

P O L I C Y

TITLE:	Learner Anti-Bullying Policy
AIM:	To state the College's policy and procedures in relation to the bullying of learners
RELATED POLICIES & PROCEDURES:	Learner Disciplinary Policy Safeguarding Children and Vulnerable Adults Policy Equality Policy Police Involvement Policy
DATE FOR IMPLEMENTATION:	November 2019
APPROVED BY:	College Executive Team Board of the Corporation
DATE OF APPROVAL:	October 2019
DATE OF NEXT REVIEW:	October 2022
DISTRIBUTION:	All staff and learners via the College Intranet
VERSION CONTROL:	Previous version approved October 2014
PERSON RESPONSIBLE:	Vice Principal: Information, Planning, Learner Experience, Inclusion and Curriculum Operations

EQUALITY IMPACT ASSESSMENT		
Phase 1 Initial Screening completed	Date:	22/9/2010
Phase 2 Full impact assessment completed/ not required	<input checked="" type="checkbox"/> Not required	<i>(please tick if appropriate)</i>
	Completed on <i>(if applicable):</i>	
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Anti-Bullying Policy

1. Purpose

East Riding College aims to provide a caring environment which ensures the health, safety and support of all in its community. Bullying can not only affect individuals but also their families, friends, colleagues and the environment within which they study.

2. Statement

East Riding College will not stand for bullying or harassment of any kind including the use of texts, social networking sites e.g. Facebook, instant messaging or any other media. If a complaint is made to the College or a learner reports an incident involving bullying it will be investigated promptly, thoroughly and appropriate action taken in accordance with the College's policies.

The College adopts a no blame approach in its response to allegations of bullying. This approach assumes that support is appropriate for both the victim and the perpetrator. This should help to ensure that the situation does not recur, that both parties are treated fairly and that the self-esteem of both is promoted.

Where appropriate, restorative strategies are used to empower learners and repair relationships. Learners are supported to build resilience pre- and post- incidents and to understand how their actions impact on others.

3. Legislation

The 2010 Equality Act protects those who share the protected characteristics relating to race, disability, sex, age, sexual orientation, religion and belief, gender reassignment, pregnancy and maternity from harassment and bullying.

The Criminal Justice Public Order Act 1994 and the Protection from Harassment Act 1997 also provide protection from bullying and harassment. In accordance with this legislation, individuals may be held individually liable for an act of harassment and the College has a responsibility to ensure that measures are taken to prevent such acts from taking place.

4. Definition of Bullying

Bullying is a form of abuse. Bullying is an act of repeated aggressive behaviour in order to intentionally hurt another person, physically or mentally. There are three basic types of abuse: emotional, verbal and physical. Bullying may take many forms;

- offensive songs, remarks, jokes, emails or gestures;
- display of offensive posters, publications and graffiti;
- unwanted physical contact or advances;
- offensive remarks about a person's dress or appearance;
- offensive remarks about a person's race, sex, marital status, disability religion or belief, sexual orientation, gender identity or age;
- shouting, abusive or intimidating language;
- spreading malicious rumours, allegations or gossip;
- excluding, marginalising or ignoring someone;
- intrusion by pestering;
- cyber bullying; the sending or posting of harmful, cruel or offensive text or images by email, internet, social networking websites or other digital communication devices.

The above list is intended to give an indication of the behaviour which the College considers to be unacceptable, it is not exhaustive.

5. Statement of Responsibilities

5.1 Corporation

Corporation members are responsible for ensuring that:

- they are familiar with the anti-bullying policy
- they receive and respond to any monitoring information collated as part of the review of the policy; and that
- the College meets its public sector equality duties

5.2 Managers

Managers are responsible for ensuring that all staff recognise and report incidences of bullying:

- taking the lead in creating a positive, open culture that challenges inappropriate behaviour on the part of learners
- ensuring that they are familiar with the anti-bullying policy, and that it is followed correctly
- that they report any incidences of bullying to a member of the College's anti-bullying team
- that they participate in an investigation where there is evidence to show that a learner may have been or is being bullied
- that the confidentiality of the learner/s concerned is maintained so far as is practically possible

5.3. Tutors

Tutors are responsible for ensuring that:

- they support and encourage a learning environment within which learners are free from harassment and bullying
- they are familiar with the anti-bullying policy and that it is followed correctly
- all incidences of bullying which they observe or are made aware of are reported to a member of the College's anti-bullying team
- that they participate in an investigation where there is evidence to show that a learner may have been or is being bullied
- that the confidentiality of the learner/s concerned is maintained so far as is practically possible

5.4 School Liaison and Guidance/Client Services and Enrichment (Learner Services) Managers

Learner Services managers are responsible for ensuring that:

- the anti-bullying team are fully trained and familiar with the policy and the procedures for reporting, recording and investigating allegations
- all reported incidents are responded to promptly and recorded accurately
- the College's learner disciplinary policy is instigated where it is deemed appropriate
- the College anti-bullying policy and the RESPECT procedures are promoted through the learner induction, tutorials, enrichment sessions, learner handbook, posters and leaflets

5.5 Anti-Bullying Team

The anti-bullying team are responsible for ensuring that:

- incidents are dealt with appropriately and restoratively, ensuring the victim has a voice and feels listened to and supported
- supporting learners to build resilience pre-and post-incidents
- supporting learners to understand how their actions impact on others, offering the “restorative justice/positive behaviour” session where appropriate
- the RESPECT e-mail folder is checked daily
- a response message is sent promptly
- all incidences are properly recorded
- the agreed RESPECT procedures are carried out
- bi-annual meetings are held to review anti-bullying arrangements

5.6 Learners

Learners are responsible for ensuring that:

- they familiarise themselves with the RESPECT procedure for the reporting of bullying
- their behaviour supports a positive study environment free from harassment and bullying
- they participate in an investigation when asked by an investigating officer where the learner has observed or has evidence that another learner is being bullied

5.7 Parents

Parents who suspect that a learner is being bullied or is bullying others are responsible for ensuring that:

- learners are encouraged to report it immediately to the College using the RESPECT procedures
- they make an appointment with a College Guidance Officer if they wish to discuss the matter
- they work with the College to develop a support plan

6. Procedure

6.1 The RESPECT Procedure

If a learner believes that they have been subjected to bullying they should make a note of the details of the incident and report it via any of the following routes:

- e-mail respect@eastridingcollege.ac.uk
- go to the College Reception and ask to speak to a College Guidance Officer
- In Moodle, use the links menu then click on the anti-bullying button

6.2. Informal

In most cases it will be preferable to deal with the incident informally. Sometimes learners are not aware that their behaviour is unwelcome and an informal discussion can lead to greater understanding and an agreement that the behaviour will cease. It may be possible to reach solutions quickly with minimum risk of embarrassment, suffering, and disruption to study and/or relationships.

All reports will be treated seriously and no one will be victimised for reporting an incident. Appointments will be made with a member of the anti-bullying team and, where it is felt to be beneficial, both the learner who feels they are being bullied and the alleged perpetrator may, with the consent of both parties, be invited to a mediation session.

6.3. Formal

If the incident is seen to be serious, particularly if serious misconduct has taken place the matter will be dealt with under the College's learner disciplinary procedure. In certain circumstances it may be necessary to invoke the Police Involvement Policy.

7. Support

The College recognises the sensitive nature of harassment and bullying, learners who believe that they are being bullied may wish to discuss their particular situation in confidence before deciding what action to take. They may;

- discuss the situation with their course tutor
- make an appointment to see a College Guidance Officer
- make an appointment to see a College Counsellor

It is important that the situation be monitored to ensure that any bullying has stopped and that there has been no victimisation. The anti-bullying team will undertake careful monitoring of the situation.

8. Review and Monitoring

The implementation of the policy shall be subject to annual review. To assess the policy's effectiveness there will be an analysis of available information including the number of reported incidents and feedback from learner surveys and focus groups.