.2. Therefore, the JCR expects its trustees, employees, volunteers, members, customers, and contractors to uphold standards, and not bully or harass other JCR stakeholders.
- 1.3. Cases of bullying and harassment will ordinarily be referred to Josephine Butler College (the “College”), University of Durham (the “University”).

2. COMPLEMENTARY POLICIES

- 2.1. The Safeguarding Policy (P/006) defines any safeguarding issues, which includes some areas which may be similar to those this policy covers.
- 2.2. The Complaints Policy (P/009) defines how complaints, including complaints about bullying and harassment, may be raised.
- 2.3. The Discipline Policy (P/026) defines any action the JCR may take against anyone who is in violation of this Bullying and Harassment Policy.

3. WHAT SORT OF BEHAVIOUR?

- 3.1. There are a wide variety of circumstances that come under the generalised framework of bullying. Although this is not an exhaustive list, common forms of bullying include:
 - 3.1.1. Physical assault;
 - 3.1.2. Taunting, teasing, writing of unpleasant or threatening letters, and other insulting behaviour directly said to a person;
 - 3.1.3. Passing rumours, or gossiping, about a person;
 - 3.1.4. Producing offensive writing of any unkind notes about someone in a public forum;
 - 3.1.5. Making remarks which are racist, sexist, homophobic, or otherwise offensive due to a person’s protected characteristics as per the Equality Act 2010.
- 3.2. The medium of bullying may take place in many forms, including but not limited to:
 - 3.2.1. In person;
 - 3.2.2. Digital.
- 3.3. Harassment is defined as any unwanted and repeated behaviour, such as bullying, which makes a person feel distressed, humiliated, threatened, or unsafe.

4. RECOGNISING SIGNS OF BULLYING

- 4.1. Although the clearest expression of bullying and harassment is a disclosure by a person themselves, suspicions of bullying and harassment may come to light in other ways, including physical or behavioural signs, which includes but is not limited to:
 - 4.1.1. Becomes withdrawn, shy, or nervous;
 - 4.1.2. Begins to avoid social interactions, such as JCR events;
 - 4.1.3. May be unhappy, and want to leave the college or university;
 - 4.1.4. Shows changes in friendship patterns;

- 4.1.5. Clings to college staff, JCR staff, or volunteers, such as those in peer support;
- 4.1.6. Is bullying other people;
- 4.1.7. Reacts unfavourably to cyber-messages;
- 4.1.8. In extreme cases, has considered or attempted suicide in extreme cases.
- 4.2. Many of these behavioural and physical signs may also be present in a person not experiencing bullying and/or harassment.

5. REPORTING BULLYING

- 5.1. Anyone who feels that they are being bullied, or anyone who suspects bullying is taking place, must refer the matter immediately to any of:
 - 5.1.1. The JCR President – butler.jcr@durham.ac.uk
 - 5.1.2. The College Vice Principal
 - 5.1.3. Any peer supporter, or any member of the JCR executive committee they feel comfortable speaking to.
- 5.2. The JCR encourages members to “Speak Out”, as bullying thrives in silence.

6. HANDLING REPORTS OF BULLYING

- 6.1. Anyone who brings any case of harassment and bullying, either as a concern or a report, to the notice of the JCR shall be responded to with respect, and in a timely manner.
- 6.2. If a JCR Volunteer, or Sabbatical Officer is made aware of any allegations, they shall:
 - 6.2.1. Remain calm, and reassure the person that they have done the correct thing by speaking up.
 - 6.2.2. Listen carefully, and give the person time to speak.
 - 6.2.3. Take all instances seriously, and not to decide or share whether or not they believe a suspicion or claim is true or not.
 - 6.2.4. Never promise confidentiality, and explain that the JCR President, the Board of Trustees, College, and any external professionals who will need to know shall be informed.
 - 6.2.5. Act immediately, and never attempt to address the issue by themselves.
 - 6.2.6. Write a statement, giving as much detail as possible, including, as soon as possible after the meeting, in a secure location, noting, to the best of their knowledge:
 - (a) The detail of the reporter, and if not the same person, anyone whose welfare is of concern;
 - (b) Dates and times;
 - (c) What was said;
 - (d) How the peer supporter acted during the meeting;
 - (e) Any other names or parties mentioned;

- (f) Any additional information that the volunteer believes could be relevant, or is mandated in a clause of this policy.
- 6.2.7. Report to the JCR President or their delegate, and the College Vice Principal or their delegate
 - 6.2.7.1. Where one or both of these parties are in the case, the party involved shall be bypassed, and a report must be sent to the Chair of Board of Trustees, or their delegate at trustees.chair@butlerjcr.com.
 - 6.2.7.2. This includes when there may be a known conflict of interest (e.g. the perpetrator isn't the JCR President but is a known close friend or partner of them).
- 6.2.8. If the responding JCR volunteer or sabbatical officer is concerned that there is an immediate risk of serious harm to an individual, they must contact the emergency services without delay on 999 (if the risk is occurring at the same time of the call or is imminent), or 101 (if the risk isn't occurring at the same time or imminent, but may happen soon). This must precede the writing of the report, but a note on this call must be addressed in the report.
- 6.2.9. A volunteer who is concerned for their own safety, should remove themselves from the dangerous situation, and follow clause 6.2.8.
- 6.2.10. A volunteer who is unable to hear the case for any reason may apologise and leave the situation, noting they left in the report.
- 6.3. If a student or a guest wants to report a bullying or harassment allegation or issue to the JCR, they shall email butler.jcr@durham.ac.uk, unless the case involves the JCR's JCR President, or their known conflict of interest (e.g. their close friend or partner), in which case they shall be bypassed for the Chair of Board of Trustees, or their delegate at trustees.chair@butlerjcr.com. A student or guest however may be inclined to report the incident to Josephine Butler College.
- 6.4. In usual circumstances, such cases will usually be referred to the College, though the JCR may conduct its own investigation.
- 6.5. The College may ask the JCR to take disciplinary action. Such action is detailed in the Discipline Policy.

7. LEGAL IMPLICATION

- 7.1. A person who makes physical or sexual assault on another person, or is involved in the theft or damage of property to another is committing a criminal offence, and there could be consequences outside of the JCR and the University. The JCR may use its discretion to report serious cases to the police.
- 7.2. Bullying, harassment, and threatening behaviour may be classed as an offence under the Equality Act 2010.

- 7.3. It is an offence to send electronic communications to an individual with the intent to cause distress, anxiety, or convey a message which is indecent or offensive, under the Malicious Communications Act 1998.

8. IMPLEMENTATION

- 8.1. The Chair of the Board of Trustees, or their deputy, and the JCR President, will ensure that this policy is brought to the attention of all volunteers, employees, and contractors.
- 8.2. The Board of Trustees shall monitor the implementation of this policy.

9. APPROVAL AND REVIEW

- 9.1. This Social Media Policy was prepared in July 2026 by the Compliance and Governance Officer, on behalf of the Board of Trustees.
- 9.2. This policy shall be reviewed every year by the Board of Trustees, in consultation with the JCR President, and the JCR Executive Committee.

This Bullying and Harassment Policy has been approved by the JCR President, and the Board of Trustees.

Signed **David Evans**
[Insert Signature Here]

Signed **Michael Cheung**
[Insert Signature Here]

Dated DD/MM/2026
Position **Chair, Board of Trustees**

Dated DD/MM/2026
Position **JCR President**