



STUDENT ANTI-BULLYING AND HARASSMENT POLICY

Please note: It is absolutely essential that any and all reports of bullying or any incident where bullying appears to be taking place must not be ignored, but must be acted upon and followed up.

Scope of the Policy

This policy applies to bullying and harassment and its implications for our students and the ethos of the College as a whole.

The policy should be read with other relevant College policies, in particular the College's Student Disciplinary Procedure, the Equal Opportunities Policy, the Disability Equality Scheme, the Gender Equality Scheme and the Race Equality Scheme. It should also be considered in conjunction with the college's approach to Every Citizen Matters 'Staying Safe'.

Purpose

The purpose of this policy is to:

- Clarify for students, staff, and parents what bullying is and that it is always unacceptable
- Explain to the College community some of the reasons why bullying and harassment occur and their impact on individuals and on the College as a whole
- Provide a secure, stimulating, positive, respectful and inclusive environment for learning

Policy Statement

Harlow College will not tolerate any form of bullying or harassment and is committed to eliminating bullying from the organisation. Our vision is to have high standards of teaching and learning which challenge our students to achieve. Our anti-bullying and harassment policy supports this; by promoting respect and tolerance for each other and for the College. We believe in tackling incidents of bullying by encouraging an environment where individuality is celebrated and individuals can develop without fear. This involves ensuring that all our students and staff share the same perception of what constitutes bullying, and that students are encouraged to report all incidents of bullying to a member of college staff.

Definition of Terms

Harlow College adopts the following definition of bullying:

'a physical, psychological or verbal attack against an individual or group of individuals by a person or group of persons, intending to cause physical or psychological harm to the victim'

Bullying is the use of aggression with the intention of hurting another person. It is usually conscious and wilful and commonly consists of repeated acts of aggression and/or manipulation.

People can be bullied on the grounds of:

- Race
- Gender
- Age
- Sexual orientation
- Disability
- Socio-economic status
- Nationality
- Language
- Religion
- Belief
- Other real or perceived differences

However, it can also be for no apparent reason.

Bullying can take many forms, including:

- Use of IT and mobile telephones, i.e. cyber-bullying and text messages
- Being called names
- Being teased or taunted
- Being pushed or pulled around
- Being hit or attacked
- Having bags and other possessions taken and thrown around
- Having rumours spread
- Being ignored and left out
- Being forced to hand over money or possessions
- Being attacked because of religion, colour, ethnicity, language, sexual orientation, disability, gender, class, age, family circumstances etc

Bullying can be subtle or it can be blatant. It can cause short-term suffering for the victim or it can go on for years, but it is always damaging and the college will always take it seriously and address it.

Ensuring Acceptable Performance and Behaviour

Staff have responsibility for ensuring that students adhere to their commitments as expressed in the Commitment to Study form and the Student Code of Conduct. Managers have responsibility for ensuring that staff are effective in their duties and behave according to the ethos and policies of the college.

Ensuring the above has, in some circumstances, the danger of being interpreted as intimidation or even bullying. To minimise this possibility it is important that staff, when raising serious issues, particularly persistent issues, do so clearly but politely and respectfully.

Such an approach – particularly when support is offered – is intended to help to minimise the possibility of people feeling intimidated and improve the likelihood that issues will be resolved.

Responsibilities

Everyone in the College must take responsibility for promoting a common anti-bullying approach and all members of the College community are expected to report and challenge incidents of bullying without fear or favour.

College Staff

We expect that staff will:

- Ensure that all alleged incidents of bullying, perceived or otherwise, are reported to line managers and acted upon
- Provide a good role model for young people by behaving in a respectful and caring manner with students and colleagues
- Undertake training to help them to deal effectively with issues of bullying and harassment
- Tackle specific incidents of bullying through the disciplinary procedure, if appropriate
- Raise awareness in the classroom of bullying, for example through the tutorial programme and induction
- Record, monitor and investigate reported incidences of bullying and harassment in accordance with College procedures
- Communicate the College's anti-bullying policy to students

We expect that students will:

- Support College staff in the implementation of the policy
- Become involved in the monitoring of the policy
- Feel confident to challenge and report incidence of bullying or harassment
- Feel reassured that bullying is taken seriously and is always tackled by the College

Governing Body

We expect that the Governing Body will:

- Support the Principal and College staff in the implementation of the policy
- Designate a Governor to take lead responsibility for the implementation of the policy
- Be fully informed on all matters concerning bullying and harassment in the College

Dealing with, Recording and Monitoring incidents

All reported incidents will be taken seriously and will be investigated. The College's overall goal will be to stop bullying behaviour and to ensure that any victim is supported and protected.

Each stage of the investigation will be recorded and, if appropriate, the matter will be dealt with through the College's disciplinary procedure. Complaints of bullying can be reported to any member of College staff or to a member of the Student Council. In addition, the

student Liaison Manager has a specific role in relation to issues of protection of students welfare, and he can be approached to report concerns.

Where appropriate, parents of both the victim(s) and the person(s) accused of bullying will be informed of what has happened and how it has been dealt with.

Monitoring data will be used to inform equality action plans.

Appendices

1. Bullying Report Form

APPENDIX 1 – BULLYING REPORT FORM

Please use this form for incidents involving bullying or harassment between students, whether or not any disciplinary actions are taken as a result of intervention.

Copy for LEARNER MENTOR FILE for all learners involved and copy to HEAD OF LEARNER INVOLVEMENT.

Staff member completing report: _____ Date: _____

Position: _____

Date of Incident: _____ Academy: _____ Area/Course: _____

Brief details of incident:

Did the incident appear to contain any elements of:

Racial harassment:

Sexual harassment:

Homophobic bullying:

Disability discrimination:

How did the incident come to your attention?

(e.g. from victim, witness, parent, staff member etc.)

How was the incident resolved?

Who was involved in mediating or resolving the issue?

(College managers, parents, counsellors etc)

Did any disciplinary measures follow (or are they pending?) Yes No

Details of victim(s) of bullying:

(1) Age: ___ D.o.B _____ Gender: ___ Ethnic identity: * _____

Course: _____ Level : _____

(2) Age: ___ D.o.B _____ Gender: ___ Ethnic identity: * _____

Course: _____ Level : _____

Details of those responsible for bullying:

(1) Age: ___ D.o.B _____ Gender: ___ Ethnic identity: * _____

Course: _____ Level : _____

(2) Age: ___ D.o.B _____ Gender: ___ Ethnic identity: * _____

Course: _____ Level : _____

* Refer to college enrolment form for ethnic categories. *(Attach additional notes if required)*