

Greenbelt's approach to sexual assault and harassment in the Greenbelt community

1. Introduction

Greenbelt is committed to developing a thriving and safe festival community, based on mutual respect between audience members, volunteers, contractors and staff. The values and standards expected of those within the Greenbelt community are recorded in the volunteer handbook.

Sometimes, interactions between people in the Greenbelt setting do not meet these standards.

This policy sets out the prevention, support and disciplinary framework with which allegations of sexual or physical assault within the community will be dealt with.

1.1 Scope of the policy

This policy is designed to deal with concerns and incidents in relation to specific working for the festival that Greenbelt will have a key role in handling. This includes incidents that happen on site during build, break and show days of the festival, and other working days such as Team Leader Day, Ops day or other gatherings organised officially by Greenbelt.

This policy is not intended to apply to incidents unrelated to the running of the festival (such as a disclosure of historic abuse that is not connected to the festival or safeguarding concern that become apparent over the course of the festival). Such complaints and concerns will be dealt with by the Safeguarding team or Wellbeing Team as is appropriate. Please refer to the Safeguarding Policy.

Greenbelt recognises that there are incidents that may have occurred outside of Greenbelt's direct involvement which could have an indirect impact on the running of the festival. These situations should be handled sensitively and with the general principles laid out in this document; supporting a person's well being and escalation to an appropriate Greenbelt representative for support and guidance. In most circumstances this would be the Safeguarding Team or Event Manager.

2. Definitions

2.1 Rape

A rape is when a person uses their penis without consent to rape a vagina, mouth or anus of another person. Legally, a person without a penis cannot commit rape, but may be guilty of rape if they assist a person with a penis in an attack.

2.2 Sexual Assault

Sexual Assault is when a person is coerced or physically forced to engage against their will, or when a person touches another person sexually without their consent. Touching can be done with any part of the body or with an object. Sexual penetration is when a person penetrates the vagina or anus of another person with any part of their body or an object without the person's consent (Crime Prosecution Service).

2.3 Sexual Harassment

Under section 26(2) of the Equality Act 2010, harassment is defined as unwanted conduct of a sexual nature which has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment (Changing the Culture, Universities UK 2016).

Harassment can include

- Commenting on somebody's appearance, sexual orientation, or gender in a derogatory or objectifying way, or in a way that makes them uncomfortable
- Creating or posting sexually offensive materials in the workplace
- Flirting at an inappropriate time, for instance in a team meeting, or even if these advancements would have been welcome in a different setting. These actions can damage a person's reputation
- Flirting with somebody or pursuing them persistently against their will
- Using obscene comments, gestures, pranks and jokes that degrade or offend somebody
- Sending or displaying sexually explicit objects or messages
- Invading someone's personal space, such as touching them inappropriately
- Threatening, coercing, stalking or intimidating somebody to pressure them into engage in sexual acts or conversations
- Proposing, demanding or insinuation of sexual favours.

2.4 Physical Assault

Inflicting intentional or reckless harm towards another individual is the general definition of assault, and this can range from battery (offensive contact, poking or pushing) or common assault (spitting, pushing or shoving) to more serious premeditated assaults.

For the purposes of this document rape, sexual assault and physical assault will be referred to as 'assault', unless specifically referred to otherwise.

2.5 Greenbelt Community

Referring to everyone who comes together to make Greenbelt happen. This includes volunteers, contractors, staff, audience members, partners and associates.

2.6 Crime Scene

A crime scene is any location that may be associated with a committed crime. Crime scenes contain physical evidence that is pertinent to a criminal investigation. This evidence is collected by law enforcement. The location of a crime scene can be the place where the crime took place or can be any area that contains

evidence from the crime itself. Scenes are not only limited to a location, but can be any person, place, or object associated with the criminal behaviours that occurred.

2.7 Relevant Greenbelt Representative

We ask that anyone who is witness to or is disclosed to about an incident of sexual harassment or assault escalates the issue to a relevant Greenbelt representative for further support and investigation.

A relevant Greenbelt representative may include a Staff Member, Safeguarding Team Member, Festival Operational Manager or another volunteer under the instruction of the Event Manager with the appropriate level of experience and qualifications to deal with the issue.

- Decisions about evicting a person from site, or taking legal action, must be escalated with one of the following members of GB Staff at the earliest convenient time (preferably before the action is taken); Event Manager, Managing Director. If the incident involves these people it can be escalated to the Program Manager or Creative Director.
- If 999 needs to be rung during the festival for any purpose, this should be done via The Control Team so they can prepare stewards and site for an emergency service entry.
- In the event of a person being asked to no longer volunteer at future festivals, the Volunteer Manager must be included and informed of this decision.
- The incident should never be escalated to a member of team or staff who is involved or accused in a case of sexual harassment or assault.

More detailed information on how this will be dealt with, depending on the situation, is outlined in this policy below.

3. Sexual and Physical Assault in relation to Criminal Law

Rape, Sexual assault and assault are serious criminal offenses. If reported to the police, they are investigated, and may be prosecuted by the Crown Prosecution Service. The threshold for conviction is 'beyond reasonable doubt'.

Greenbelt is unable to undertake an investigation of assault. People who report assault will be supported by Greenbelt if they wish to report the assault to the police for an appropriate investigation of alleged criminal activity.

Greenbelt will consider whether it is necessary to suspend, or remove from site, a person against whom allegations of assault have been made whilst the alleged assailant is being investigated by the police or any subsequent court process, in order to maintain the safety of the Greenbelt community.

Greenbelt also reserves the right to suspend, or remove from site, a person against whom allegations of assault have been made; even if there will be no police involvement.

4. Assault in relation to Greenbelt Procedures

Greenbelt's disciplinary procedures are separate, and different, from criminal law processes. Greenbelt's misconduct offences relate to breaches of Greenbelt's own Terms and Conditions, and not the UK Law. Greenbelt uses the balance of probabilities as its standard of proof, and is unable to use the same evidential processes available to the police.

Harassment or Assault is a violation of Greenbelt ethos, and if an allegation of harassment or assault is made against someone in the Greenbelt community, then they may undergo a Greenbelt disciplinary investigation, on completion of any police investigation and prosecution.

If a member of the Greenbelt community is affected by harassment or assault, alleged by someone else in the community, and the affected person decides not to report the harassment or assault to the police, they may still wish to discuss the incident with the Greenbelt team. A relevant Greenbelt representative will advise about how the incident would be dealt with if an investigation of the allegation – such as a potential breach of our Terms and Conditions, Volunteer Expectations or Code of Conduct – would be carried out.

The outcome of a Greenbelt investigation into the alleged assault will determine whether any disciplinary penalty for the alleged assailant should occur. This can include but is not limited to; being asked to leave the premises, no longer volunteering or working for Greenbelt, no longer attending the site in any capacity in the future and more.

4.1 Informal Mechanism

Depending on the situation it may be that the victim wishes to deal with the matter informally. This should be escalated to a relevant Greenbelt Representative who will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure that the alleged harasser understands the complaints mechanism
- If appropriate and desired; facilitate discussion between both parties to achieve an informal resolution that is acceptable to the complainant
- ensure that a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped
- ensure that the above is done speedily

4.2 Formal Internal Investigation

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter. The person who initially received the complaint will refer to a relevant Greenbelt Representative to instigate a formal investigation.

This representative should seek council where possible from other appropriate members of the team to ensure decisions are not made in isolation.

The person carrying out the investigation will:

- interview the victim and the alleged harasser separately

- interview other relevant third parties separately
- decide whether or not the incident(s) of sexual assault / harassment took place
- produce a report detailing the investigations, findings and any recommendations
- if the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, discipline, suspension, dismissal, other)
- follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome
- if it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace
- keep a record of all actions taken
- ensure that the all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible

4.3 Examples of disciplinary actions

Anyone who has found to have sexually harassed or assaulted another person under the terms of this policy is liable to any of the following sanctions internally from Greenbelt regardless of whether a police investigation has taken place

- Verbal or written warnings
- Transfer to another volunteer team
- Suspension of their work on site
- Dismissal from site
- Forbidden from attending or working with the festival in the future

5. Sexual and Physical Assault; promoting a respectful community

It is known that there are occurrences of sexual harassment or assault within festival events. Greenbelt recognises that whatever our beliefs or demographic, we are not exempt from this as a risk.

Sexual assault, in particular, is under-reported. This can be for many reasons, including: victim shame, stigma, underestimating the severity or significance of the assault, ignorance of the process or procedures that occur and their consequences, distrust of the formal process, unconscious bias, trauma response and more.

Greenbelt is committed to creating a community where everyone feels it is safe and helpful for them to access support from our team.

These commitments include developing resources to be made available to our audience and volunteers about how they can contribute to a respectful, thriving Greenbelt community. We are also committed to training volunteers about how to act in situations where these standards have been breached, through supporting victims and directing them to help, and challenging assailants when it is safe to do so.

Greenbelt will also make available information about sources of help within and outside the festival for victims of harassment or assault.

Greenbelt is committed to facilitating people who have been assaulted to make timely, informed decisions about reporting the assault and seeking help.

Greenbelt is committed to supporting people who have had allegations of assaulting another made against them.

6. Sexual and Physical Assault; support for survivors

For those who disclose a sexual or physical assault, Greenbelt will assess support needs and provide this for the person, ideally with continuity of staff contact, as far as it is able. This may be by directing them to the appropriate emergency services, and, thereafter, with respect to assessing physical, social and psychological help.

Where appropriate, Greenbelt will provide continuity of pastoral support through different staff members to both the person whom the allegation is made against and the alleged victim.

6.1 Disclosure

Anyone may choose to disclose assault or sexual assault to any Greenbelt staff, safeguarding team, children's team, stewards or other volunteers.

Greenbelt will ensure that all who might receive a disclosure are aware of how to refer to the relevant people with expertise through annual safeguarding training and volunteer training.

Advice can be sought from the Greenbelt Event Manager or from specially trained volunteers, such as the safeguarding team, to support victims of harassment or assault.

People who disclose should contact directly, or be directed to, initial support from staff or volunteers with expertise in managing harassment, assault or sexual assault – and, ideally, continuity of advice and support should be offered. The person's preference for support will be considered.

Greenbelt will aim to provide continuity of support to minimise having to repeatedly retell events, and in view of the protracted timeframe some investigations may take.

6.1.1 Escalation

Incidents that occur or are disclosed should be escalated appropriately. Training is provided for all volunteers annually on how to raise Safeguarding concerns and report an emergency situation. During build, break and show days this can be done via radio to the Control room, or by contacting the Safeguarding team either by

radio, phone or email.

Outside of build, break and show days on site safeguarding concerns can either be raised by phone or email, details of which can be found on the Greenbelt website. (<https://www.greenbelt.org.uk/greenbelt-policies>) Other official events organised by Greenbelt such as Team Leader Day or Ops Day would be handled by risk management / risk assessment for each individual event.

For more information on how an emergency situation should be managed on site please refer to our Event Safety Plan (Emergency Procedures, Section 27), Event Medical Plan, Security plan, Risk Assessment and other relevant policies.

Escalation of non-emergency situations is also vital. The Safeguarding Team should be involved with concerns and disclosures as early as is reasonably practicable. Beyond this, if there needs to be further discussion, a formal investigation or disciplinary action (such as removal of a person from site) this should be escalated to the Event Manager (or Managing Director if EM is not available) to make the final decision.

Actions taken in emergency situations or the decision to remove someone from the festival site should be logged with the Control and/or Safeguarding team for record keeping.

6.2 Support: people who are victims of sexual assault

Support for people who disclose sexual assault will comprise support for: health, signposting for psychological support, support for reporting assault to the police or support for further disclosure if required.

6.3 Support: physical health

In an emergency, victims will be directed to emergency health services.

If an assault takes place on the festival site then the medical team, security and the police should be contacted where such escalation is appropriate.

6.4 Support: treatment for physical injury

Services include our first aid team on site, A&E, and GP. Greenbelt will seek consultation with the first responder on the appropriate next steps for a person with physical injury. Please refer to the Event Medical Plan for further details.

6.5 Support: preservation of forensic samples (for sexual assault)

Where possible, a crime scene should be preserved and police advice should be sought on ensuring forensic samples can be taken from a site.

This could include removal of people from that area, barriers and stewards to preserve an area of the festival until further police advice is given.

6.6 Support: prevention of pregnancy and sexually transmitted infections

Victims should be referred to the first aid team, local emergency or GP services or other sexual health clinics where prevention of pregnancy and STI is necessary.

6.7 Support: psychological health

Greenbelt will aim to provide a continuity and coordination of support from the staff team, safeguarding, wellbeing or a nominated member of staff. This may include referral to services beyond the dates of the festival.

All other usual forms of Greenbelt support are available: our youth team, medial team, wellbeing and pastoral teams, stewards, safeguarding, security, OUT at Greenbelt, and more.

Other relevant support services, such as the NHS (GP, talking therapies) or charitable agencies (eg Victim Support) will be made available to any disclosing persons.

6.8 Support: reporting assault or sexual assault to the police

People who disclose sexual or physical assault will be supported, and encouraged, to report the assault to the police at the time of disclosure, or later if that is the person's wish.

A relevant Greenbelt representative will facilitate the disclosing person to consider the choices available to them, with respect to reporting to the police or not reporting.

Relevant Greenbelt representative(s) will support the person in making initial contact with the police and can potentially attend interviews where it is feasible.

7. Support: people alleged to have assaulted or sexually assaulted another

Greenbelt will maintain confidential records of the incident. The records of the incident, or any disciplinary process/expulsion from site will be shared in alignment with Greenbelt information-sharing policy or as a requirement for information by a professional body (i.e. the police).

Greenbelt will consider whether it is necessary to remove the person against whom allegations of assault have been made, whilst the assailant is being investigated by the police or any subsequent court processes. This may be in order to maintain the safety of the wider Greenbelt community.

If the alleged person is a volunteer, contractor or staff member, this person may be asked to suspend their work until further notice as an investigation takes place.

On the completion (or absence) of any external investigation, Greenbelt will consider whether to invoke any relevant internal disciplinary procedure.

7.1 Support for those alleged to have assaulted or sexually assaulted another

Being under any kind of investigation is a very stressful process.

Regardless of alleged circumstances, Greenbelt will seek to provide support and advice to anyone who may find themselves under investigation for breach of law, Greenbelt policies or procedures, for the duration of the investigation, where appropriate.

All other forms of Greenbelt support are available for general wellbeing and safety: our youth team, medic team, wellbeing and pastoral teams, stewards, safeguarding, security, OUT at Greenbelt, and more. But it is noted that these are not specialised services when it comes to assault, and may need to refer back to safeguarding, or an external source of support.

Other relevant support services, such as the NHS (GP, talking therapies) or charitable agencies (eg Victim Support) will be made available to any disclosing persons.

8. Sexual or Physical Assault: two or more Greenbelt community members involved in the same incident

Multiple people can and will be offered support by our safeguarding team or another appropriate Greenbelt representative, and where possible this support will be offered from different individuals.

Greenbelt will put in place, where feasible, practical arrangements necessary to reduce contact between the alleged and the accused if required.

Greenbelt may request voluntary agreement from people with respect to a restriction of movement on site, or leaving site entirely, if appropriate.

In relation to an incident involving two or more Greenbelt community members the advice from all other sections of this policy still apply.

9. Assault: Legal Advice

Greenbelt is unable to provide legal advice to anyone.

People are urged to seek legal advice for any potential criminal charges.

People are urged to seek legal advice prior to accepting a caution as an alternative to prosecution and fully understand the ramifications of accepting such caution.

10. Sexual or Physical Assault: Record Keeping

Greenbelt will maintain confidential records of any reported incident. Files containing sensitive information will be held in confidential computer files that can only be accessed with permission.

Such confidential records may be used if an internal Greenbelt investigation takes place. The records will not be shared externally without the person's consent – unless there is a Court Order for their submission via the Institutional information sharing policy.

11. Sexual Harassment

Volunteers should be encouraged to be clear and direct with somebody if they believe they are the target of sexual harassment via their Team Leader and Volunteer Training.

However, if they do not wish to communicate or feel their communication is ineffective, they should be encouraged to report the behaviour, and reminded that there is no retaliation for reporting. Reports made should be escalated to a relevant Greenbelt representative for further investigation and support. All volunteers are reminded of this via our annual Safeguarding training and volunteer training.

During build, break and show days this can be done via radio to the Control room, or by contacting the Safeguarding team either by radio, phone or email.

Outside of build, break and show days on site safeguarding concerns can either be raised by phone or email, details of which can be found on the Greenbelt website. (<https://www.greenbelt.org.uk/greenbelt-policies>)

When a relevant Greenbelt representative receives a complaint of sexual harassment, they will:

- Immediately record the dates, times and facts of the incident(s)
- Ascertain the views of the victim as to what outcome they want
- Ensure that the victim understands the company's procedures for dealing with the complaint outlined in this policy
- Discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- Keep a confidential record of all discussions
- Respect the choice of the victim
- Ensure that the victim knows that they can lodge the complaint outside of the organisation through the relevant legal framework such as reporting to the police.

The next steps for dealing with Sexual harassment is outlined in Section 4 of this policy.

11. Other relevant Greenbelt Policies

- Volunteer Handbook
- Information Sharing Policy
- Complaints Procedures

External Sources of help for victims of sexual assault

Emergency – 999

Police, non-urgent – 101

NHS Choices – [Help after Sexual Assault or Rape](#) – practical info on next steps after rape or sexual assault.

[Victim Support](#) – free confidential support 24 hours a day, 365 days a year for people affected by crime and traumatic events.

[Rape Crisis England and Wales](#) – provide specialist information and support to all those affected by rape, sexual assault, sexual harassment and all other forms of sexual violence and abuse in England and Wales.

[Survivors UK](#) – provide a national online helpline, individual and group counselling for boys, men and non-binary people aged 13+ who have experienced sexual violence at any time in their lives.

[Samaritans](#) – for anyone who is struggling to cope, who needs someone to listen without judgement or pressure.