

Preventing Bullying Policy

1. Aim

1.1 The college is committed to creating a safe and supportive environment which is free from bullying. There is an expectation that all students will:

- support the college in preventing bullying from occurring
- show respect to each other
- have the confidence to raise concerns about bullying

1.2 The Governor and college Management are fully committed to ensuring that the policy is as effective as possible in preventing bullying and harassment from occurring and that where concerns are made they are treated seriously and addressed promptly.

1.3 This policy sets out the College's approach to creating a culture of mutual respect and dignity and explains the procedures that will be followed if there is an allegation of bullying, harassment or victimisation.

2. Scope

2.1 This policy applies to all students of the College whilst studying, on work experience, during external visits and other activities.

3. Policy Owner: Student & Learning Services

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Impact Assessment status (Enter A, B, or C) A = Impact Assessment Equality Audit completed B = Full Impact Assessment started C = Full Impact Assessment Completed	A
Approved by Governing Board	
Effective date	April 2013
Target audience	All College Students
How communicated to users / location	College Website, Intranet.
Review interval (years)	3 years
Date of Next Review (month and year)	April 2016

4. Related Legislation

4.1 Equality Act 2010

5. Principles

- 5.1 The College will not tolerate any form of bullying, harassment or victimisation.
- 5.2 The College will publicise this policy widely and in a variety of ways to make sure that everyone fully understands their rights and responsibilities.
- 5.3 The College will provide training will be provided in the correct use of the policy and procedure.
- 5.4 The College acknowledges that where harassment and bullying occurs, this can affect people's health, study, work performance and can cause stress.
- 5.5 It is important to note that what one person may find acceptable, another person may find totally unacceptable. The important aspect of harassment and bullying is that the words or behaviour are not welcome to a particular person who is the target of those words and behaviour.
- 5.6 If there is a complaint about bullying or harassment, this will be investigated promptly. The member of staff who has received the complaint will decide if there is sufficient evidence for the case to be considered under the Positive Behaviour and Disciplinary Policy and procedure. Serious cases may be viewed as gross misconduct which could result in a student being excluded from the college.
- 5.7 The college will not tolerate any retaliation or victimisation of a person who has brought a complaint of bullying.

6. Definitions:

6.1 Bullying

- 6.1.1 Bullying is offensive, intimidating, malicious or insulting behaviour. It can take different forms including: name calling, teasing, mocking and threatening someone, taking money or property, physical abuse, sexual or racial harassment.
- 6.1.2 Bullying may also be making someone unhappy, isolated, intimidated, hurt, angry, frightened or unsafe.
- 6.1.3 Sending or posting of harmful, cruel or offensive text or images by email, telephone, internet, social networking websites or other digital communications devices is known as cyber-bullying.
- 6.1.4 Vigorous debate and occasional raised voices or arguments may not necessarily be bullying.
- 6.1.5 It is important to distinguish between bullying and the right of a teacher or other member of staff to give fair, constructive criticism in a reasonable manner and to make reasonable requests of students.

6.2 Harassment

- 6.2.1 Harassment is when someone is purposefully violates someone else's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for another person.

- 6.2.2 It is the person's own feeling as to whether the conduct is unacceptable that is important in assessing if harassment has occurred. Sometimes the behaviour is found to be unintentional, and then it will be acknowledged as having had the negative effect of harassment even though it was not meant as such.

6.3 Victimisation

- 6.3.1 Victimisation is when a person is treated badly because they have made a complaint.

7. Promoting a safe environment

- 7.1 Students will be informed about safeguarding/ bullying procedures at induction.
- 7.2 Staff will create a learning environment which is built upon mutual trust and respect ensuring interactions are clear and firm without being confrontational.
- 7.3 Staff will listen to all complaints and concerns about bullying behaviour and ensure they are followed up or referred appropriately.
- 7.4 Provide access to a range of support including counselling
- 7.5 Make policies and information available on student intranet

8 Reporting Complaints of Bullying and Harassment

- 8.1 Students are encouraged to discuss concerns of bullying with their tutors, Student & Learning Services staff or Student Union Officers. They should expect to be listened to seriously and treated with respect.
- 8.2 Student Union Officers should encourage and support the student to refer the issue to an appropriate member of College staff.
- 8.3 Some concerns of bullying may be resolved by staff helping to explore and explain misunderstandings. Where this is not possible then the Positive Behaviour and Disciplinary Procedures should be used.
- 8.4 Reports of bullying that involve people external to the College should be referred to a designated safeguarding officer.

9. Confidentiality

- 9.1 Confidentiality will be maintained where possible. If an individual decides to take no action but the circumstances described are serious, the College reserves the right to investigate in accordance with its duty of care.
- 9.2 Where the student is under 16 years of age the parent should be informed through the 14-19 Partnership Team.
- 9.3 Students over 16 should be encouraged to share the information with parents.

10. Malicious allegations and false statements

- 10.1 The college will not tolerate any complaints of bullying or harassment that are made maliciously and are found to be untrue. Such cases will be dealt with through the Positive Behaviour and Disciplinary policy and procedures.

11. Keeping records of incidents

11.1 If anyone believes they have been subjected to bullying, it is helpful for them to make a note of the details of the incident as soon as possible afterwards. Students can ask a member of staff to help them with this if they need to.

11.2 Notes should include:

- Dates
- Times
- Places
- the name of people involved
- the names of witnesses
- what actually happened
- how the person felt at the time
- action taken at the time
- whether the incident was reported to a member of staff

12. Monitoring

12.1 The College will monitor bullying through:

- Disciplinary and Safeguarding reports to the Board, Senior Leadership Team, Strategic Safeguarding Group and Equality and Diversity Committee.
- Student survey/voice