



Anti-Bulling and Anti-Harassment Policy

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PRIESTLEY COLLEGE

Anti-Bullying and Anti-Harassment Policy

The College is committed to creating a working and studying environment which protects the dignity of all. The College values all of its learners and staff equally, regardless of age, ability, race, gender, religion, or sexual orientation. Being bullied and or/harassed can have a negative impact upon health, academic performance, examinations and sense of personal security. It can prevent a person from fulfilling their potential and from enjoyment of life. The College has a duty to ensure that all students feel that they are protected from harassment and bullying. All members of the College should be treated with respect and dignity both by students and by staff alike. The College expects all members to share the College's beliefs and values as outlined in the Priestley College Charter. We expect that all students will treat each other and the College staff with courtesy and respect as laid out in the College Charter. The same level of behaviour is expected by College staff.

This Policy is for incidents relating to students and staff, although for staff related incidents, the equivalent key document is the Staff Grievance procedure. The Policy will, however, apply where a member of staff reports that they are being bullied/harassed by a student of the College.

The terms 'bullying' and 'harassment' are often interchangeable, and bullying is often a form of harassment. The following definitions are based on the descriptions used by the Association of Colleges and the Advisory, Conciliation and Arbitration Service (Acas).

Bullying

Bullying and harassment can take many forms, but are characterised by an element of persistence (ie, sustained over a period of time). It is also recognised that there will be different perceptions as to whether particular actions, words etc are, or are meant to be, of a bullying/harassing kind. The perception of the victim/complainant will always be respected. Account will also be taken of the intention of the person accused of bullying/harassment.

Although there is no legal definition of bullying, it can be described as unwanted behaviour from a person or group that is either:

- offensive, intimidating, malicious or insulting
- an abuse or misuse of power that undermines, humiliates, or causes physical (pushing, hitting, punching etc) or emotional harm to someone

Bullying might:

- be a regular pattern of behaviour or a one-off incident
- happen face-to-face, on social media, in emails or calls
- happen at work or in other work-related situations
- not always be obvious or noticed by others

Examples of bullying at College/ in the work place could include:

- spreading malicious rumours about someone
- consistently putting someone down in meetings
- deliberately giving someone a heavier workload than everyone else
- excluding someone from team social events
- someone consistently undermining their manager's /teachers/tutor's authority
- putting humiliating, offensive or threatening comments or photos on social media, including (threatening mobile phone messages/calls/texts or emails/internet chat rooms)
- Verbal or written insults/taunts on the basis of gender, ethnicity, religion or belief
- Sexual – unwanted physical contact or sexual innuendo
- Comments about a person's sexuality designed to insult, intimidate or ostracise
- Disability – insults, taunts or other inappropriate behaviour about a person's disability or learning difficulty
- Displaying, storing or circulating (without permission) personal material or images, including information on computer

Sometimes bullying might be classed as harassment, if it's related to certain 'protected characteristics' under discrimination law (Equality Act 2010)-See TCAT Policy Equality Information and Objectives.

Bullying that's not classed as harassment could still lead to other legal issues, for example if it contributes towards constructive dismissal.

Harassment

By law, harassment is when bullying or unwanted behaviour is related to any of the following (known as 'protected characteristics' under the Equality Act 2010):

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

Pregnancy and maternity are different from the other protected characteristics, in how the law on harassment treats them.

As with bullying, the person being harassed might feel:

- disrespected
- frightened
- humiliated
- insulted
- intimidated
- threatened
- undermined

For it to count as harassment, the unwanted behaviour must have either:

- violated the person's dignity, whether it was intended or not
- created an intimidating, hostile, degrading, humiliating or offensive environment for the person, whether it was intended or not

The effects of bullying/harassment on a person can be corrosive and very damaging and may impact so severely on an individual as to lead to hopelessness, illness, increased isolation etc. Staff should be vigilant if a student's behaviour, attitude, performance and commitment changes; a key factor that should always be a flag for further vigilance is non-attendance at College.

Other College documents which support this Anti-Bullying and Anti-Harassment Policy include:

- College Charter
- Computer User Policy
- E-safety Policy
- TCAT Policy Equality Information and Objectives
- TCAT Grievance Procedure
- Student Handbook
- Parent/Carer Handbook
- Cause for Concern/Disciplinary Policies (Staff and Students)
- Safeguarding and Child Protection Policy

Personal Responsibility

Being part of the College community requires that all students and staff adhere to all College policies and College values and expectations, which include **zero tolerance** of bullying and harassment.

It is important that everyone recognises they have a part in preventing bullying and harassment. Everyone in the College community has a responsibility to work against any form of harassment and bullying. Staying silent when you know a bullying or harassment issue exists is a form of acceptance for something that is unacceptable at Priestley College, and all incidents must be reported as soon as possible.

Any individual being harassed or bullied should try to make it clear to the person/s responsible that such behaviour is unacceptable. Some individuals can achieve this, but where the individual feels that this is not possible, they should instead approach someone in an official position in College.

Strategies to reduce bullying or harassment

In order to ensure that students can study in an environment free from bullying or harassment, it is the responsibility of the College to ensure that clear strategies are in place both to prevent occurrences of bullying and harassment and also to encourage students to report incidents. These strategies include:

- All students will be made aware at Induction of the student Code of Conduct

- Staff training on safeguarding
- Information on how students can respond to bullying and harassment issues will be included in the student handbook
- All subject tutors will have clear expectations of standards of classroom behaviour, and will enforce these following the cause for concern procedure/code of conduct and non-negotiables.
- All key surveys and questionnaires (cross-college and curriculum forums) will ask students if they feel safe
- Curriculum and Pastoral focus groups will ask if students feel safe
- The tutorial programme will include modules on issues relating to harassment and bullying
- The College will strive to ensure that students and staff are made aware that bullying and harassment can be construed as hate crimes, and may result in criminal proceedings against those committing them.
- Senior tutors, and College Council to receive training on Reporting Hate Crime from Cheshire Constabulary.
- Staff will have training as appropriate and relevant to their role
- Anti-bullying/harassment posters made visible around College to promote positive behaviour for all members of the College

Monitoring Bullying and Harassment

Records of bullying/harassment incidents will be kept by the Assistant Principal-Student Support Services and the DSL Team on CPOMs and REMs Portal. A report will be presented to the Governing Body's Quality and Standards Committee as part of the annual report on safeguarding.

Formal Procedures

Reporting and Process followed:

Any harassment or bullying issue involving a student as the perpetrator will be pursued through the College's Student Disciplinary/Cause for Concern procedures although, for some students (depending on their personal circumstances), awareness counselling may be an effective solution. Any proven instance of deliberate bullying or harassment will be treated as misconduct. A bullying or harassment incident would move straight to stage three on the Cause for Concern procedure (and may result in suspension of the student(s) pending a thorough investigation). This would allow for consideration of awareness counselling for the student if the bullying/harassment does not stop it may lead to the person harassing or bullying being formally excluded at Formal Stage 4 of the Cause for Concern Procedure.

Any disciplinary issues relating to staff members accused of bullying or harassment of students would be dealt with through the Staff Disciplinary Procedures or Staff Grievance Procedures.

If an incident potentially includes criminal activity and/or a safeguarding concern, the police and/or relevant agency will be informed as necessary.

Allegations of student to student (peer to peer) bullying and/or harassment.

1. Report the bullying/harassment incident(s) to any member of staff.
2. The member of staff must make an accurate written record of the reported incident on CPOMS and refer it to a Senior Tutor(s) in the first instance.

All staff involved must be discreet and professional about the disclosure and not by any means communicate this with any other person.

Alternative methods of reporting for a student:

1. Report it directly to a Senior Tutor or member of SLT
2. Using the college 'letusknow@priestley.ac.uk' email
3. Reporting via the student menu /website button safeguarding Google form
4. Reporting via the student menu/website button – Wellbeing Google form
5. Ringing the College switchboard to report the incident over the phone.

The process that would be followed in this case is detailed in the Cause for Concern Procedure.

Allegation – member of staff bullying and/or harassing a student

1. Report the bullying/harassment incident(s) to any member of staff.
2. The member of staff must make an accurate record of the reported incident and refer to Designated Safeguarding Lead DSL (Mark Eccleston) or the Deputy Designated Safeguarding Lead DDSL (Dan Martin) or a member of SLT. The DLS, or DDSL may make a confidential record on CPOMS.

All staff involved must be discreet and professional about the disclosure and not by any means communicate this with any other person.

Alternative methods of reporting:

1. Report directly to a Senior Tutor (all of this team are DSL trained)
2. Using the college 'letusknow@priestley.ac.uk' email
3. Reporting via the student menu /website button safeguarding Google form
4. Reporting via the student menu/website button – Wellbeing Google form

5. Ringing the College switchboard to report the incident to an appropriate senior member of staff.

The process followed will be managed in line with the Trust Complaints Policy and may include relevant HR policies and procedures and/or College Safeguarding policies and procedures.

Allegation - student bullying and/or harassing a member of staff

1. Matters should be reported directly to (one of the following most appropriate) DSL/DDSL/Senior Tutor/ line manager/SLT member/HR. (The initial report can be made via email or by direct conversation).

2. Accurate written records of the reported incident should be maintained.

3. Concerns of this nature should all be referred to the Assistant Principal-Student Support Services (DSL).

All staff involved must be discreet and professional about the disclosure and not by any means communicate this with any other person.

The process followed in this circumstance is the Cause for Concern procedure at Formal stage 3. At this point, witness statements will be collected from both parties (and any other person(s) involved. The Senior Tutor (in support of the Assistant Principal-Student Support Services) will make a professional/ informed judgement to suspend the student (pending an investigation) with parents/carers and any staff member that was directly involved informed. Details of the incident will be recorded on REMS Portal and CPOMS including in the Suspension Cohort Group.

Allegation - member of staff bullying and/or harassing another member of staff.

All allegations of this nature will be dealt with using the TCAT Grievance Procedure.

Support for the alleged perpetrator and victim

The College understands that incidents of this nature can be difficult for all involved. As such, the College would want to support staff and students and the would be tailored depending on the situation and circumstances.

For members of staff this might include (but is not limited to):

- Access to the Employee Assistance Programme
- Support from HR and/ or SLT and/ or Line Managers
- Occupational Health Referral
- Staff CPD
- Mediation
- Mentoring
- Signposting to external organisations

For students this might include (but is not limited to):

- Regular contact with Progress Tutor, Parents or relevant Pastoral teams
- Mediation
- Wellbeing / Safeguarding Team
- Access to the College Counsellor
- Signposting to external organisations

M Eccleston

Assistant Principal – Student Support Services