



Student Anti Bullying & Harassment Policy

Reviewed: January 2020	Next review due: January 2021
Approving Body:	SLT contact: Deputy Principal
Policy approved by Corporation:	



Student Anti-Bullying and Harassment Policy

Issuing body: Corporation

Primary distribution to: All College Staff, Trade Unions

Review Date: January 2020 *

Comments/Concerns to: Deputy Principal

*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. 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 in to disrepute and / or could endanger staff and students. The Anti-Bullying and Harrassment 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.

2. 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 attention of staff, it will be investigated promptly and appropriate action taken.

2.1 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.

3. CONTEXT

3.1. This document contributes to the College's wider safeguarding strategy and the fulfilment of its duties under Keeping Children Safe in Education 2019 and Working Together to Safeguard Children 2018. This is further supported by the Education Act 2011 and the Children Act 1989. Other associated policies and procedures are available on the College's web site:

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

4. RESPONSIBILITIES

4.1 The Governing Body is responsible for the endorsement, approval and implementation of the College's safeguarding policies, including 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.

Principal/ Chief Executive Officer

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

4.2. The Deputy Principal

- overseeing the successful implementation of the Policy and Procedures.
- dealing with child protection and vulnerable person issues
- ensuring that the College operates safer recruitment practices in accordance with statutory requirements and in conjunction with the Head of Human Resources.
- taking a lead role in liaising and working with Local Safeguarding Children Partnerships, Safeguarding Adults Boards and other agencies as required.
- ensuring that the ESFA have been contacted if the College or one of its subcontractors is subject to investigation by the local authority or the police
- ensuring college protocols are followed following the death of a student

4.3 The Director of Student Journey

The Director of Student Journey is responsible for development and overseeing the implementation of the arrangements covered in this procedure and working alongside the Safeguarding Coordinator and the team of nominated safeguarding volunteers, is responsible for:

- the delivery of the bullying and harassment procedures.
- attending, when necessary, case strategy meetings with the designated officer from the relevant local authority in respect of bullying / harassment issues, and in liaison with the Designated Safeguarding Lead
- ensuring that there is a robust network of Safeguarding Officers across the College who are appropriately trained to deal with bullying / harassment.
- ensuring that the College has appropriate resources available for the delivery of bullying / harassment tutorial and support workshops.
- ensuring that systems are in place for the safe and secure transfer and receipt of confidential files, in accordance with relevant local authority requirements

4.4. The Safeguarding Coordinator

The Safeguarding Coordinator is responsible for:

- receiving, recording and passing onto external agencies, where appropriate and following consultation with the Deputy Designated Safeguarding Lead, disclosures in accordance with College procedures
- liaising with the Director of Student Journey and Designated Safeguarding Lead as appropriate
- providing advice and support to other employees/volunteers on issues related to the bullying or harassment of young people and vulnerable persons

- informing parents/carers, where appropriate, and following consultation with the College's Designated Safeguarding Lead, in line with the College's bullying and harassment policy
- attending training commensurate with the role
- keeping themselves up to date with any changes in College policy/procedures or legislative changes
- promoting 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.

4.5. 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 Procedure to prevent reoccurrence 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 to 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, rule of law, individual liberty and 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.

4.6. All **students** are responsible to:

- treat all students, staff and members of the public with dignity and respect.
- not behave in a manner which 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 are warned that if they do not keep such matters confidential, they may face disciplinary action under the Student Disciplinary Policy and Procedures.
- engage with Fundamental British and Community Values of democracy, rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.
- be aware of the Student Anti-Bullying Policy.

5. IMPLEMENTATION

5.1 **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.

5.2 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 Academy Manager or Curriculum Leader or Tutors. Accordingly, students may approach a friend / the Student Union staff or any member of staff to raise the issue with management on their behalf in line with procedure.

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

5.4. All staff will be made aware of this policy through:

- Induction Process
- Policy, strategy and procedures
- Staff Training
- Equality, Diversity and Safeguarding Committee □ Cascade and set meeting agenda items
- Mandatory Safeguarding Training.

5.5. All students through:

- Recruitment and Induction Process □ Student's Union campaigns and activities
- Tutorial Programme and campaigns
- Student involvement activities
- Google classroom resources

6. REVIEW AND EVALUATION:

6.1. 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 College's Support and Progression and Safeguarding (Strategy) working Groups.
- Consultation with the Student Union.
- Formal complaints will be recorded and reported to the Senior Leadership Team.

7. 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, as well as details of any actions taken, and decisions reached.

Incidents reported under this procedure will be monitored by the Director of Student Journey and Safeguarding Coordinator and reported monthly in a Safeguarding Position Paper available to Senior Leadership Team and termly to the Corporation as part of the Safeguarding review process.

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 revision of the policy where appropriate

