



North Warwickshire
& Hinckley College

Student Bullying and Harassment Policy 2014

North Warwickshire & Hinckley College

Version 2

Assistant Principal - Schools, Communities & Student Experience

Contents

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1. Introduction
2. Definitions
3. Related Policies, Procedures and Documents
4. Rationale
5. Core Principles
6. Equality Analysis
7. Every Child Matters Commitment
8. Implementation, Monitoring and Review

Student Bullying and Harassment Policy 2014

1. Introduction

- 1.1 North Warwickshire and Hinckley College will not tolerate bullying or harassment in any form. The rationale underlying this policy is a commitment to protecting all learners in the College community from bullying and harassment in order to ensure a safe environment for study.
- 1.2 The College is committed to taking a proactive approach in preventing bullying and harassment and an active approach in responding to bullying and harassment when it occurs.
- 1.3 The College will treat all incidents and reported incidents of bullying and harassment extremely seriously and has a procedure that is transparent and reviewed and monitored regularly.

2. Definitions

In this document:

- 2.1 'Bullying' means behaviour which is intended to cause hurt, pain, suffering, humiliation, fear or degradation. Bullying tends to be mainly psychological e.g. threats and criticism.
- 2.2 'College' means the North Warwickshire & Hinckley College;
- 2.3 'Harassment' means the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. Harassment is unlawful.

3. Related Policies, Procedures and Documents

- 3.1 Comments, Compliments and Complaints Policy and associated procedures.
- 3.2 Equality Scheme.
- 3.4 Safeguarding and Protecting Children and Vulnerable Adults Policy; and associated procedure
- 3.5 Social Media Policy
- 3.6 Student Disciplinary Policy and associated procedure.
- 3.7 Other policies and documents may be identified from time to time as circumstances change and may be added to this list.

4. Rationale

- 4.1 Safeguarding the wellbeing of students is the first priority of the College and this Policy forms an essential part of the safeguarding policy portfolio and demonstrates the College's commitment to ensure that learners feel safe whilst at the College.
- 4.2 The Equality Act 2010 requires the public sector organisations, including further education colleges, take into account the needs of all relevant protected groups. The Act strengthens and simplifies existing equality legislation and sets out the duties the College has, not to discriminate.

5. Core Principles

- 5.1 All staff and students have a responsibility to ensure students feel safe and that all incidents of bullying and harassment are dealt with appropriately; both to address the behaviour of the alleged perpetrator and to provide support for the victim.
- 5.2 All complaints about harassment and bullying will be taken seriously and will be dealt with quickly and with respect for the people involved.
- 5.3 The College has established procedures which are clear, transparent and easily understandable.
- 5.4 The College recognises that staff and students may need training in order to address behaviour that arises.

6. Equality Analysis

- 6.1 By virtue of the provisions of the Equality Act 2010, the College has a duty to have due regard to the need to:
 - i. eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;
 - ii. advance equality of opportunity between people of different groups;
 - iii. foster good relations between people from different groups.
- 6.2 In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision making process and will demonstrate how this has been undertaken.
- 6.3 Where necessary a full equality impact assessment will be undertaken.

7. Every Child Matters Commitment

- 7.1 In implementing his Policy the College will ensure that it fulfils the Every Child Matters agenda as detailed in the Government Green Paper of the same name. The College aims to ensure that all its students, whatever their background or their circumstances have the support they need to:
 - i. be healthy;
 - ii. stay safe;
 - iii. enjoy and achieve;
 - iv. make a positive contribution;
 - v. achieve economic well-being.

8. Implementation, Monitoring and Review

- 8.1 The College will promote an ethos where every student and member of staff is respected by:
 - i. giving students a voice;
 - ii. having clear statements of expectations and behaviour as described in the Student Contract.
- 8.2 The College will promote an ethos in which every student is safe and free from intimidating behaviour by:
 - i. raising awareness of all members of the College community on the issue of bullying and the College's attitude to it through student induction, letters to parents, staff induction, personal tutorials and other communications;

- ii. providing staff development to support the development of an environment in which bullying is seen as inappropriate and unacceptable;
 - iii. all staff, particularly senior staff, demonstrating appropriate behaviour at all times.
- 8.3 The College will take measures to prevent bullying and harassment by:
- i. discussing bullying and the College's Policy and procedure during tutorial work with students;
 - ii. arranging supervision at high risk times and in high risk places to ensure that students are protected from bullying;
 - iii. ensuring regular dialogue with the Student Experience Team to promote proactive strategies to keep students aware of the issues;
 - iv. offering students at risk of being bullied extra support and guidance;
 - v. making students aware that members of staff want to be informed about any incidents and that action will be taken when bullying is reported.
- 8.4 The College will respond to incidents of bullying and has policies and procedures in place to steer its response and respond to incidents of bullying by:
- i. accurately recording of all incidents of bullying and monitoring the effectiveness of strategies to situations;
 - ii. offering students who are victims of bullying additional support and guidance;
 - iii. taking action in respect of the perpetrators of bullying to ensure that they are clear that their behaviour is unacceptable;
 - iv. working with those who bully others to enable them to address their behaviour, but always within the context of the College disciplinary procedures;
 - v. clarifying the extent of the problem and ensuring that appropriate resources are committed to address it;
 - vi. raising the profile of bullying as an issue in the College to encourage students and staff to report incidents of bullying;
- 8.5 The College will involve parent/s, carers or guardians (and other professionals if necessary), in ensuring students are properly protected by keeping parents, carers or guardians informed about specific incidents involving their sons/daughters, and ensure they are included in dialogue about ways to address the problem.
- 8.6 All incidents of bullying will be recorded and reported, with a particular note made of any racist, sexist, disability or homophobic element.
- 8.7 Incidents reported under this policy will be monitored by the Assistant Principal – Schools, Communities and Learner Experience and reported to the Executive Team and Corporation as part of the safeguarding review process.
- 8.8 Bullying incidents reported via the Safeguarding Team are reviewed at a weekly Safeguarding meeting and records are stored confidentially. An annual Safeguarding review examines the process and reflects on effectiveness and strategy of bullying intervention in order to promote and improve best practice.
- 8.9 Students are consulted at regular intervals throughout their course of study, to survey the effectiveness of bullying prevention and intervention and to assess the impact and effectiveness of the strategies in place. Methods of consultation across the student body include:
- i. Twice yearly QDP survey for all students.
 - ii. Regular targeted surveys via Student Voice mechanisms, including the Students' Union, Student Parliament, Focus Groups, Open Forums and drop-ins.
 - iii. Targeted tutorial group work to ensure an inclusive approach to engage all students.

8.10 This Policy will be reviewed every three years and updated, as applicable, to ensure that it remains appropriate in the light of any relevant changes to the law, organisational policies or contractual obligations.