

Policy/Procedure Name: Anti Bullying And Harassment Policy

Policy/Procedure Number: AB010

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Role Responsible: Executive Director (Student Support and Stakeholder Relationships)

Approved by: SLT

1. Purpose

Brooklands College is fully committed to the active promotion and celebration of the diversity of its community, maintaining a safe working environment which fosters positive working relationships and mutual respect.

It aims to promote emotional health and wellbeing within all settings of the college including partner work places so that bullying behaviour is unlikely and unable to prosper.

Brooklands College will not tolerate any forms of bullying and harassment. The college is committed to both recognising the early signs for bullying and harassment and then eliminating it from the organisation.

The policy will:

- Clarify to all learners, staff, parents/carers and employers what bullying is and that bullying in any form is always unacceptable.
- Providing an explanation why bullying and harassment occurs and the impact it can have on both individuals and the culture of the organisation as a whole.

2. Scope of the policy

This policy applies to bullying and harassment and its implications for our learners and the values of the college as a whole.

The policy should be read with other relevant College policies, in particular the College's Learner Performance and Conduct, Equality and Diversity Policy and Safeguarding Policy.

3. Definitions and examples

Harassment

Harassment is unwanted behaviour which you find offensive or which makes you feel intimidated or humiliated. It can happen on its own or alongside other forms of discrimination.

Unwanted behaviour could include:

- Harassment (including third party harassment and harassment by association and perception), together with victimisation due to one or more of the protected characteristics under the Equality Act 2010.
- Verbal - unwelcome or aggressive remarks, suggestions and propositions, malicious gossip, jokes, banter or disrespectful comments.
- Non-verbal - this may include offensive literature or pictures, graffiti,
- computer imagery, text messages, cyber impersonation, isolation or nonco-operation and exclusion from social activities.
- Emotional – humiliating someone, name calling, using insulting names or comments.
- Physical - unwanted contact, (e.g. unnecessary touching), or gestures, physical intimidation,

aggressive behaviour.

- Indirect – Spreading rumours, whether true or untrue. These examples are not intended to be exhaustive. They are, however, indicative of conduct that would be considered unacceptable by the college.

Sexual harassment between young people

<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of college.

All staff working with young people are advised to maintain an attitude of 'it could happen here'. Staff should be vigilant of, and respond appropriately to all reports concerns, and making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;

- not tolerating or dismissing sexual harassment as "banter", "part of growing up", "just having a laugh" or "boys being boys"; or 'girls being girls'.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- unwanted sexual comments and messages, including, on social media;
- sexual "jokes" or taunting;
- challenging physical behaviour (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts.
- displaying pictures, photos or drawings of a sexual nature and;
- consensual and non-consensual sharing of nude and semi-nude images and videos.
- sharing of unwanted content including across all social media platforms
- upskirting
- sexualised online bullying.

Bullying

Bullying 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, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a person is adopted, in care or has caring responsibilities. It might be motivated by actual differences between people, or perceived differences.

4. Effects of bullying and harassment

- Bullying and harassment can be unpredictable, irrational and may not be obvious to others. They can cause an individual to feel isolated, vulnerable or frightened and can have implications for physical and mental health or wellbeing. This can exhibit poor motivation and relationships, poor performance, increased sickness, unauthorised absence levels and increased drop out.
- Victims may fear retribution if they make a complaint. Others may be reluctant to come forward as witnesses and may collude with the bully as a way of avoiding unwanted attention themselves.
- A person who brings a complaint in good faith, or assists in an investigation should be protected from any form of victimisation regardless of the outcome.

5. Responsibilities

Staff responsibilities include:

- 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.
- All staff have a responsibility for ensuring that learners adhere to the College Code of Conduct.
- College leaders and managers have a responsibility to ensure that all staff behave according to college values and in accordance with the policies of the college.
- When challenging unacceptable persistent behaviour or raising serious issues it is important staff do so clearly and respectfully.
- Proven malicious allegations will be subject to the college Performance and Conduct Policy.
- Failure by a staff to act promptly in response to a formal or informal complaint will itself be treated as potential grounds for disciplinary action.

Learner responsibilities include:

- Every learner has a responsibility to treat other learners, staff and members of the public with dignity and respect, and to ensure their conduct does not cause offence or misunderstanding.
- Learners should report to College staff any incidences of harassment or bullying they are subject to or aware of, and cooperate fully with any investigations into allegations of bullying, sexual harassment, violence and online sexual abuse.

Appendix 1: Procedure for College Staff For Supporting Learners

We expect all staff will:

- Ensure that all alleged incidents of bullying, perceived or otherwise, are reported on MyConcern and followed up, in line with the College's Safeguarding processes as appropriate. Provide a good role model for young people by behaving in a respectful and caring manner with learners and colleagues.
- Tackle specific incidents of bullying through the Performance and Contact Policy and procedure.
- Raise awareness in the classroom/workshops of bullying, and as part of the tutorial and induction.
- Communicate the College's anti-bullying and harassment policy to students.

Instructions in managing incidents

- Ensure all disclosures about bullying, sexual harassment, violence and online sexual abuse are taken seriously and treated sensitively. It is important to discuss all possible and desirable strategies with the victim in the first instance and proceed as appropriate.
- Reassure the learner that they have done the right thing in reporting the incident of bullying or harassment and it is important to portray a calm, non-judgmental and positive response to the learner.
- It is important to be honest with the learner – do not promise confidentiality.
- Document the discussion and ask the learner to complete a statement which must be signed by the learner, to declare a true reflection of events.
- It is important that staff record facts and do not add their own interpretation on the statement and they must date and sign all documents.
- If a learner decides not to take any further action after reporting the incident the college reserves the right to investigate the incident and pursue an outcome.
- If the learner is under the age of 18, the College may make the decision to involve the parents/carers and in the case of a student being over 18 years of age but in possession of an Education, Health and Care Plan the college may decide that it is appropriate and advisable to involve the parents/carers.
- If the learner or staff member decides the matter is best resolved informally, an accurate record should be kept. In some cases, speaking directly with the person concerned can be enough to end the situation. For example, sometimes learners do not realise that their conduct is causing offence and explaining this to them is enough to make them rethink their behaviour.
- If the matter needs to be addressed through a more formal process or there is a serious safeguarding concern this needs to be reported to the College's Safeguarding Team.
- If there are allegations of staff bullying or harassment this needs to be forwarded to HR.

6. How to report bullying

- If you feel you are the victim of bullying or harassment – act promptly and tell someone. You can report this to a Course Tutor; Welfare and Wellbeing Officer, Safeguarding Team or someone in the student support areas of the college.