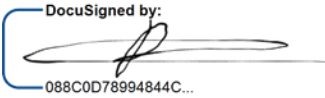



**Anti Bullying and Harassment Policy**

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<b>Date to be revised</b>	March 24
<b>This policy was adopted by:</b>	 <p>DocuSigned by: 088C0D78994844C... Anna Smith</p>
<b>This policy was approved by:</b>	 <p>Charlotte White</p>

**Scope of the Policy**

This policy applies to bullying and harassment and its implications for our learners and the ethos of High Ridge Training Group as a whole.

The policy should be read with other relevant High Ridge Training Group policies.

**Purpose**

The purpose of this policy is to:

Clarify for learners, staff and employers what bullying and harassment is and that in any form is always unacceptable.

Explain some of the reasons why bullying and harassment occur and their impact on individuals and on the High Ridge Training Group as a whole.

Provide a secure, stimulating, positive, respectful and inclusive environment for learning.

**Policy Statement**

High Ridge Training Group will not tolerate any form of bullying or harassment and is committed to eliminating bullying from the organisation. Our vision is to have high standards of teaching and learning which challenge our learners to achieve. Our anti-bullying and harassment policy supports

this by promoting respect and tolerance for each other and for the High Ridge Training Group. We believe in tackling incidents of bullying by encouraging an environment where individuality is celebrated, and individuals can develop without fear. This involves ensuring that all our learners and staff share the same perception of what constitutes bullying, and that learners are encouraged to report all incidents of bullying to a member of High Ridge Training Group staff. We educate our learners about the behaviour, attitudes and skills needed to prepare them well for a life in modern Britain.

## Definition of Terms

What is Bullying and Harassment?

Bullying and harassment is defined as any conduct which is unwanted by the recipient, or any such conduct which affects the dignity of any individual, or group of individuals at work / study. Bullying and harassment may be repetitive, or an isolated occurrence against one or more individuals. It may be perpetrated in person (face to face) or it can be perpetrated through other people, through letter or through electronic means e.g. email, texts and use of social network sites. Bullying and harassment may be:

- Physical - contact, assault or gestures, intimidation, aggressive behaviour, deliberately damaging someone's property
- Verbal - unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, name calling
- Non-verbal - offensive literature or pictures, graffiti and computer imagery, isolation or non cooperation and exclusion from social activities
- Cyberbullying - the widespread access to technology has provided a medium for 'virtual' bullying, which can occur in or outside education settings. Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click. Cyberbullying can happen via social networking sites; offensive texts; You Tube; prank calls and instant messaging services

Bullying is persistent, offensive, abusive, intimidating or insulting behaviour, abuse of power or unfair sanctions which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer undue stress.

## Sexual Harassment

Sexual harassment can be any unwanted sexual behaviour and doesn't have to be directed at you but can include comments about your appearance or someone showing / texting you naked pictures of people. The law calls this 'unwanted conduct of a sexual nature'. It says the behaviour must create 'an intimidating, hostile, degrading, humiliating or offensive environment for you' or 'violate your dignity'. High Ridge Training Group deals with this type of sexual behaviour under Safeguarding Policies. Those who report this type of unwanted conduct would be viewed as victims and fully supported whilst full investigations take place into the incident(s)

## **Ensuring Acceptable Performance and Behaviour**

Staff have responsibility for ensuring that learners adhere to their commitments as expressed in the Learner Code of Conduct. Managers have responsibility for ensuring that staff are effective in their duties and behave according to the ethos and policies of the High Ridge Training Group.

Ensuring the above has, in some circumstances, the danger of being interpreted as intimidation or even bullying. To minimise this possibility, it is important that staff, when raising serious issues, particularly persistent issues, do so clearly but politely and respectfully.

Such an approach – particularly when support is offered – is intended to help to minimise the possibility of people feeling intimidated and improve the likelihood that issues will be resolved.

## **Responsibilities**

Everyone in the High Ridge Training Group must take responsibility for promoting a common anti-bullying approach and everyone is expected to report and challenge incidents of bullying without fear or favour.

## **Procedures for High Ridge Training Group Staff**

We expect that staff will:

- Ensure that all alleged incidents of bullying, perceived or otherwise, are reported to line managers and acted upon.
- Provide a good role model by behaving in a respectful and caring manner with learners and colleagues.
- Undertake training to help them to deal effectively with issues of bullying and harassment.
- Tackle specific incidents of bullying through the disciplinary procedure, where appropriate.
- Raise awareness in the classroom of bullying, for example through the tutorial programme and induction.
- Record and where appropriate Safeguard, monitor and investigate reported incidences of bullying and harassment in accordance with High Ridge Training Group procedures.
- Communicate the High Ridge Training Group's anti-bullying and harassment policy to learners.

## **Managing Incidents**

Instructions to staff:

- Ensure all disclosures about bullying and harassment are taken seriously and treated sensitively. It is important to discuss all possible and desirable strategies with the victim in the first instance and proceed as appropriate.

- Reassure the learner that they have done the right thing in reporting the incident of bullying or harassment and it is important to portray a calm, non-judgmental and positive response to the learner.
- Do not show your own emotions or ask any leading questions. Instead, use restorative questions to ascertain what has happened and capture all the information including who is involved.
- It is important to be honest with the learner – do not promise confidentiality.
- Notes will need to be taken regarding the discussion and the staff member will need to ask the learner to complete a statement which must be signed, to declare a true reflection of events. It is important that staff record facts and do not add their own interpretation on the Statement and they must date and sign all documents.
- If a learner decides not to take any further action after reporting the incident High Ridge Training Group reserves the right to investigate the incident and pursue an outcome.
- In certain circumstances, if the learner is under the age of 18, the High Ridge Training Group may make the decision to involve the parents/carers and in the case of a learner being over 18 years of age but in possession of an Education, Health and Care Plan High Ridge Training Group may decide that it is appropriate and advisable to involve the parents/carers.
- If the learner or staff member decides the matter is best resolved informally, an accurate record should be kept. In some cases, speaking directly with the person concerned can be enough to end the situation. For example, sometimes learners do not realise that their conduct is causing offence and explaining this to them is enough to make them rethink their behaviour.
- If the matter needs to be addressed through a more formal process or there is a serious safeguarding concern this needs to be reported to High Ridge Training Group's DSL.
- If there are allegations of staff bullying or harassment this needs to be forwarded to HR.

### **Procedure for learners**

We expect that learners will:

- Support High Ridge Training Group staff in the implementation of the policy
- Become involved in the monitoring of the policy
- Feel confident to challenge and report incidence of bullying or harassment
- Feel reassured that bullying is taken seriously and is always tackled by High Ridge Training Group

### **How to report incidents**

- If you feel you are the victim of bullying or harassment – act promptly and tell someone. This may be your course tutor; Learner Mentor, Line Manager or any other member of staff.

- Restorative questions will be used by staff when speaking to you to ensure a fair process and that you have had the opportunity to have your say. You will be listened to sympathetically and your concerns will be taken seriously.
- Notes will be taken regarding the discussion and the staff member will ask the learner to complete a statement, which must be signed to declare a true reflection of events. All incidents and notes will be recorded and held securely.
- As a result of the interview, the Learner Disciplinary Procedure may be followed against the alleged bully and follow up interviews will be conducted with the perpetrator.
- If the bullying could be deemed as criminal or poses a serious threat to the lives of learners or the public, the Police will be informed immediately.
- Confidentiality will be maintained, but it cannot be guaranteed. If a learner decides not to take any further action after reporting the incident, High Ridge Training Group reserves the right to investigate the incident and apply disciplinary sanctions where appropriate.
- In some circumstances, if the learner is under the age of 18, High Ridge Training Group may make an informed decision whether to involve the learners' parents or guardian and in the case of a learner being over 18 years of age but in possession of an Education, Health and Care Plan High Ridge Training Group may decide that it is appropriate and advisable to involve the parents/carers
- Restorative meetings will be held on some occurrences to explore a resolution where appropriate; on other occasions, an action plan may be introduced as the best course of action
- If learners would prefer to arrange contact with an external organisation to discuss their concerns, a list of specialist agency details is available with the Safeguarding Team

This policy should be read in conjunction with the following policies:

- Safeguarding policy
- Online Safety policy
- Learner code of conduct
- Complaints procedure
- Learner disciplinary procedure