



Anti-Bullying and Harassment Policy

The College takes a zero tolerance stand on bullying and harassment.

Introduction

- All members of the College have the right to work and study in an environment that is free from any form of harassment or bullying.
- The College deplores all forms of harassment and bullying and seeks to create an environment in which such behaviour does not occur.
- This policy is published to inform all members of the College of the types of behaviour that are unacceptable and to provide those who are the victims of harassment or bullying with a means of redress.
- It is recognised that the College has a duty to implement this policy and that all members of the College are required to comply with it.

Definitions

The College views harassment or bullying as inappropriate or unwanted behaviour by one member of the College towards another. It can be physical, verbal or non-verbal conduct which affects an individual's dignity or self-esteem. It may be persistent or an isolated incident. Examples include:

- name calling
- abusive, intimidating, threatening or insulting conduct;
- unwelcome touching or invasion of private space;
- abusive comments of a lewd or sexual nature;
- the display of offensive writing or materials;
- insensitive jokes and pranks;
- isolation or suspension from activities and
- public humiliation or the abuse of power, position or knowledge

This list is not exhaustive.

It should be noted that it is the impact of the harassment which is relevant and not the motive or intent behind it. Bullying is where the action (s) taken are deliberately intended to intimidate.

Procedure

Informal Stage

The College takes all allegations of bullying and harassment very seriously and investigates them thoroughly. Disciplinary action will be taken against any student found to have harassed or bullied someone else. Students should initially refer their complaint to their Personal Tutor for informal advice. The Personal Tutor may refer the matter on to a Senior Tutor for investigation.

Formal Stage

Students should complete the Complaints Form in the Student Diary and take it to Reception where it will be logged and then investigated by a senior member of staff.

Notes

- All members of the College will be protected from victimisation for bringing or supporting a genuine complaint.
- Where a complaint is shown to be unfounded, guidance will be provided to resolve the issue.
- The College reserves the right to initiate disciplinary proceedings against any student of the College who, after investigation, has been found to have made a malicious allegation.