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**Anti-Bullying and Harassment Policy**  
Part of Telford College's commitment to safe learning.



**Contents:**

**Pages**

1. Introduction .....	2
2. Definitions .....	2
3. Policy Statement .....	3
4. Staff Responsibilities .....	3
5. Procedure Student-Student.....	4
6. Procedure Student-Staff .....	5

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## 1. Introduction

Telford College recognises that the safety and well being of its staff and learners is central to successful learning.

Telford College is therefore committed to creating and maintaining a working and learning environment that is safe and secure, free from any form of harassment or bullying, for all learners and staff.

Telford College recognises that without such a commitment, any individual, through no fault of their own, could be subjected to such unacceptable behaviour.

As harassment or bullying is unacceptable behaviour at Telford College and will not be tolerated, any proven instances of either will be treated as instances of misconduct or gross misconduct under the appropriate college disciplinary policy.

This policy explains learners' rights and responsibilities.

## 2. Definitions

Harassment may take place because of any issues relating to the following:

- Ethnicity, race or national origin
- Gender, marital status or family circumstances
- Disabilities and learning needs or difficulties
- Criminal record
- Trade union membership and activity
- Age
- Sexual orientation
- Family background
- Religious and/or political beliefs

Harassment is any behaviour that is unwanted, inappropriate, unsolicited and unacceptable to the person receiving it, causing them unease, stress, distress and a possible loss of self-esteem.

The following list does not aim to define all unacceptable behaviour, but to give an idea of sort of things that would be considered to be harassment:

- Telling inappropriate jokes
- Making offensive and abusive remarks
- Insulting or nicknaming, comments and actions
- Isolation or 'cold-shouldering' of individuals
- Sending offensive text messages or unwanted emails or attachments
- Making unwanted and deliberate physical contact

Bullying is very similar to harassment and involves persecution of the victim through intimidating, unfair, sarcastic, physical, malicious or angry behaviour that causes them to feel uneasy or threatened.

It may be:

- An abuse of power including verbal or physical threats or violence
- Deliberate withholding of knowledge or information
- Shouting
- Setting unrealistic targets
- Ridicule of the recipients work, ideas opinions, appearance or behaviour
- Deliberate occupation of public, shared space or communal areas to routinely exclude others or make them feel uncomfortable

Both harassment and bullying may be with single 'one-off' incidents or a series of incidents taking place over a period of time.

Both harassment and bullying may be committed by individuals or groups.

### **3. Policy Statement**

- 3.1 Bullying and harassment are unacceptable at Telford College: Equality of opportunity is everyone's concern and everyone's responsibility.
- 3.2 All learners and staff are responsible for creating a safe learning environment, free of bullying or harassment.
- 3.3 All learners and staff should take action to stop unfair treatment. All members of the college community have a duty not to ignore, condone by their silence or collude (join in) with acts of harassment or bullying.
- 3.4 Any incident that infringes your or other people's rights should be reported confidentially.
- 3.5 If you are experiencing harassment or bullying or have witnessed either, talk - in confidence - to someone who will be able to help. This might be your personal tutor, Student Services staff, course lecturer or other member of staff.

### **4. Staff Responsibilities**

- 4.1 Every member of staff has a responsibility to treat all learners with dignity and respect, to ensure their own conduct does not cause offence or misunderstanding.

- 4.2 Tutors of learners have particular responsibility to support their learners through any investigation into allegations of bullying and/or harassment.
- 4.3 Heads of schools and Programme Managers have a responsibility to ensure that the delivery of the curriculum does not contravene the requirements or spirit of this policy. All tutors have a duty to ensure that any allegations of bullying and/or harassment are treated as serious and are investigated thoroughly.
- 4.4 All staff who witness acts of bullying or harassment, or who are approached in confidence by learners who are being bullied or harassed or by learners who have witnessed such actions, have a duty to take action in line with this policy to prevent the reoccurrence of these acts.

## 5. Procedure Student-Student

- 5.1 Any student wishing to report an incident about another student should in the first instance speak to their Personal or Course Tutor, Student Services Mentor or Counselling staff in Student Services.
- 5.2 Personal Tutors or Course Tutors can also register a student's concern on a Cause for Concern or Harassment and Bullying Form and forward these to Student Services for action.
- 5.3 A member of Student Services Support Team will record relevant details from the victim, witnesses and perpetrator.
- 5.4 These statements will be forwarded to the Directorate so that the disciplinary code can be carried out.
- 5.5 The College's zero tolerance stance means that incidents should be dealt with as quickly as possible. Every effort will be made to ensure the safety of the victim whilst at College.
- 5.6 In severe cases, this may mean the perpetrator or perpetrators are suspended following further investigation or consideration of evidence.
- 5.7 Every effort should be made to enable the perpetrators to receive awareness raising sessions about harassment and bullying.

## 6. Procedure Student-Staff

- 6.1 Where a student wishes to lodge a complaint about a member of staff, then the student should put this in writing and hand it in to the Director of Student Services in the first instance. The incident will then be investigated by the Director of Student Services in liaison with the appropriate Director.
- 6.2 The Director of Student Services will interview the student and any named witnesses, and the Director of Student Services and the appropriate Director will see the member of staff.
- 6.3 All evidence and witness statements resulting from (4) above will be reviewed by the two Directors and a judgement will be made. Where the student's complaint is upheld the student will be informed in writing by the Director of Student Services. The member of staff will be informed of the decision in writing. The member of staff will also be informed of any further action that is deemed necessary under the College's Staff Disciplinary Procedure.
- 6.4 Where the student's complaint is not upheld, then the student will be informed in writing by the Director of Student Services and the appropriate Director will inform the member of staff of the outcome. If the student is found to have fabricated information, then the student will be dealt with under the College's Student Disciplinary Code.

Associated Policies: Student Disciplinary Code, Equality & Diversity Policy, Suggestions and Complaints Policy