

Policy Number	
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Originator	Director of Quality and Standards
Responsibility	Rebecca Tootell



Policy and procedure to prevent Bullying and Harassment

Policy statement:

Accrington and Rossendale College is committed to ensuring the safety of all learners and to the provision of a safe and secure learning environment where all can achieve their goals and aspirations and leave college prepared for life in modern Britain. The College is committed to the fundamental values of democracy, the rule of law, individual liberty, mutual respect and tolerance for those of different faiths and beliefs. Any type of bullying or harassment undermines these values and is unacceptable.

Scope:

This policy is applicable to all staff and students

Definition

Bullying and/or harassment can be defined as a situation in which, a person engages in unwanted conduct which has the purpose or effect of violating the other person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other. The reasonable perception of the other person of behaviour constituting harassment shall be taken into account. This can be 'one off' incidents or continuous behaviour.

This may be on the grounds of: race, religion or culture, gender or gender identity, age, sexuality, disability, health, personal interests or perceived difference of any kind.

Banter:

Often bullying behaviour is passed off as 'just banter' but where any actions violate the other person's dignity, or cause upset then the matter will be dealt with as bullying.

Organisational responsibilities

All managers and members of staff are responsible for dealing with cases of bullying and harassment, both to address the behaviour of the alleged perpetrator and to provide support for the person who has been bullied.

To this end the College will

- Provide an induction session for all learners which will include awareness with regard to bullying and harassment issues giving clear guidance on what to do if they feel they are being bullied.
- Key staff will be trained in dealing with bullying and harassment, both in the interest of the bullied and the bully.

Procedure for dealing with Bullying and Harassment

Any accusation of bullying or harassment will be subject to an investigation which may lead to disciplinary action, but the procedure has been designed to deal with complaints of bullying and harassment in a sensitive manner. The procedure, therefore, seeks to ensure minimal stress for the complainant, timely resolution of complaints and a degree of flexibility appropriate to individual circumstance.

1. Individuals that feel they are being subjected to any behaviour, which contravenes our Bullying and Harassment Policy, should not feel that it is their fault or that they have to tolerate it. They should never ignore it. The bully or is often doing this to try and exert control, so silence may be interpreted as weakness and acquiescence.
2. Individuals who feel that they are being bullied should get support by talking to their tutor, personal tutor, a member of the learning services team or any member of staff that they trust, in the first instance, to talk through what has been happening.
3. With the agreement of the learner the matter will be dealt with by the vocational and personal tutor with support from the Head of Safeguarding and Personal Development, where needed, to agree the best way forward to resolve the situation and to support the learner. If appropriate, parents will be involved at this stage.
4. The college will respond to complaints by conducting a prompt investigation into the alleged incident, but this will be done with sensitivity bearing in mind concerns the individual may have about escalating the situation.
5. Depending on the circumstances and severity of the bullying or harassment the perpetrator may be suspended from college in accordance with the college disciplinary policy, pending the investigation.
6. Support will be offered to the complainant and the bully throughout the process using a restorative approach if appropriate:
 - a. The complainant will be able to discuss what happened, be reassured that they have done the right thing, and work with college staff to restore confidence and self-esteem.
 - b. The bully will be able to discuss how they became involved and explore the impact on them and others to support them in establishing that hurtful and offensive behaviour needs to change.
7. The interventions will be aimed at supporting and empowering students who have experienced bullying rather than encouraging a view of them as victims.
8. It is likely that bullying will be dealt with through the college disciplinary process but this will be aimed at supporting behaviour change in the bully.

Reviewing and Monitoring of the policy

Incidents of bullying will be recorded centrally as part of the college Safeguarding and Protecting process and reported annually to the Senior Leadership Team and the Board of Governors by the Director of People and Performance.