Policy Title	Student Bullying & Harassment
Author/Responsible Manager	Vice Principal: Education and Standards / Hilary Pezet Director of Student Services & Engagement(up-dates)
Original Issue Date	May 2010
Approved By and Date	Approved July 2025 Board
Next Review Date	July 2027
EIA Completion date	
Risk Assessment (please note here any identified risks of non-compliance with the policy)	Failing to address bullying and harassment risks the reputation of the college and student recruitment, retention and achievement

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Equality Impact Assessment				
Characteristic	**No impact**	**Positive impact**	**Negative impact**	**Evidence**
Race	☐	☒	☐	Specific reference to bullying of protected characteristics
Disability	☐	☒	☐	
Gender	☐	☒	☐	
Pregnancy/Maternity	☒	☐	☐	
Religion/belief	☐	☒	☐	
Sexual orientation	☐	☒	☐	
Age	☒	☐	☐	
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Marriage & civil partnership	☐	☒	☐	
Carried out by: R Evans				

1. Introduction

The College recognises the impact of bullying on young people's lives in terms of how it can undermine confidence and destroy their sense of security. Bullying and harassment can take many forms but intimidating behaviour, with the intention of physical or emotional hurt and humiliation, is a common factor. Bullying can happen anywhere and, to tackle bullying, Kendal College recognises its role in working with partners to adopt a culture where bullying is unacceptable as well as develop the skills of young people in building confidence and resilience.

More serious offences of terrorism or risk radicalisation are also implicit within bullying and harassment and the College will link identification of bullying with its responsibilities under the Prevent Duty.

<u>Definitions of Bullying</u>

There are many definitions of bullying but bullying is considered to be:
- Deliberately hurtful or humiliating
- Repeated often and over a period of time
- Difficult for victims to defend themselves against
- Singling out a person because they belong to a particular group or protected characteristic.
- Racist and Religious bullying – bullying that makes a person feel unwelcome, marginalised, excluded, powerless and worthless because of their colour, ethnicity, culture, faith, community, national origin or national status. Forms of racism which are the result of ignorance
- Sexist, gender, sexual and transphobic bullying – any behaviour, physical or non-physical where sexuality is used as a weapon, carried out to their face or behind their backs. It can include inappropriate touching and jokes about sexual assault or rape.
- Homophobic bullying – this type of bullying against someone's sexual orientation can be difficult for the person to report as it may be directed at them at a sensitive phase of their own development. The term gay is an insult in this context and should be challenged
- Disablist bullying – bullying involving people with disabilities employs many of the forms as other types of bullying with name calling, pushing and shoving being common. It can include manipulative bullying, exploiting of sensory stimuli, conditional friendship and persistent low-level bullying e.g. directed at people on the autistic spectrum

Bullying can take many forms, but four common types are:
- Physical – hitting, kicking, taking belongings, damaging property
- Verbal – name calling, insulting, making offensive remarks
- Indirect – spreading false stories about someone, exclusion from social groups, being made the subject of malicious rumours
- Cyberbullying - the use of information and communications technology, particularly mobile phones and the Internet to deliberately upset someone. It includes text messaging, email and the use of social networking sites and chat rooms, from posting rumours or gossip about a person to identifying victims and publishing materials severely defaming and humiliating them.
- Encouraging vulnerable people to engage in risk-taking behaviour through chat rooms or other types of social media that could be linked to grooming

- Expression of views which are discriminately against protected groups or individuals and non-compliance with expectations of behaviour which could indicate links to terrorism

<u>Definitions of Harassment</u>

Harassment is defined as the unwanted conduct which violates a person's dignity or creates an intimidating, hostile, degrading or humiliating environment.

The College takes harassment to include:

- Negative remarks about a person's protected characteristic e.g. ethnicity, sexuality, gender, age, disability, religious or political beliefs

- Making of unwelcome and inappropriate sexual remarks or physical advances including racist and/or sexist comments or jokes

- Verbal abuse or taunting

- Ignoring someone

- Making unwanted physical contact

- Unfair allocation of work

- Display or circulation of offensive materials e.g. books, magazines, emails, text messages

- Intrusive questioning

- Making offensive comments on social media

2. Policy Statement

College staff have a collective and individual responsibility to create and maintain a safe learning and working environment for its learners and will challenge bullying and harassment in all its forms and take firm and decisive action to protect the safety and well-being of all its students.

The College will ensure that all staff and students are aware of the policy and the standards of behaviour and conduct expected so that they know what to do if they experience or suspect bullying or harassment, confident that it will be dealt with in accordance with the policy.

This policy and procedure applies when students are on College premises or are on College related activities, members of staff and visitors to the College, students from schools who attend College and any activity using social media or electronic means that can be linked to College sites.

Bullying and harassment may not be immediately obvious, and it may be difficult for some learners to articulate the concerns they have on the behaviour of others including for fear of reprisal.   It is therefore important to create a culture within the College that allows all learners to disclose their concerns in the safe knowledge that something will be done.

3. Procedure

<u>Promoting Anti Bullying and Harassment in College</u>
Through a combination of prevention and response, the following measures are put in place to raise awareness of the College policy of zero tolerance of bullying and harassment:

1. A statement of the intolerance of bullying and harassment is included within the student contract/ handbook and emphasised during full time induction. Emphasis is made on keeping students safe through an awareness of the risks they may face through online activity

2. New staff induction programmes include a module on bullying and harassment and all other elements of student wellbeing, inclusion and behaviour. The Staff development programme also includes updates on bullying and harassment.

3. Where bullying or harassment is seen to have a severe impact on a student and/or their family, an Early Help Assessment may be carried out to ensure that external specialist support services can be engaged (see separate policy).

4. Tutors have a role in ensuring there is no evidence of bullying and harassment within their tutor groups using group tutorial as a means of promoting equality of opportunity and developing positive attitudes amongst students in line with the tutorial scheme of work

5. Link in with local authority anti-bullying procedures and with those of other partners

6. Promotion of the College support services via a confidential email help@kendal.ac.uk

7. Advising students on the risks associated with the use of on-line media including social networks through targeted tutorials and ensuring material is current

Dealing with Allegations of Bullying or Harassment

In many cases, the identification of bullying will be by a member of staff becoming aware of an unacceptable situation e.g. through the student disclosing a concern, bullying emerging as a reason for poor attendance or change of behaviour or overhearing student discussions. Wherever possible, the student should be encouraged to make a note of what has happened, when, where and who was involved or to talk to someone they trust who can write it down for them. The role of the personal tutor (or vocational tutor for apprenticeship groups) will be to support the student, deal with the allegation within the tutorial group and seek a resolution to the issue. This may include involving both parties in discussion.

The personal/vocational tutor will:

- Accept what is said and listen carefully

- Treat all reports of bullying seriously

- Offer support, if necessary, through onward referral

- Record what is said on CPOMS and refer to manager and/or safeguarding/wellbeing

- Agree with the victim what action will be taken including referral to support agencies

- Invoke the disciplinary policy and procedure where appropriate

Apprenticeship facilitator and other tutors known to the student will follow the same guidelines of a leaners disclosing bullying to them and when it is not appropriate to refer them to the personal or vocational tutor.

Notification through the College Complaints Procedure

Where an informal approach has not been appropriate, then a formal complaint must be made by the victim in line with the College complaints policy. The complaint can be made in writing, verbally or through a third party such as a parent, care worker or other responsible adult, whatever is the most appropriate form of communication for the victim.

All formal accusations of bullying will be considered within the formal disciplinary policy.

Investigations in respect of cyberbullying may include a request to the College Network team to review network activity and taking evidence from mobile phone messages and social network activity. In extreme cases, it may be necessary to involve the police to trace calls or to look at the data of another user.

The investigation must consider if a legal offence has been committed as bullying including cyberbullying can constitute a criminal offence.

If there is any concern that the bullying and harassment could be linked to terrorism or radicalisation, then an immediate referral will be made to the Safeguarding team in line with the College's responsibilities under the Prevent Duty.

Where it is identified that there is persistent evidence of bullying and harassment against students, the personal or vocational tutor must take reasonable steps to work with the group of students to raise awareness of equality of all learners and promote positive attitudes within the group.

It is the responsibility of the person investigating the bullying and harassment claim to discretely advise other staff members who are linked to the victim on a need-to-know basis.

<u>Recording of Bullying and Harassment</u>

The importance of follow up of reports of bullying and harassment is recognised to ascertain if the intervention has secured lasting change. Key questions at this stage will include whether the victim now feels safe, whether the bully's behaviour has changed and what has been learned from the incident.

Following the investigation, the personal / vocational tutor should update the student's Pro-Monitor record and CPOMS for future reference and continue to monitor the student closely, without ever assuming that the bullying has stopped.

Records of bullying and harassment that have escalated to formal investigation stage are reported to the Board of Governors through the annual complaints report.

4.   **References**
Equality Policy
Behaviour and Disciplinary Policy
Safeguarding Policy
Sexual Harassment Policy
Complaints and Compliments Policy
www.teachernet.gov.uk
www.anti-bullyingalliance.org.uk
http://www.preventforfeandtraining.org.uk/