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This policy applies to all learners at all campuses. The term learner encapsulate all

encouraged to report incidents and will be supported through the process of making a complaint.

It is recognised that learners' best assets are often each other. The college will therefore promote a culture of community and support whereby learners are encouraged to look out for each other and talk to a member of staff where they

n r f o Racial taunts use of racial symbols graffiti gestures. Offensive comments about appearance dress religion or ethnic background.

o o p o n r n p o Unwanted physical contact sexually abusive remarks including homophobic comments and graffiti. It is for each individual to determine what behaviour they find acceptable and what they regard as harassment. Transphobic bullying refers to bullying because someone is or thought to be transgender. There is discrimination if someone receives less favourable treatment because they submit to or reject sexual harassment.

involves forcing or enticing a child or young person to take part in sexual activities not necessarily involving violence whether or not the child is aware of what is happening. The activities may involve physical contact including assault by penetration for example rape or oral sex or non penetrative acts such as masturbation kissing rubbing and touching outside of clothing. They may also include non contact activities such as involving children in looking at or in the production of sexual images watching sexual activities encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse.

r Name calling spreading rumours making careless or calculated remarks based on prejudice false stereotypes or misinformation.

D involving young people with disabilities which has similar traits to those already identified but may also include manipulative bullying whereby the victim is made to do something they don't understand; exploiting a particular aspect of a condition e.g. sensitivity to light or sound conditional friendship persistent low level bullying which leads the victim to 'snap', particularly with people on the Autistic Spectrum.

C r Cyberbullying is the intentional persistent behaviour by an individual or group causing harm to one . to i o 1.vi .000 _0 _ . _i4 H i a . to r _an4 .0u1 _ic.i4

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Learners must be encouraged to feel that they can confide in members of staff if an incident occurs whether they are a victim or know of someone who is a victim of bullying harassment or abuse.

Staff should be alert for signs and indicators of bullying harassment and abuse and be prepared to act upon them.

It may not always be appropriate for the procedures to be followed in a sequential order for example a serious incident may go directly to formal action under the Supporting Learner Achievement Policy for the perpetrator and may be referred to Authorities for Safeguarding including the PREVENT Team.

For apprentices on work based learning provision or where Learners are on placement or work experience College staff will discuss Learner's safety in the workplace with them monitoring at progress reviews and/or tutorial using the review pages in Pro.Monitor/SmartAssessor.

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All complaints about bullying harassment or abuse are to be taken seriously and treated sensitively. Any report of bullying harassment or abuse should be reported on to a member of the College's Safeguarding Team.

In cases where there is no immediate threat to the learner it is important to discuss possible strategies with the victim in the first instance and proceed as appropriate. Often an informal approach at an early stage can offer the best solution before matters escalate. In all cases the complaint should be handled quickly and with the appropriate confidentiality. Any report of bullying harassment or abuse even if resolved locally must be reported on MyConcern in line with College Safeguarding Policy.

We encourage learners to report to us if they are made to feel uncomfortable by actions or words and / or any incidents including online that occur whilst they are on placement in line with our Student Placement Policy.

Bullying harassment or abuse can be reported to the Safeguarding Team or the Progress Tutor/Link Tutor.

Immediate action will be taken by whichever staff are first involved where this is outside of class e.g. Student Services or the Rangers so that the safety of the victim is ensured i.e. control of the bully and support of the victim and call for assistance if required. As soon as possible afterwards the Progress Tutor/Link Tutor of the victim should be brought into the situation.

The Progress Tutor will offer support and guidance to the victim and make a referral to Student Support if required.

The Progress Tutor will arrange mediation if appropriate and on going support as required. The Head will monitor this to ensure that support is offered.

Information

Staff should always make themselves available to learners who make a complaint that they have been bullied or harassed.

Every incident should be recorded by the member of staff discovering the incident or to whom the bullying or harassment is first reported using one or both of the following methods .

- Completion of a MyConcern

- Completion of the relevant stage warning on Pro. Monitor.

The report should include

- Date.s time.s and place.s of incident.s
- Name.s of any witnesses
- What actually happened
- How it made the victim feel
- Any action taken
- Original copies of any written material connected with the issue

Such information will inform any mediation process and should formal disciplinary action be subsequently followed be offered as evidence in those

If an incident of bullying and harassment is reported to Student Support through the 'Stop It' button on MySNC the information will be passed to the Progress Tutor/Head in the first instance by a member of staff from Student Support.

The Progress Tutor will make an appointment to meet with the Learner within 4 hours of the incident.

In the event of an allegation against a member of staff advice should be sought from Human Resources immediately.

If the incident is serious the Head will investigate the incident following the processes outlined in the Supporting Learner Achievement Policy

When interviewed the victim should be assured that their complaint will be treated in confidence and that they will not be victimised for bringing the complaint.

When interviewed the alleged bully should be advised that bullying behaviour is taken very seriously and that any further victimising or retaliation against the complainant or any other learner for complaining about or giving evidence about harassment will also be taken very seriously.

If it is necessary to interview other learners who have witnessed acts of harassment such Learners should also be assured of the same degree of confidentiality.

Written records of all interviews conducted and decisions taken must be made.

Open the Head/Director should consider the seriousness of the incident and take appropriate disciplinary action as outlined in the Supporting Learner Achievement Policy. The Head/Director should also put in place actions to stop the harassment and prevent its reoccurrence. If mediation has been agreed by both parties the Head will arrange this. It may be appropriate to

relocate or transfer one of the parties concerned and every effort should be made to relocate the harasser and not the recipient.

In open cases for example where the evidence is inconclusive the Head/Director should continue to monitor the situation and offer mediation to the learner.s and others concerned. The emphasis would be on rebuilding working relationships. The Head/Director may consider the relocation or transfer of one of the parties concerned and again every effort should be made to relocate the harasser and not the recipient.

In no other circumstances should the Co-ordinator be involved.

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- Anxiety about travelling to and from College – avoiding regular travel times
- Not wanting to be alone at the bus stop
- Change in usual routine
- Becoming anxious or withdrawn
- Attempted or threatened suicide
- Crying
- Feeling ill
- Frequent u . 1xulditdide

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The mediator can help participants to resolve their dispute and to co.exist at the

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should be stopped. This can be effective if the person is unaware that their words or behaviour is inappropriate.

If you feel unable to do this by yourself the member of staff supporting you can arrange for a mediation session whereby they meet with you and the person causing the offence to resolve the issue and find a suitable way forward.

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Action taken will be proportionate and depend on the severity and nature of the incident and the impact on you. This may include

Monitoring the person who has been doing the bullying harassment or abuse to prevent repeated behaviour. This will be by the Head.

Support for you

Support for the person who has been harming you.

An Action Plan under the Supporting Learner Achievement Policy

Confidential support can be provided for both you and the person who has been harming you to help you both move forward in a positive and confident way.

Appendix provides a list of useful web links with advice on how to deal with bullying harassment or abuse.

If the person who has been harming you is not a member of the College community and you are under 16 the College will inform your parents and other Authorities if necessary to agree how to support and maintain your safety.

• • • B U L L Y I N G A N D A B U S E • • •

Bullying harassment and abuse is deemed to be serious when it involves continued or persistent actions against you or it is a major incident which may include violent behaviour or the threat of violent behaviour.

• • • r e p o r t i n g • • •

You must report the offence to any member of staff immediately. This could be your Progress Tutor Head a Ranger a subject tutor a Student Support Safeguarding Officer or an LSP or member of staff wearing a blue lanyard.

The member of staff's first priority will be to ensure your safety and prevention of repeated incidents.

• • • i n v e s t i g a t i o n • • •

The staff member will then inform the Head who will talk to you about the incident and conduct a full investigation under the Supporting Learner Achievement Policy. You may bring along someone of your choice to this meeting and any other meetings that may occur in connection with the incident.s .

Where investigations are undertaken externally by the police for example college procedures may be superseded.

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Action will be taken depending on the severity of the incident. For serious incidents this may include

Formal action through the Supporting Student Achievement Policy

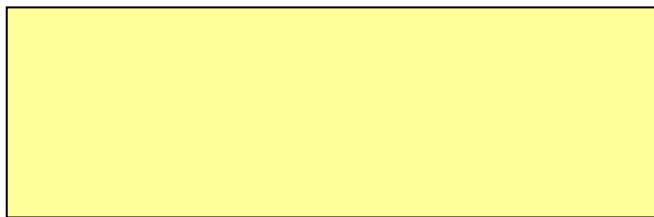
Suspension pending investigation.

Exclusion from College.

Reporting to Authorities if Safeguarding or Radicalisation .PREVENT Team concerns.

You will continue to be supported throughout the process to help you move forward in a positive and confident way.

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