

BULLYING AND HARASSMENT POLICY - STUDENTS

Authors:	Dennis Francis and Tracey Gardiner	Approved by	SMT
Version	Revised	Original Date of Approval	September 2011
Date Reviewed:	March 2015	Review Date	January 2016
EIA	Completed March 2012		



INDEX

	Page Numbers
1. Introduction	3
2. Purpose	3
3. Scope	3
3. Definition of Bullying and Harassment	3
4. Dealing with Bullying and Harassment	5
5. Monitoring, Evaluation and Review.....	5
APPENDIX 1: Bullying Report Form	6
APPENDIX 2: Anti-Bullying and Harassment Statement – Students.....	7
APPENDIX 3: Where to get support	10

ANTI-BULLYING AND HARASSMENT POLICY: STUDENTS

INTRODUCTION

- 1.0** The aim of this policy is to ensure that all members of the College community feel valued and have the confidence to contribute to the aims and core values of the College.

The College is therefore committed to creating and maintaining a working and learning environment that is safe, secure and free from any form of bullying and harassment for all Learners. Where bullying or harassment does occur, individuals should feel supported in reporting incidents and be clear about the steps they should take. This commitment reflects the principles expressed in the College's Safeguarding Child Protection and Vulnerable Adults Policy.

The College takes bullying and harassment very seriously, any breach of this policy could lead to suspension or exclusion under the College's Learner Behaviour Policy.

2.0 PURPOSE

The purpose of this policy is to:

- To ensure that all members of the College community are aware of the types of behavior which constitute harassment and bullying.
- To ensure all members of the College community understand that harassment and bullying is unacceptable, will not be tolerated and that appropriate measures may be taken.
- Promote a climate within the College where a member of the College community feels confident in bringing forward issues of harassment and bullying without fear of victimisation or recrimination.
- Ensure that allegations of harassment and bullying are responded to quickly, positively and in confidence, wherever possible.
- Provide support (where possible) for victims of harassment and bullying whether it takes place inside or outside of the College.
- Promote awareness and understanding of issues regarding harassment and bullying

3.0 SCOPE

- 3.1** This policy applies to all Students of the College including students in our sub contracted and community provision. The College will also take appropriate action if Bullying and Harassment takes place outside of the learning environment and off College premises, where this has an impact on Students' safety.
- 3.2** Governors, staff and those visiting and working at the College have a responsibility to ensure Students are treated with dignity and respect. Everyone at the College has a duty to promote a culture free from unacceptable behaviour which includes the prevention of bullying and harassment.
- 3.3**

4.0 DEFINITION OF BULLYING AND HARASSMENT

4.1 Bullying behaviour is defined as “Any behaviour that is unwanted, unwelcome, inappropriate, and unacceptable to the person receiving it, causing them unease, stress, distress and a possible loss of self-esteem.”

Harassment behaviour is defined as “unwanted behaviour or conduct that creates an intimidating, hostile, degrading, humiliating or offensive environment. It may be related to age, sex, race, disability, religion, sexuality or any personal characteristic “. It may also be based on:

Association i.e. harassment based on the association with a person who has a protected characteristic e.g. because a person looks after someone with a disability. and

Perception i.e. harassment based on the perception that a person has a protected characteristic when they do not e.g. because they thought someone was a Muslim or was a Lesbian or Gay.

Both Bullying and Harassment involve persecution of the victim through intimidating, unfair, sarcastic, physical, harassing, provoking, malicious or angry behaviour that causes them to feel uneasy or threatened. This can take place over time or be a one-off incident.

Bullying and Harassment is the abuse of power by one person over another and all types of and examples of this behaviour are unacceptable and will not be tolerated in or by the College.

There is a fine line between Bullying and Harassment; each can be form of the other.

4.2 Different types of Bullying and Harassment include:

- **Physical:** Hitting, kicking, spitting, tripping someone up, invading personal space, stealing/damaging someone's belongings etc;
- **Verbal:** Name-calling, insulting a person's family, threats of physical violence, spreading rumours, gossiping about someone, talking about people to others behind their back or indirectly so that the person can hear, constantly putting a person down;
- **Emotional/psychological:** Excluding someone from a group, humiliation;
- **Electronic:** Bullying by text, e-mail, silent phone calls, bullying on the internet (in chat rooms, on bulletin boards and through instant messaging services), or any form of social media such as Facebook , Twitter and hate websites;

- **Racist:** Insulting language/gestures based on a person's actual or perceived ethnic origin or faith, name calling, graffiti, racially motivated violence;
- **Sexual/Gender Specific:** Sexually insulting language/gestures, name-calling, graffiti, unwanted physical contact, attention;
- **Homo/Transphobic:** Insulting language/gestures based on a person's actual or perceived sexuality, name calling, graffiti, and homophobic or transphobic motivated violence.
- **Age Related:** Insulting language/gestures based on a person's actual or perceived age, name calling, graffiti, and age motivated violence;
- **Disability and/or learning difficulty:** Insulting language/gestures based on a person's actual or perceived disability and /or learning difficulty, name-calling, graffiti, disability and/or learning difficulty motivated violence;
- **Religion and/or belief:** Insulting language/gestures based on a person's actual or perceived religion and/or belief, name-calling, graffiti, religious and /or belief motivated violence or intimidating behaviour.

4.3 Examples of bullying and harassment are:

- **Physical:** Pushing, threatening body language, invasion of personal space, physical gestures including dirty looks, demanding money with force;
- **Direct Verbal:** Teasing, isolating, abusive language, rumour spreading, ridicule of the person's work, ideas or behaviour, verbal threats of violence, gossip;
- **Indirect/Other:** Telephone calls, sending notes, setting unrealistic targets, deliberate occupation of an area to exclude others, electronic harassment, e.g. text messaging, e-mails, chat rooms, chat lines, etc.

4.4 Preventative Steps:

To support this policy the College is committed to using a number of different ways in which to communicate its commitment to dealing with Bullying and Harassment :

- Ensure staff and Students are aware of what is already in place, e.g. The Safeguarding and Vulnerable Adults Policy, Learning and Behaviour Policy.
- Ensure policies are clearly understood, reinforced and evaluated, especially during induction and, where appropriate, through the tutorial process.
- Encourage Student Council/Student Union involvement in raising awareness and supporting Students on Bullying and Harassment.

- Have named people at each centre (e.g. Lead Tutors, Curriculum Managers/Sixth Form Coordinators, Deputy Directors: Safeguarding Champions and Child Protection Officers) to be available to deal with problems related to Bullying and Harassment.
- Training will be offered to staff, managers and Student Representatives/mentors on the operation of this policy and procedure.
- Information on Bullying and Harassment will be placed on local notice boards, the College intranet and MyCandi.

5.0 Dealing with Bullying and Harassment

5.1 When a Student confides in a member of staff that they are being bullied or harassed, they should be taken seriously and treated sensitively:

The staff members should do the following:

- Inform the Learner of the formal procedures and discuss how to proceed. If the decided action is to formalise the incident, the Learner must complete a bullying report form.
- The incident should be investigated using the disciplinary procedures for when the Code of Conduct has been broken starting at the informal stage, or if more serious, the formal stage.
- The Student should be kept informed of any action that will be taken to investigate the allegation, through discussion and written communication.

5.2 If Staff/Security witness a bullying incident this should be taken seriously and treated sensitively. You should do the following:

- Obtain the name of the Student (s) concerned and report the incident to the tutor as soon as possible. For serious incidents inform the Duty Manager who can suspend the Student (s) if necessary.

5.3 Other considerations

During and after any investigation the situation should be monitored to ensure that bullying or harassment does not recur. Any investigation should include recommendations for a named member of staff, e.g. a tutor, to be responsible for monitoring the situation. The Learner should be made aware of the support services available to them and how to access them, e.g. Learner services.

If a Student feels he/she is being bullied they should talk to their tutor, one of their teachers, a member of Student Services, a Safeguarding Champion, Child Protection Officer or another member of staff that they trust. When raising an issue a Student may wish to follow either an informal route or a formal route as set out in the College's Learning & Behaviour Policy.

6.0 MONITORING, EVALUATION AND REVIEW

Implementation of this policy will be reviewed by the Learner Support Group. Incidents of bullying and harassment will be monitored throughout the year, by the Deputy Directors (Students) as part of the Student Disciplinary process and by the Colleges Child Protection and Vulnerable Adults Manager as part of the Safeguarding procedures. Incidents will be reported on by the Deputy Director (Teaching and Learning Unit) within the annual Student Complaints and Disciplinary reports presented to SMT and the Governors. The Policy will be reviewed annually.

APPENDIX 1

BULLYING AND HARASSMENT REPORT FORM (Use additional sheets if necessary)

• College ID No*

• How can we best contact you?

• What happened/is happening?

• When did it happen?

• Who was doing the bullying?*

• Did anyone else see it happen and if so who?*

• How does the bullying make you feel?

• Was the bullying a one-off incident or part of a bigger problem?

• Were you physically hurt during the incident?

• What sort of help would you like to stop the bullying (e.g. someone to speak to the Bullies and monitor the situation to ensure it doesn't get worse?)

• Do you have any worries now that you have reported the bullying?

You don't have to give any information marked with an * if you don't want to, but if you do give it you will make it easier for us to help you stop the bullying. Any information you give to us will be treated responsibly and we will discuss what action you would like to take before we take any action.

Please tick if you have a learning difficulty or disability and would like support.

APPENDIX 2

ANTI-BULLYING AND HARASSMENT STATEMENT – STUDENTS

City and Islington College does not tolerate bullying or harassment and is committed to making and keeping the college a safe, secure place that is free from all bullying or harassment for all Students. Where bullying or harassment does occur, the college will let Students know about the steps they should take and support Students in reporting bullying or harassment.

What is Bullying and Harassment?

Bullying is defined as “Any behaviour that is unwanted, unwelcome, inappropriate, and unacceptable to the person receiving it, causing them unease, stress, distress and a possible loss of self-esteem.”

Harassment is defined as “unwanted behaviour or conduct that creates an intimidating, hostile, degrading, humiliating or offensive environment. It may be related to age, sex, race, disability, religion, sexuality or any personal characteristic

If you are being bullied or harassed you should:

Talk to your tutor, a member of Student Services, or another member of staff that you trust.

What we will do:

1. Take your concerns seriously and listen to what you have to say
2. Talk to you about taking action which can be either:
 - Formally report the bullying or harassment by completing a bullying report form. This means that we will investigate the bullying using the college disciplinary procedures. You will be kept up to date of any actions taken.
 - Not take any further action at the moment. You can choose to formally report the bullying at a later date or if it happens again then we will investigate.

A copy of the College's Anti-bullying and Harassment Policy: Students is available on MyCandi

Where to get support

Internal – If you are worried or experience any form of bullying or harassment the following are available at each Centre to help you:

- Student Counselling and Advice Service
- Careers and Connexions
- Student Union Reps
- Course Tutor
- Personal Tutor
- Safeguarding Champions
- The College's Child Protection and Vulnerable Adults Manager
- Child Protection Officers

External - If you are worried or experience any form of bullying or harassment the following are available to talk too outside of the College:

- **Child line (Free phone 24 hour helpline):** Tel: 0800 1111
- **Samaritans:** Telephone: 08457 90 90 90 Email: jo@samaritans.org
Provides confidential non-judgemental emotional support, 24 hours a day for people who are experiencing feelings of distress or despair, including those which could lead to suicide.
- **Stonewall:** Telephone: 08000 50 20 20
Stonewall run a free info service for individuals, organisations, and employers. They can provide information and referrals for topics such as: Civil partnerships, employment, hate crime, parenting, discrimination and much more.
- **Victim Support:** Tel: 0845 30 30 900 www.victimsupport.org.uk
Free and confidential help to victims of crime, their family, friends and anyone else affected.
- **Nightline:** Telephone: 020 7631 0101
Nightline is open throughout the night to provide information and support for students in London. They cover everything from housing, sexual health, bullying and harassment.