

HADLOW COLLEGE

**STUDENT BULLYING
AND HARASSMENT
POLICY AND PROCEDURES**

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STUDENT BULLYING AND HARASSMENT POLICY AND PROCEDURES



Introduction

Hadlow College is committed to providing a supportive, friendly, safe and positive environment so that students can learn in a secure atmosphere and get the most out of their experience of college life.

Bullying or harassment of any kind is unacceptable at Hadlow College. If it does occur, students are encouraged to speak to a member of staff in the secure knowledge that incidents will be dealt with promptly and effectively.

This policy outlines:

- Measures put in place to raise awareness of bullying and harassment behaviours and how to counter these behaviours.
- A list of behaviours that would be considered inappropriate or unacceptable. The behaviours listed in this policy are not exhaustive. There may be other forms of harassment that cause individuals to feel uncomfortable or isolated and these will also be acted upon under this policy.
- Procedures for reporting incidents of bullying or harassment.

Bullying and Harassment may result from behaviours of other students, staff, other adults working at the College or by people from the local community.

1. Definition of Bullying

Bullying is about one person or a group of people exerting their power over another person or group of people. Bullying can cause the victim serious physical and mental problems and can ruin an individual's chances of success both in college and in their future career.

The College does not tolerate any type of 'initiation ceremony' intended to cause pain, anxiety or humiliation.

Bullying can be:

- Emotional: tormenting, excluding, anonymous letters, demanding money, demanding coursework to copy
- Physical: punching, kicking, hitting or any use of violence, stealing, damaging belongings
- Sexual: unwanted physical contact or sexually abusive comments
- Verbal: name-calling, sarcasm, spreading rumours, teasing, 'putting down'
- Racist: racial taunts, graffiti, gestures
- Homophobic: comments about someone's sexuality

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- Cyber-bullying: can relate to any of the above with the use of Information & Communication Technology (ICT) e.g. email, internet or text messaging

Signs and symptoms of being bullied or harassed (including changes in behaviour):

- Being frightened of walking to or from the College
- Not wanting to go on the public bus or residential minibus
- Spending more time with staff than expected
- Being excluded or standing apart from the rest of the group
- Change in usual routine
- Becoming anxious or withdrawn
- Lacking in confidence
- Doing poorly at College
- Becoming aggressive and unreasonable
- Crying
- Truancy
- Asking for, or stealing money
- Nightmares
- Feeling ill
- Going home with clothes or books torn
- Possessions “go missing”
- Unexplained cuts or bruises
- Coming home starving (money/lunch has been stolen)
- Bullying other students or siblings
- Attempted or threatened suicide

2. Definition of Harassment

Harassment is any conduct aimed at an individual or group that is unwanted, or any conduct which affects the dignity of any individual, or group of individuals. Harassment may be repetitive or an isolated occurrence against one or more individuals.

Physical Harassment includes: unwanted contact (e.g. unnecessary touching), assault or gestures, intimidation or aggressive behaviour.

Verbal Harassment includes: unwelcome remarks, suggestions and improper proposals, malicious gossip, jokes and banter based on a person’s sex or race or which refers to a person’s age, disability, sexuality, religion or personal appearance.

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Non-verbal Harassment includes: offensive literature or pictures, graffiti and computer imagery, exclusion or non-cooperation and exclusion from social activities.

Harassment may be related to age, sex, disability, religion, nationality, beliefs, sexual orientation or any personal characteristic of an individual.

- **Disability Harassment includes:**

- Threats, physical or verbal abuse against a person or group because of their disability
- Jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people because of their disability
- Provocative behaviour, such as the wearing of badges, clothing or insignia which may offend
- Display or circulation of offensive materials (e.g. e-mails or texting)
- Stereotyping

Racial Harassment includes:

- Threats, physical or verbal abuse against a person or group because of colour or ethnicity
- Jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people because of their colour, race or ethnicity
- Provocative behaviour, such as the wearing of badges, clothing or insignia which may offend
- Display or circulation of offensive literature or materials
- Stereotyping.

Sexual Harassment includes:

- Threats, physical or verbal abuse against a person or group because of their gender.
- Repeated and unwanted touching or verbal advances which is unwelcome (whether it is intended to offend or not).
- Jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people because of their gender.
- Provocative behaviour, such as the wearing of badges, clothing or insignia which may offend.
- Display or circulation of offensive literature or materials.

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- Stereotyping which demeans either sex or derogatory statements referring to either sex.

3. Policy Statement

- 3.1 All students will be made aware of the College policy on harassment and bullying and what they should do if an incident occurs.
- 3.2 Students will be offered every support and will be listened to when bullying is reported.
- 3.3 All staff will be made aware of the Student Harassment and Bullying Policy and will receive training in recognising incidences of bullying or harassment.
- 3.4 Staff will deal promptly and effectively with incidents and allegations of bullying.
- 3.5 Everyone has the right to be treated with respect. Hadlow College recognises its responsibility to respond to these issues to ensure a positive learning environment for all and to promote equality and diversity at every opportunity.
- 3.6 Students who are bullying others will be offered the opportunity of support to learn ways of modifying their behaviour.
- 3.7 College policies and procedures will be regularly reviewed.
- 3.8 All staff when applying this policy must ensure that students are not discriminated against or disadvantaged as a result of their race, religion, gender, disability, sexual orientation or age. Any such circumstances that may arise must be brought to the attention of the Equality and Diversity Manager.
- 3.9 Any alleged harassment or bullying of students by staff will be reported to Human Resources.
- 3.10 Any reported harassment or bullying by people from the local community will be investigate and reported to the Police.
- 3.11 This policy is supported by the following policies/statements
 - Child & Vulnerable Adults Protection Policy
 - Equal Opportunities Policy
 - Race Equality Policy
 - Disability Statement
 - Complaints Procedure

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- Student Disciplinary Policy and Procedures
- Safeguarding Strategy and Policy

4. Monitoring and Evaluation

- 4.1 This policy will be reviewed annually to reflect practice and changes in legislation.
- 4.2 All incidents reported under the Student Harassment and Bullying Policy will be monitored by the Equality and Diversity Manager and reported to the Equality and Diversity Committee.
- 4.3 The incidents will be evaluated and reported on in the Equality and Diversity Annual Report.

5. Guidelines for Students

The steps below will not necessarily follow sequentially, as some incidents may be so serious that they will lead to an immediate formal report.

- 5.1 In the first instance ask the person to stop (but do not retaliate). The person may not be aware how distressing their actions may be.
- 5.2 Keep a log of incidences, including text or email messages. Make a note of the times, places and nature of the unwelcome behaviour(s) you are experiencing.
- 5.3 Tell someone about the incident(s) so that a Cause for Concern form (C4C) can be raised. This person may be:
 - A personal tutor or a member of curriculum staff
 - Senior Warden or a member of the Wardening team
 - Student Support Services Officer

The C4C will be passed to the Personal Tutor or the Senior Warden. If you have concerns relating to a particular member of staff, then any other member of staff who you feel comfortable talking to will take advice from the Senior Pastoral Lead on the most appropriate person to do the investigation.

If you feel you cannot tell a member of staff then you should tell a friend or a member of your family who can talk to a member of staff on your behalf.

- 5.4 Your Personal Tutor or the Senior Warden (Residential students) or other staff member will talk to you about the incident. You will be listened to sympathetically and your concerns taken seriously.
- 5.5 You will be asked to complete a

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Student Bullying and Harassment Report Form

The form sets out the details of the alleged bullying. If you have difficulty completing the Report Form, your Personal Tutor or Senior Warden or other staff member will be able to help you.

- 5.6 Your Personal Tutor will investigate the incident. The “alleged bully” and any other witnesses may be interviewed and asked to write a statement.
- 5.7 The investigation will be carried out within **ten working days** from the date of report
- 5.8 In some cases it may take longer than ten working days due to the complex nature of the incident. If this is the case the College will let you know and keep you informed of progress.
- 5.9 If there is a clear case of bullying or harassment, the Student Disciplinary Policy and Procedures will be instigated.
- 5.10 If you are under the age of 18 at the start of your course, your parent, guardian or carer will need to be informed but you will be consulted on this process.
- 5.11 You may bring a friend, family member, carer or guardian to any stage of the investigation.
- 5.12 If you are unhappy with the outcome of the investigation, you should follow the Appeals Procedure as outlined in the Student Handbook and on the student intranet.
- 5.13 Support is available for either the bullied or the bully, to help individuals to move forward in a more positive and confident way.
- 5.14 If you think you may be bullying someone and want to know how to change your behaviour, support is available from Student Support Services.
- 5.15 If you have been a victim of bullying or harassment, Student Support Services can refer you to an appropriate counsellor if required.
- 5.16 If you would like further guidance visit www.bullying.co.uk

6. Guidelines for Staff

a: Allegation against a member of staff

If a student has made an allegation against a member of staff the Associate Director HR must be notified.

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b: Allegation against another student

If you need support on carrying out the investigation, contact the Senior Pastoral Lead before proceeding.

- 6.1 All reports about bullying should be taken seriously and treated sensitively.
- 6.2 If you are the person to whom the incident is reported or who first discovered the incident, take time to make the situation safe if necessary, i.e. control of bully and support for victim.
- 6.3 Complete a C4C Form, and pass it to the personal tutor or the Senior Warden.
- 6.4 The Personal Tutor or Senior Warden will carry out the investigation and proceed as follows:
 - a) Arrange to see the student or staff member submitting the form for clarity
 - b) Ask the student to complete the Student Bullying and Harassment Form and complete the investigation within **ten working days** of the date of submission
 - c) Provide a copy of the Student Bullying and Harassment Form for the Equality & Diversity Manager and inform the Equality & Diversity Manager of the outcome of the investigation
 - d) If the student is under 18 at the start of their course, inform the parents, carers or guardians that a bullying or harassment incident has been reported and that an investigation will be carried out – involve student
 - e) Witness statements and interview notes will be taken, which help to inform whether a bullying or harassment incident has occurred
 - f) If there is a clear case of bullying or harassment found, the Student Disciplinary Policy and Procedures will be instigated.
 - g) Support should be offered to both the 'bullied' and the 'bully' via Student Support Services which may involve counselling
 - h) Inform the Police as appropriate e.g. cyber bullying, aggressive behaviour or physical attack
 - i) If it is found that malicious statement on bullying or harassment has been made, then the complainant may be subject to the Student Disciplinary Policy and Procedures
 - j) If the student is unhappy with the outcome of the investigation, inform the student of the Appeals Procedure as outlined in the Student Handbook
- 6.5 If appropriate, a meeting will be called whereby conciliation between all parties should be encouraged. Be sensitive to the needs of the victim here, and make sure there is someone present who can effectively mediate.

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- 6.6 A central record will be held by the Equality and Diversity Manager in order to monitor and analyse cases of bullying and harassment. Reports will be submitted to the Equality and Diversity Committee and if common themes of bullying or harassment are identified, measures will be put in place to address them
- 6.7 Awareness of bullying and harassment must be raised with students through the group tutorial programme along with information and guidance provided by the College in the form of posters, safeguarding cards and the intranet.

