



Student Anti-Bullying & Harassment Policy

Reviewed: February 2023	Next review due: February 2024
Approving Body: MLT	ELT contact: Executive of Curriculum, Quality and Student Experience

This policy may need to be reviewed before this date to reflect changes in government and other agencies advice, guidance and legislation

Policy Statement

1. VISION AND VALUES

City College Plymouth is committed to be the learning destination of choice and promotes a culture that is:

- Nurturing a passion for teaching and learning
- Enriching our community through knowledge, experience and skills
- Enabling every student to be the best that they can be

Our core values of, Respect, Ownership and Integrity are at the forefront of promoting Equality, Diversity and Inclusion throughout the college. City College Plymouth will challenge any form of inequality and discrimination, advancing equality of opportunity and promoting good relations amongst the college community and beyond.

2. SCOPE

This Policy applies when students are on City College Plymouth premises, on transport to and from college, or on college-related activities off-site. The College will also act where behaviour can be linked to the College, could bring the College into disrepute and/or could endanger staff and students. The Anti-Bullying and Harassment Policy is aimed at the whole college community, staff, students, parents, carers, employers, volunteers and partners. The College requires all members of the college community, therefore, to take responsibility for their own behaviour and to modify it as necessary to ensure it does not cause offence to others. In the event of a failure to do so, disciplinary action in accordance with the College's Disciplinary Procedure may be a consequence.

3. INTRODUCTION

City College Plymouth is committed to the elimination of discrimination on the grounds of gender, marital status, gender re-assignment, sexual orientation, race, colour, nationality, creed, religion, belief, ethnic or national origins, age and disability. It is the right of every student to study without fear of harassment or victimisation. The College Governing Body, recognised Trade Unions and management and staff who work in the College recognise the problems associated with bullying and harassment and are committed to providing an environment in which all individuals can operate effectively, confidently and competently. If a complaint is brought to the staff's attention, it will be investigated promptly, and appropriate action will be taken.

3.1

It is the policy of the College that:

- It will not tolerate any form of bullying or harassment (definitions are included in the Anti-Bullying and Harassment Procedure)
- It will ensure that all students are treated with dignity by promoting a culture where bullying or harassment is neither condoned nor tolerated where it is found to exist.
- It provides an environment where students have the confidence to report incidences of bullying or harassment without fear of further victimisation.
- Any complaints of bullying or harassment are investigated quickly, effectively and sensitively.
- All students are aware that incidents of bullying and harassment, as well as malicious claims of bullying and harassment, are regarded seriously, can amount to gross misconduct, and as a consequence, can be grounds for disciplinary action, including expulsion.
- All staff and students are responsible for making sure the College is free of bullying;

- Any person alleging bullying and using this policy and associated procedure will be provided with help and support throughout the process and will be protected from victimisation;
- The College will adopt a procedure for challenging bullying or harassing behaviours which will enable the staff to effectively intervene in an appropriate way. This may include, but is not limited to, using the Informal Procedure or the Formal Procedure.

4. CONTEXT

This document contributes to the College's wider safeguarding strategy and the fulfillment of its duties under Keeping Children Safe in Education 2022 and Working Together to Safeguard Children 2018. This is further supported by the Education Act 2011 and the Children Act 1989 and 2004. Other associated policies and procedures are available on the Colleges web site:

- Student Anti-Bullying Procedure
- Safeguarding Children, Young People and Adults at Risk Policy and Procedure
- Equality and Diversity Policy
- Student Disciplinary Policy and Procedure
- Staff Disciplinary Policy and Procedures
- Every Child Matters Government Guidance
- Talkback – Procedure
- Whistleblowing Procedure

5. RESPONSIBILITIES

5.1

The Governing Body is responsible for the endorsement, approval and implementation of the College's safeguarding policies, including the Anti-Bullying Policy. A member of the Governing Body is appointed as 'The Designated Governor with responsibility for Safeguarding and Child and Vulnerable Adult Protection' and can be contacted through the Clerk to the Governors.

Chief Executive/Principal

The Chief Executive and Principal has overall accountability for safeguarding within the College.

5.2

The Executive of Curriculum, Quality and Student Experience are responsible for:

- Ensuring this Policy is reviewed;
- Providing appropriate training and development.
- Development and overseeing the implementation of the arrangements covered in this procedure.

5.3

The Safeguarding -Coordinator is responsible for:

- Promoting an understanding of bullying and bullying behaviour amongst all members of the College community;
- Recording, monitoring and evaluating bullying incidents;
- Regularly reviewing the effectiveness of prevention and responses to bullying.

5.4

The Safeguarding Officer:

- Supporting the Safeguarding Coordinator to promote an understanding of bullying and bullying behaviour amongst all members of the College community;
- Recording, monitoring and evaluating incidents of bullying;
- Regularly reviewing the effectiveness of prevention and responses to bullying.

5.5

All staff are responsible for:

- Being aware of the Student Anti-Bullying and Harassment Policy and Procedure.
- Taking action if they witness acts of bullying or harassment or who are approached in confidence by students who have witnessed such incidents have a duty to take action in line with this Policy to prevent the recurrence of these acts.
- Supporting their students through any investigation into allegations of bullying and/or harassment and to ensure that the student is not being victimised as a result of that investigation.
- Ensuring that no further bullying or harassment takes place and that there is no subsequent victimisation, where a complaint under this procedure is upheld. It is the responsibility of the perpetrator's personal tutor to do all they can.
- Treating all students with dignity and respect and comply with the College's Professional Boundaries.
- Recognising that individuals in positions of authority have both the right and responsibility to discharge their duties. In doing so, they may need to adopt a firm or assertive style but should take care not to demean, devalue or intimidate students taking into consideration the personal circumstances and characteristics of each individual student.
- Promoting and engaging in Fundamental British and Community Values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of different faiths and beliefs.

A failure by a member of staff to undertake their responsibilities under this procedure may be regarded as a potential disciplinary offence under the Staff Disciplinary Policy.

All students are responsible to:

- Treat all students, staff and members of the public with dignity and respect.
- Not behave in a manner that could be interpreted as bullying or harassment.;
- Contribute to a safe college environment by reporting to College staff any incidents of bullying or harassment that they are aware of or subject to;
- Adhere to the College Code of Behaviour and Conduct.
- Assist the College in any investigations into allegations of bullying or harassment;
- Maintain confidentiality once an incident has occurred. The students involved must maintain the confidentiality of all the people involved, including the person complaining of the incident, the alleged bully and any witnesses. Students may face disciplinary action under the Student Disciplinary Policy and Procedures if they do not keep such matters confidential.
- Engage with Fundamental British and Community Values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of different faiths and beliefs.

6. IMPLEMENTATION

6.1

All staff have a responsibility to ensure students feel safe and that all incidents of bullying and harassment are dealt with appropriately and reported to Safeguarding and Wellbeing for initial statements, investigation allocation and recording. Staff and students are expected to follow this procedure and meet their responsibilities under it to contribute to a safe college environment.

6.2

The College also recognises that making a complaint about someone's bullying behaviour is likely to be a distressing experience and that it may be difficult for students to raise complaints directly with the Curriculum Lead Development Officer, Programme Leads or Tutors. Accordingly, students may approach a friend / the Student Experience Team or any member of staff to raise the issue with management on their behalf in line with procedure.

6.3

Staff and students are expected to follow this policy and meet their responsibilities under it to contribute to a safe college environment.

6.4

All staff will be made aware of this policy through:

- Induction Process
- Policy, strategy and procedures
- Staff Training
- Cascade and set meeting agenda items
- Mandatory Safeguarding Training

6.5

All students through:

- Recruitment and Induction Process
- Student's Union campaigns and activities
- Personal Development & Planning sessions and campaigns
- Student involvement activities
- Google classroom resources

7. REVIEW AND EVALUATION:

7.1.

This procedure shall be reviewed annually. This document is capable of review and variation at any time if new legislation or guidance comes into effect. This procedure will be monitored and reviewed through:

- The Safeguarding Strategy Meeting.
- Consultation with the Student Union.
- Formal complaints will be recorded and reported to the Executive Leadership Team.

8. MONITORING AND REPORTING

City College will keep clear and comprehensive records of any allegations made, details of how the allegation was followed up and resolved, and details of any actions taken and decisions reached.

Incidents reported under this procedure will be monitored by the Designated

Safeguarding Lead.

In the interests of all parties, it is important to resolve cases as quickly as possible whilst ensuring a consistent, fair and thorough investigation, whereby enacting intervention or action in a timely manner.

The annual report will be received by the Board of Governors, at which point the Board will consider the effectiveness of the College's Anti-Bullying and Harassment Policy and make any recommendations or revisions of the policy where appropriate.