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Anti-Bullying and Harassment Policy

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## **Policy Statement**

The College recognises its responsibility to provide an environment free from bullying and harassment and upholds the rights of employees, learners, supported people and other building users to be treated with dignity and respect. In line with our Equality and Diversity Policy, the College expect standards of behaviour that reflect this and regards any form of harassment, victimisation, intimidation or bullying as unacceptable behaviour.

## **Scope**

It is the responsibility of all employees, learners, supported people and other building-users to

follow the principles of this policy, treating others with respect and avoiding any form of

discrimination.

## **Responsibilities**

Groups with additional responsibilities for implementation, monitoring and reporting include Peterborough City Council, the Leadership Team Equality and Diversity Task Group, Safeguarding Task Group and the Quality department.

## **Definitions**

### Bullying

City College Peterborough adopts the Peterborough City Council’s definition of Bullying as outlined in the Grievance Procedure:

* Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power which is meant to undermine, humiliate or injure the person on the receiving end.
* Power does not always mean being in a position of authority and can include both personal strength and the power to coerce through fear or intimidation.

Bullying may take the form of physical, verbal and nonverbal conduct and may include for example:

* picking on someone or setting a person up to fail or making threats or comments about someone's job security without good reason.

Digital bullying can include but is not limited to:

* cyber bullying, online bullying (sexualised or otherwise), skin gambling, blackmail and teenage dating apps.

Legitimate, reasonable and constructive criticism of an employee’s performance or behaviour or reasonable instructions given to workers in the course of their employment will not amount to bullying on their own.

* A single incident can be bullying if it is sufficiently serious.

The College recognises that peer on peer (child on child) abuse can manifest itself in many ways. This can include but is not limited to:

* bullying, cyberbullying, sexual violence, sexual harassment, being coerced to send sexual images (sexting), teenage relationship abuse, physical abuse and up-skirting.

For further information, see the Safeguarding and Child Protection Policy for Children and Vulnerable Adults.

Anybody can be the victim of bullying, but groups that are particularly vulnerable include but are not limited to:

* people with Special Education Needs (SEN) and Disabilities,
* young people that are in the care of the local authority (LAC) and;
* young people with a parent in prison.

### Harassment

Harassment is a form of discrimination that can be defined as any action or practise by a person or

group of people which is directed at an individual and is unwanted and causes humiliation, offence

and distress.

According to the law, harassment is illegal behaviour towards a person that causes mental or

emotional suffering, which includes repeated unwanted contacts without a reasonable purpose,

insults, threats, touching, or offensive language.

For further information, the College Equality and Diversity Policy lists the protected characteristics

under the Equality Act 2010.

## **Examples of bullying and harassing behaviour**

* name-calling or other derogatory remarks including lewd comments about appearance
* threatening words or behaviour
* punching, pushing or other forms of unnecessary body contact
* displaying abusive writing or pictures
* coercing someone into hand over money, mobile phone or other possessions
* sending abusive or threatening text messages, emails or other postings on social networking

sites such as Facebook, Twitter and Myspace

* spreading rumours about someone
* ignoring or excluding an individual or group
* public humiliation or criticism
* withholding necessary information
* substituting responsible tasks with menial or trivial ones

## **Policy commitment**

City College Peterborough will not tolerate any form of bullying or harassment. All staff, learners, and supported people are responsible for making sure the College is free of bullying.

City College will:

* provide help and support to any person alleging bullying throughout the process and

will be protected from victimisation.

* adopt a procedure for challenging bullying or harassing behaviours which will enable staff to effectively intervene in an appropriate way. This may include, but is not limited to, using the Challenging Behaviour Policy, Learner Disciplinary Policy or PCC Disciplinary Policy (for employees).
* in instances where inappropriate behaviour is the result of a disability, staff will work to minimise the impact by working through support plans and behaviour support plans to keep affected people apart as appropriate.
* investigate any complaints of bullying or harassment quickly, effectively and sensitively. Complaints may result in disciplinary action and could lead to expulsion or dismissal (of employees).
* false allegations of bullying or harassment will be taken seriously, and further action may be considered.
* be proactive in promoting the Anti-Bullying and Harassment Policy.

## **Reporting concerns**

We will not set a limit to the way in which a concern can be raised but would encourage one of the

following actions:

* Complete a Discrimination, Harassment or Bullying Reporting card – found at the end of

this policy and also towards the back of the learner handbook (learners and supported people).

* Go and speak to somebody with a Bee symbol on their door.
* Ask to speak to a Designated Safeguarding Person.
* Fill in a Feedback form. Forms are available from reception and on the college website under Student Information. (Have your say – Complaint Procedure.)
* Speak to a member of staff – they will be able to help you with any of the steps above.
* If employees do not feel that they can talk to their line manager informally, they can raise a

grievance. The Grievance Procedure is available on the Staff Handbook area of SharePoint.

## **Implementation**

Employees, learners and supported people (where appropriate) will be made aware of this policy

through induction and information online. Employees will be given training via Safeguarding training

and the reporting system, MyConcern.

## **How we can contribute**

We all have a shared responsibility to help create and maintain a working and learning environment free from bullying and harassment. We can do this by:

* Considering how our own behaviour may affect others and changing it.
* Being receptive, rather than defensive, if asked to change our behaviour.
* Treating everyone with dignity and respect.
* Taking a stand if we think inappropriate jokes or comments are being made.
* Making it clear to others when we find their behaviour unacceptable.
* Intervening, if possible, to stop harassment or bullying, and giving support to victims.
* Reporting harassment or bullying
* Being open, honest and objective in any investigation of complaints.
* Set a good example by our own behaviour
* Ensure that we contribute to a supportive working and learning environment

## **Linked documents**

This policy links with several other City College policies, practices, and action plans, including but not limited to:

* Sexual violence, harassment, and bullying Policy
* Safeguarding Policy
* Equality and Diversity Policy
* Challenging Behaviour Policy
* Learner Disciplinary Policy
* Learner Handbook
* Online Safety Policy
* Code of Conduct (employees)
* Grievance Procedure (employees)
* Disciplinary Policy (employees)

DISCRIMINATION, HARASSMENT OR BULLYING REPORTING CARD

If you experience discrimination, harassment or bullying while you are attending the college, or any venues the College works in, please complete and return this card as soon as possible.

Name…………………………………………………………………………………………………………………………………..

I have experienced discrimination, bullying or harassment on \_ \_ / \_ \_ / \_ \_ (insert date)

This is what happened:

…………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………..

I have reported this to my tutor / support worker Yes □ No □

Has the incident been dealt with properly? Yes □ No □

Contact number………………………………………………………………………………………………………………………………..

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