



# Anti-Bullying and Harassment Policy

## Student Anti-Bullying and Harassment Policy

### Introduction

Nescot College is committed to the promotion and development of equality and providing a supportive, friendly and safe environment, for students, staff and visitors without fear of being bullied or harassed. Any form of bullying or harassment will not be tolerated and all students are encouraged to inform the College if they are being bullied or harassed or if they are aware that others are. This includes bullying and harassment in the online world (social networking sites /mobile phones) as well as in the real world.

### Definition of bullying

Bullying is defined as:

‘behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.’

(DfE Guidance, Preventing and Tackling Bullying, 2017)

### Forms of bullying

- **Physical:** Pushing, hitting, kicking, pinching or any use of violence or unwanted physical contact
- **Verbal:** Name-calling, sarcasm, spreading rumours, repeated teasing, making threats
- **Emotional:** excluding from social groups, tormenting (e.g., hiding books, clothes etc.) and could be linked to medical, SEN or disability
- **Cyberbullying:** sending of unsolicited emails, unauthorised taking or posting photographs, use of text and social networking sites to bully others.
- **Racial/cultural/religious in nature** – including taunts, graffiti or gestures
- **Sexual:** unwanted physical contact, gestures or sexual language and attitudes
- **Homophobic:** upsetting comments, gestures, name calling focusing on sexuality or the use of homophobic or transphobia language

The College is committed to ensuring the protection and support of groups identified under the Equality Act 2010. We recognise that bullying can occur in or outside of college and may involve any member of the college, including adults (staff or parents), and we will respond to it in all its forms. For episodes causing significant harm, refer to the Safeguarding Policy and Procedures.

## **Definition of 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 be:

- spoken or written words or abuse
- offensive emails, tweets or comments on social networking sites
- images and graffiti
- physical gestures
- facial expressions
- jokes

You don't need to have previously objected to something for it to be unwanted.

**Harassment** is unlawful discrimination under the Equality Act 2010 if it's because of or connected to one of these things:

- age
- disability
- gender reassignment
- race
- religion or belief
- sex
- sexual orientation

The Equality Act calls these things **protected characteristics**. Harassment because of one of these characteristics is called **harassment related to a protected characteristic**.

## **How the College responds to bullying or harassment?**

All reports of bullying or harassment will be taken seriously and addressed as quickly as possible. The College will determine the nature and the extent of the incident(s) and will take actions appropriate to the circumstance.

## **Staff procedure for reporting bullying or harassment**

- If bullying or harassment is suspected or reported, (this includes bullying or harassment that you have been told about or witnessed), the incident must be responded to immediately by the member of staff who has been approached.

- All reports must be logged onto Pro-monitor (Confidential Comment, Level 2) for the attention of the, HOD (Head of Department/Satellite Centre) and DOF (Director of Faculty) and Rob Greening (Director of PDBW).
- Once a report of is received the HoD should meet with the “victim” and agree how they would like to proceed / resolve the situation. The HoD will lead the investigation.
- If there is evidence that bullying or harassment has occurred, it will be dealt with as a disciplinary matter through the college disciplinary process.
- The HOD must inform the Safeguarding Team if they believe the student is at risk of significant harm
- It may be appropriate to involve parents/carers or the police at this stage. Anonymity cannot always be guarantee as the College has a duty to safeguard and protect students, but every effort will be made to deal with the matter sensitively and maintain anonymity where possible.
- All follow ups and outcomes will be recorded onto Pro-monitor
- DOFs will provide SMT (Senior Management Team) and the Quality Department with a report of all bullying incidents reported within their faculty on a termly basis
- SMT will analyse this and share the findings with the College Governors

### **Recording incidents**

When a student reports bullying or harassment, the following information should be gathered:

- Dates, times and place of incidents
- Name of any witnesses
- What actually happened
- How it made them feel
- Any action taken e.g. reported to a member of staff
- Original copies of any correspondence or written material connected with the issue
- Where cyber incidents have taken place, printouts should be obtained wherever possible. If the incident involves indecent images stop the investigation and inform the Safeguarding Team. Do not ask to see the images or for them to be shared with you. Ask the student not to delete or share, while the investigation takes place.

### **Support**

Students who allege they have been bullied or harassed will be supported by being:

- Given an immediate opportunity to share their concerns with a member of staff of their choice
- Given reassurance
- Offered continuous support

Students who have been accused of bullying or harassment or have been found to have bullied or harassed another student will:

- Have the opportunity to discuss what has happened and reflect on their involvement
- If appropriate, will be given the opportunity to change their behaviour, being supported and encouraged to do so
- Be dealt with as per the College Disciplinary Policy
- Might be reported to the police by the College if a criminal offence has occurred.

## **Nescot Anti-Bullying and Harassment – Student Guide**

### **What do we mean by bullying or harassment?**

Any behaviour that is unwelcome, unwanted, inappropriate or unacceptable to someone. It can include inappropriate behaviour of a sexual nature, sometimes sexual harassment. It will often cause someone to feel embarrassed, uncomfortable, humiliated or distressed.

### **Can you give me some examples?**

It can include

- Name calling
- Using words associated with a person in negative way, for example using the word 'gay' in a negative way
- Graffiti
- Embarrassing comments or suggestions that make people feel uncomfortable
- Offensive jokes
- Spreading rumours
- Inappropriate touching
- Physical or verbal abuse
- Making fun about someone for example because they are Muslim, disabled or gay or from a black and minority ethnic background
- Sending offensive emails or texts
- Refusing to work with someone
- Sexual innuendo

### **What should I do if I am being bullied or harassed?**

Talk to someone you trust, your tutor, assessor, personal development coach or mentor, who will note the details of your concern.

## **What will we do?**

We will take your concerns seriously and listen to what you have to say. We will talk to you about taking action which can be:

- Formally reporting the behaviour so we can investigate using the college Disciplinary Procedures
- Not take any further action at the moment. You can choose to formally report the harassment or bullying at a later date or if it happens again.

## **Our expectations**

Everyone has a responsibility to ensure that Nescot is a College where everyone is respected and no one experiences harassment and bullying. Any student or member of staff found to be bullying or harassing someone will be subject to the relevant college disciplinary procedures.

## **Anti-bullying or harassment organisations and helplines**

- Anti- Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- Bullying UK: [www.bullying.co.uk](http://www.bullying.co.uk)
- Childline: [www.childline.org.uk](http://www.childline.org.uk) Tel: 0800 1111
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk) Tel: 0808 800 500
- The UK safer Internet centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

## Anti-Bullying and Harassment Policy

<b>VERSION</b>	<b>2</b>
<b>Policy Originator</b>	Director of Personal Development, Behaviour & Welfare
<b>Equality Impact Assessed:</b>	
<b>Approved by:</b>	SMT
<b>Date Approved:</b>	
<b>Review Interval:</b>	1 year
<b>Last Review Date:</b>	July 2021
<b>Next Review Date:</b>	July 2022
<b>Audience:</b>	Students, Staff
<b>Entered on SP:</b>	Yes
<b>Entered on Website:</b>	Yes