

# BHASVIC

## BULLYING AND HARASSMENT POLICY

**Last Updated:** JULY 2014

**Review Date:** JULY 2017



## **BULLYING AND HARASSMENT (STUDENTS) POLICY**

### **1 Policy Statement**

- 1.1 The College welcomes diversity and believes that every student has a right to work and study in an environment which encourages harmonious relationships. The College is committed to preventing bullying and harassment and its commitment to equal opportunity is enshrined in its Equality and Diversity Policy and in the College Charter.
- 1.2 Under the Equality Act 2010 (which incorporates the Human Rights Act 2000, Race Relations Act 1976, Sex Discrimination Act 1975 and the Protection from Harassment Act 1997), every student is personally liable if they are involved in discriminating against or harassing someone else.
- 1.3 Allegations of bullying and harassment will be treated very seriously by the College and will be investigated by a College manager. If any parties are guilty of bullying or harassment this is very likely to result in disciplinary action being taken against the perpetrator(s).
- 1.4 The College will take measures to ensure that any student raising a genuine concern under this policy is not victimised as a result of investigations and/or actions taken in response to their concerns.
- 1.5 As allegations of bullying and harassment are very serious and may carry significant implications for anyone accused, the College will also treat any such allegations proven to be malicious as a disciplinary matter.
- 1.6 The College will also treat very seriously allegations of the harassment and/or bullying of a member of staff by a student or students and, if such allegations are proven, they are likely to be the subject of disciplinary action.
- 1.7 The College will normally investigate any incidents of bullying or harassment which have taken place during the College day and within the College grounds or online if both parties involved are members of the College (staff or students). If the reported incident involves people outside of the College community, normally, any person(s) reporting such incidents to the College will be advised as to whom else to contact regarding their concerns (for example, the police).

### **2 Policy scope**

- 2.1 This policy relates to all students who are studying at the College. A separate policy on Dignity at Work exists for staff and advice on this may be obtained from the Human Resources Department.
- 2.2 Incidents of bullying or harassment which involve:
  - 2.2.1. one or more BHASVIC students and any member of staff (including temporary staff and volunteers),
  - 2.2.2. student(s) at the College and any person(s) the College considers a local neighbour or resident,
  - 2.2.3. both parties who are students at the College;are within the scope of this policy for investigation and/ or action by the College.
- 2.3 Incidents that involve external parties to the College are not within the scope of this policy, though affected student(s) and /or their parent(s) or carer(s) will be offered advice. Such incidents may, however, be considered by the College when assessing risks to other members of the College community and may still lead to an investigation by a College manager. In such cases, preventative actions may follow for victims or perpetrators of incidents of bullying or harassment if the College considers these to present a risk to individuals or wider members within the College community.
- 2.4 Incidents of bullying and harassment which take place in person or through any other medium, including online, are within the scope of this policy.

### 3 Policy Aims

- 3.1 The College has a firm commitment to equality and diversity and will not tolerate the bullying or harassment of any member(s) of its community by another or others. The aim of this policy is to assist all members of the College community to develop a working environment in which bullying and harassment are known to be unacceptable and where individuals have the confidence to complain about harassment and bullying, should they arise, in the knowledge that their concerns will be dealt with confidentially, appropriately and fairly.
- 3.2 The policy is accompanied by procedures to be followed if a student feels they are being bullied or harassed in the course of their period of study at the College.

### 4. Roles and Responsibilities

- 4.1. **The Governing Body** is responsible for ensuring that the College has appropriate policies and procedures in place which minimise the risks of incidents of bullying or harassment occurring, effectively resolve any such incidents should they occur and that these are updated regularly.
- 4.2. **The Principal** has responsibility for ensuring that these policies and procedures are fully implemented and that sufficient resources are allocated for training.
- 4.3. **The Assistant Principal, Director of Student Services** is responsible for:
  - Reviewing this policy and procedures.
  - Overseeing and directly receiving information and offering advice about incidents of bullying or harassment, maintaining records and ensuring appropriate action is taken.
  - Assessing the development needs of staff and governors and coordinating appropriate training.
  - Advancing the education of students at the College.
  - Reporting annually to the governing body on how well the College has been able to follow policy and procedures with regard to bullying and harassment and the suitability of these.
- 4.4. **All Staff** are responsible for:
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  - Educating students and advancing their understanding of the College's values and expected codes of conduct
  - Responding to any incidents of bullying or harassment
  - Ensuring incidents are reported

### 5 Monitoring of the Policy

- 5.1 The Senior Management Team will keep the implementation of this policy under review with support from the Equality and Diversity Officer and Inclusivity Team. The Assistant Principal, Director of Student Services will monitor its use.

### 6 Related Documents

- Acceptable Use of Computers Policy
- Child Protection Policy
- College Charter
- College Contract
- Complaints Policy
- Dignity at Work Policy
- Equality Act 2010
- Equality and Diversity Policy
- Instrument and Articles of Government
- Safeguarding Policy
- Student Discipline Policy
- Single Equality Scheme