

# Learner Anti-Bullying and Harassment Policy

Mae'r ddogfen hon ar gael yn y Gymraeg / This document is available in Welsh

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## **Preamble to the Policy**

### **Equal Opportunities**

The college shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The college shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

### **Sustainability**

The college will comply with all statutory duties in respect of sustainable development by seeking to improve the long-term economic, social and environmental wellbeing of people and communities. This needs to be done in ways which promote social justice, equality of opportunity and which enhance the natural and cultural environment while respecting its limits.

### **Welsh Language**

The Welsh Language Measure of 2011 ensures the equal status of the Welsh language alongside the English language. This law has created the role of a [Welsh Language Commissioner](#) and has introduced a number of Welsh Language Standards with which the College are under a statutory duty to comply. This includes conducting Welsh Language Impact Assessments for all new and revised policies.

## **1. Introduction to the Policy**

The college has developed the Learner Anti Bullying and Harassment policy to make clear:

- a. Bullying and harassment behaviours are unacceptable
- b. The procedures that will be used to deal with unacceptable behaviour
- c. The likely sanctions for bullying and harassment
- d. The legal responsibilities the college has in respect of bullying and harassment

This policy and attendant procedures are required to promote a healthy safe and productive learning and working environment for all learners.

## **2. Scope and purpose**

a. This document outlines and defines bullying and harassment. It is intended to inform all learners of the types of behaviours that are unacceptable. It also sets out the guidelines that should be followed where bullying and harassment has proven to have taken place.

b. The purpose of this policy is to promote the development of a learning environment in which bullying and harassment are known to be unacceptable and where individuals have the confidence to complain about harassment and bullying, in the knowledge that their concerns will be dealt with appropriately and fairly.

A separate policy on Anti-Harassment & Bullying at Work exists for staff and advice on this can be obtained from the college's Human Resources department

c. Breach of the Anti-Bullying and Harassment policy may lead to disciplinary action being taken against a learner. Repeated breaches or a single very serious breach may result in a learner being suspended or excluded from the college. The college also takes into account their legal responsibilities where bullying and harassment has proven to have taken place.

d. This policy applies to all learners of the college, whether full- or part-time, whether or not their course is validated by, or associated with, any other institution, whether or not during college terms and whilst using home to college transport.

e. This policy does not apply to matters relating to academic performance. This is the subject of a separate procedure.

This policy takes into account the legal responsibilities for preventing and tackling bullying and harassment including and recognises bullying can have legal ramifications for perpetrators.

The Public Order Act 1986, The Malicious Communications Act 1988, The Children Act 1989, Protection from Harassment Act 1997, Education Act 2001, The Communications Act 2003, Education and Inspections Act 2006, Equality Act 2010, Protection of Freedoms Act 2012. This list is not exclusive.

### **3 What is Bullying and Harassment?**

Bullying and harassment is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between individuals, or perceived differences. (DfE 2012)

Bullying and harassment includes behaviour that seeks to intimidate, control, manipulate, put down, falsely discredit, or humiliate the other person. The actions are a single deliberate act, repeated acts, and hostile acts intended to harm another/others and which has consequences for learners and the community.

This can be:

Physical

Verbal

Indirect

Sexual harassment

Cyber bullying

Emotional

Financial

### **4 Types of Bullying and Harassment**

**Physical:** hitting, kicking, punching, taking belongings, or aggression

**Verbal:** name calling, insulting, making offensive remarks, taunting.

**Indirect:** spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, sending malicious e-mails or text messages on mobile phones

**Sexual harassment:** Harassment can include unwanted or unwelcome sexual advances, requests for sexual favours, and other verbal or physical harassment of a sexual nature.

**Cyber bullying:** - actions that use information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group, that is intended to harm others. This includes the use of internet service and mobile technologies such as web pages and discussion groups as well as instant messaging or SMS text messaging with the intention of harming another person.

**Emotional** – actions such as controlling behaviours, spreading lies

**Financial** – actions that involve financial control and threats. e.g. taking dinner allowance, extorting money.

## **5 What to do if you are being bullied or harassed**

Where possible, make it clear to the offender that the behaviour is offensive, keep a record of each incident as it occurs and ask witnesses, if any, to note them as well. If you wish to make a complaint, go to your Course Tutor or any Manager within your Campus. If you feel physically threatened at any time, go to a member of college staff. Above all, keep yourself safe.

## **6 What the college will do if you are being bullied or harassed**

The college must be able to demonstrate that all reasonable steps have been taken to prevent or deal with bullying and harassment and that an effective and sensitive response mechanism exists to cope with any instances that occur.

The college will do this by:

- Designating the responsibility for promoting; explaining and implementing the policy to a manager within Learner Services
- Emphasising the Anti-Bullying and Harassment policy applies not only on the college premises but also on all off site activities. Where bullying and harassment takes place between college learners off site and within a college activity, it can still be dealt with under the College Disciplinary Policy.
- Expecting all staff and learners to recognise that they are responsible for supporting the policy

- Informing all learners of the existence of this policy during their induction period.
- Raising general awareness through tutorials and training of both staff and learners
- Investigating allegations of bullying or harassment and where proven, applying the appropriated sanctions as laid down in the College Disciplinary policy.

## **7 Support**

Advice and information can be gained from the college welfare and wellbeing officers based in college.

Further support for victims of bullying can be gained from a variety of sources. This includes local and national agencies such as:

Childline 08001111 - <http://www.childline.org.uk>

Young minds - <http://www.youngminds.org.uk>

Bullying helpline - <http://www.Bullying.co.uk>

Cybermentors- <http://www.cybermentors.org.uk>

BeatBullying - <http://www.beatbullying.org>

Kidscape - <http://www.kidscape.org.uk>

Child Exploitation and Online Protection Centre (CEOP) - <http://ceop.police.uk>

NSPCC - <http://www.nspcc.org.uk>

National Bullying helpline - <http://nationalbullyinghelpline.co.uk>

Bullybusters: 0800 169 6928

## **8 Monitoring and Review**

The Director of Learner Services will monitor the frequency and instances of bullying to assess policy effectiveness.

## **9 Promotion**

The college will take reasonable measures to inform learners of the Policy through electronic means, on the learner portal ("student Life") and on the college website.