



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Anti-Harassment and Anti-Bullying Policy for Campers/Program Participants

The Town of Wayland believes that all campers/program participants have a right to a safe and healthy environment. The Town and community have an obligation to promote mutual respect, tolerance, and acceptance.

Wayland will not tolerate behavior that infringes on the safety of any camper/program participant. A camper/program participant shall not intimidate, harass, or bully another camper/program participant through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; visual communication, such as pictures or written materials; and social isolation or manipulation. Wayland further prohibits use of any direct or indirect derogatory language or any kind of harassment based on sex, gender, race, color, religion, national origin or ancestry, sexual orientation, or disability.

Wayland expects campers/program participants and/or staff to immediately report incidents of harassment or bullying to the Recreation Director, or designee, or the Human Resources Manager. Staff who witness such acts must take immediate steps to intervene when safe to do so. Each complaint of harassment or bullying should be promptly investigated. This policy applies to all campers/program participants on Town property and during a Town-sponsored activity.

To ensure bullying does not occur on Town property, the Town will provide staff development training in harassment and bullying prevention and cultivate acceptance and understanding in all campers/program participants and staff to build the Town's capacity to maintain a safe and healthy camp and program environment.

Staff should discuss this policy with their campers/program participants in age-appropriate ways and should assure them that they need not endure any form of harassment and bullying. Campers/program participants who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

All campers/program participants must be provided with the Town's camp and program activity Code of Conduct, which includes, but is not limited to:

- Any camper/program participant who engages in harassment or bullying may be subject to disciplinary action up to and including expulsion.
- Campers/program participants are expected to immediately report incidents of bullying to the principal or designee.
- Campers/program participants can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant camper/program participant or the parent of the camper/program participant feels that appropriate resolution of the investigation or complaint has not

been reached, the camper/program participant or the parent of the camper/program participant should contact the Town Administrator. The Town prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in harassment or bullying behavior include, but are not limited, to the following:

- All staff, campers/program participants and their parents will receive a summary of this policy prohibiting harassment, intimidation and bullying, at the beginning of the program.
- The Town will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing harassment or bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.