

## ANTI BULLYING PROCEDURE

Strategic Aim	<ul style="list-style-type: none"> <li>We will provide opportunities to access and progress through education and training at all levels.</li> <li>We will enable people to build their independence and confidence in a supportive environment.</li> </ul>
Responsibility	Vice Principal, Learning and Skills
Issue Date	24/01/2018

Equality Impact Assessment	16/02/2018
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Reference No.	SA4/PRO/008/003
Document Title	Anti Bullying Procedure
Page	1 of 6
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# ANTI BULLYING PROCEDURE

## 1. PURPOSE

To inform learners, staff, other users and agents of the college of the college's approach to dealing with accusations and incidents of bullying of learners and to identify the systems for dealing with these.

## 2. SCOPE

The procedure covers all reported incidents relating to the bullying of any college learner on any campus location or of any learner who is involved in any college sponsored activity or service. All college staff, learners, visitors and agents are responsible for reporting any incident of bullying, which they observe. All academic and support staff and learners are responsible for seeking to eliminate bullying through compliance with this procedure.

## 3. REFERENCES

Anti Bullying Policy  
Student Discipline Procedure  
Disciplinary Procedure (Staff)  
Equality and Diversity Policy  
Dignity at Work Procedure

The following resources may be helpful in supporting learners and staff in understanding bullying in general.

## 4. DEFINITIONS

For the purpose of this procedure, bullying is defined as "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the person, property or reputation of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically or gender based verbal put-downs, extortion of money or possessions. It may be direct or indirect e.g. by the spreading of malicious or unfounded rumours."

Examples of bullying and harassment include, but are not limited to:

- physical conduct ranging from the invasion of personal space and/or inappropriate touching to serious assault
- verbal, written, mobile texting and e-mail harassment through derogatory remarks, jokes, insults, offensive language, gossip and slander

Reference No.	SA4/PRO/008/003
Document Title	Anti Bullying Procedure
Page	2 of 6
<b>PLEASE NOTE: DOCUMENT UNCONTROLLED WHEN PRINTED</b>	

- sexually suggestive and unwelcome comments or derogatory remarks including any regarding the sexual orientation or preference of an individual
- unwanted requests or pressure for sexual favours
- unjustifiable exclusion, e.g. withholding information, not talking to, not including in discussions or meetings, or exclusion from organised College social occasions
- sexual graffiti or displays of pornographic or degrading pictures or objects in the College environment including pornographic displays on computer screens
- intrusion by pestering, spying, following, stalking, etc.
- behaviour that degrades others related to their perceived disability, race, religion, and sexual orientation, gender or gender identity. This includes language, graffiti or other objects in the workplace.
- open aggression, threats, shouting, unpredictable outbursts
- belittling, marginalising or ridiculing
- frequent unjustifiable criticism about minor things
- twisting something someone says or does
- unjustifiable exclusion, e.g. withholding information, not talking to, not including in discussions or meetings.
- inappropriate or derogatory remarks in connection with performance, particularly in front of others
- incitement to commit any of the above

## 5. PROCEDURE

Due to the sensitive nature of bullying complaints, it may be necessary to deal with these flexibly.

### 5.1.1 Guidelines for learners

#### ***If you think, are you being bullied***

- 5.1.2** Tell a member of staff immediately. You will be listened to sympathetically. The member of staff will agree with you who is the best person to deal with your concern and it may be necessary to refer the complaint to them. This member of staff will then reach an agreement with you about the best ways of resolving the problem.

Reference No.	SA4/PRO/008/003
Document Title	Anti Bullying Procedure
Page	3 of 6
<b>PLEASE NOTE: DOCUMENT UNCONTROLLED WHEN PRINTED</b>	

Normally you should inform your tutor. Matters related to bullying will normally be referred to your tutor unless you specifically request otherwise however, you could inform any of the following staff:

- Vice Principal, Learning and Skills
- Student Advisor
- Student Support and Guidance Manager
- Any of your class Tutors
- Head of Curriculum
- Curriculum Manager

**5.1.3** If you feel you cannot tell a member of staff directly complete a bullying Information sheet (available on LearnNet).

**5.1.4** Tell someone at home and ask them to contact your Tutor or Head of Curriculum if you do not feel able to do so.

**5.1.5** *If you believe a friend or someone else in College is being bullied:*

- Encourage them to report it and offer to help them do so if necessary.
- Tell a member of staff (see above).
- Use the Bullying Information Sheet (this is available on LearnNet)

**5.1.5 Guidelines for Staff.**

**5.1.6** It is recognised that situations could occur where staff members may feel they have been bullied by another member/group of staff. If this occurs, staff members should refer to the **Dignity at Work Procedure** and follow the steps within it to raise their concerns.

Reference No.	SA4/PRO/008/003
Document Title	Anti Bullying Procedure
Page	4 of 6
<b>PLEASE NOTE: DOCUMENT UNCONTROLLED WHEN PRINTED</b>	

## Dealing with incidents of bullying by learners

The intention here is to outline a series of steps through which incidents may be resolved. Depending on the seriousness of the incident, the process may be started at different points. (For example, in extreme cases immediate suspension may be invoked straight away. A Head of Curriculum would take this action).

### Stage 1

Class tutors should try to be aware of minor incidents of harassment, unwanted teasing or inequitable treatment occurring in class and take appropriate positive action to remedy the situation e.g. by making it clear that teasing comments are not appropriate.

### Stage 2

Where bullying/harassment of a chronic nature is reported, a resolution should be sought without necessarily introducing the concept of punitive action. The victim of the incidents should talk to an appropriate member of staff (normally their tutor) about their feelings and the tutor then meets the bully or bullies to discuss the problem. The victim may participate in this meeting if they wish. The aim of this is to:

- confirm the details of the incidents(s)
- make the bullies aware of their actions
- seek practical ways to improve the situation
- aim for a satisfactory resolution without long term blame or threat to the position of either victim or perpetrator
- clarify agreed future behaviour expected of all parties

The victim should be kept aware of developments and the situation kept under review. This stage will involve informing, and if appropriate, involving the Curriculum Manager/Head of Curriculum concerned.

Learners responsible for any bullying should be warned that the College takes such incidents very seriously and will lead to action under the formal disciplinary procedure, which could result in expulsion

### Stage 3

If the incident recurs or is of an acute nature, the Curriculum Manager/Head of Curriculum should be involved and the matter pursued through the college student disciplinary procedure.

Reference No.	SA4/PRO/008/003
Document Title	Anti Bullying Procedure
Page	5 of 6
<b>PLEASE NOTE: DOCUMENT UNCONTROLLED WHEN PRINTED</b>	

## Dealing with incidents of bullying by staff

### Stage 1

Where a learner accuses a member of staff of bullying then the matter should be investigated by the relevant Head of Curriculum (HOC). If the incident is minor then a resolution should be sought without necessarily introducing the disciplinary procedure. The victim of the incident should talk to the HOC about their feelings and the HOC then should meet the member of staff to discuss the problem. The student may participate in this meeting if they wish. The aim of this is to:

- confirm the details of the incidents(s)
- make the staff aware of their actions
- seek practical ways to improve the situation
- aim for a satisfactory resolution without long term blame or threat to the position of either staff or student
- clarify agreed future behaviour expected of all parties

The Vice Principal (Learning and Skills) should be informed of the outcome.

### Stage 2

Staff, who, after investigation, are found to have been involved in a serious bullying incident or have continued bullying after the initial meeting will be subject to the staff disciplinary procedures. During this process, alternative arrangements should be made so that the member of staff involved does not teach the student.

### Distribution List

- All Staff
- All Learners
- Quality Manual

Reference No.	SA4/PRO/008/003
Document Title	Anti Bullying Procedure
Page	6 of 6
<b>PLEASE NOTE: DOCUMENT UNCONTROLLED WHEN PRINTED</b>	