



Bullying and Harassment

Policy and Procedures

For Students

July 2018
(Review Date July 2019)

BULLYING AND HARASSMENT POLICY & PROCEDURES

AIM

The aim of this Policy is to protect students, staff, stakeholders, partners and visitors from harassment or bullying and to enable them, if necessary, to make a complaint or assist in an investigation without fear of reprisal regardless of their age, disability, gender identity, race, religion or belief, sex, sexual orientation, or pregnancy or maternity.

This policy should be considered in conjunction with TMP College Single Equality Scheme, and Safeguarding Policy.

The Bullying and Harassment Policy for staff covers employees.

POLICY STATEMENT

It is the intention of TMP College that all members of TMP College community will be treated with respect, courtesy and integrity whilst involved in any aspect of college life. TMP College will seek to provide a safe and supportive environment in which everyone is able to study or work to the best of their abilities, free from harassment, bullying or intimidation or fear of these. All affected parties have the right to complain about unacceptable behaviour and may take informal or formal action as set out in the accompanying procedure to end harassment or bullying

RESPONSIBILITIES AND DUTIES

It is the responsibility of all individuals to ensure that their own personal conduct is in accordance with this Policy, that they treat everyone associated with TMP College with the dignity they deserve and that they do not harass, bully or intimidate anyone.

Managers have particular responsibility to set and maintain appropriate standards of behaviour and to take action to protect the dignity of students. Managers must take appropriate action against those violating this Policy. Staff have a responsibility to ensure that they take appropriate action should they witness harassment or bullying taking place.

The Director, Martin Heaton, has the overall responsibility for implementing and enforcing this Policy.

Students who are concerned about harassment or bullying issues can talk to their personal tutor, Hannah Thompson or the Head of Student Services, Kieron Hersnip.

DEFINITIONS

Harassment

Offensive words, conduct, action or display; usually repeated or persistent that demeans, belittle or humiliates another person

Harassment is always unwanted, unreasonable and offensive and can result in the recipient feeling threatened or humiliated as well as being physically or mentally abused.

Harassment can take many forms including: unwelcome remarks, jokes, innuendo, teasing or verbal abuse, exclusion or deliberate isolation, patronisation, display of offensive materials or transmission of offensive material by electronic means or through the post, intentional intimidation insults, threats or physical or sexual assault, articles of clothing displaying offensive messages or pictures.

People can be subject to harassment on a variety of grounds including:

- Race, ethnic origin, nationality or skin colour
- Sex
- Religion or belief
- Disabilities, sensory impairments or learning difficulties
- Status as ex-offenders
- Age
- Victimisation because a person has challenged harassment or made a complaint
- Gender identity
- Sexual orientation
- Pregnancy or maternity
- Marriage/civil partner status

This list is not exhaustive. Anyone who is in a minority, or who lacks organisational power, runs the risk of being harassed. Thus, health, physical characteristics, personal beliefs and numerous other factors may lead to harassment.

Bullying

The intentional intimidation or belittling of someone through the misuse of power or position which leaves a person feeling hurt, upset, vulnerable or helpless

Examples of bullying behaviour include:

- derogatory remarks
- insensitive jokes or pranks
- insulting or aggressive behaviour
- ignoring or excluding an individual
- unwarranted public criticism

All employees, students, stakeholders, partners and visitors must comply with this policy and take steps to ensure that harassment or bullying does not occur. They have a responsibility at all times to behave in a way that is courteous, respectful and reasonable towards others. Any instance of bullying or harassment or other inappropriate behaviour in TMP College that is likely to cause offence or breach the dignity and respect of students or others will be regarded as serious misconduct. All managers have a duty to establish and maintain a learning and working environment free from harassment or bullying.

Anyone who feels harassed or bullied should feel confident that complaints will be taken seriously and dealt with in confidence. No one will be penalised, victimised for honestly complaining that his or her dignity has been breached as a result of another person's words or actions.

A full investigation under this policy will be carried out when a complaint has been received and, where appropriate, every effort has been made to resolve the situation informally. Some incidents, however, by virtue of their serious nature will need to be dealt with immediately under the formal procedure laid out in the Student Disciplinary Policy.

The use of foul and abusive language, the telling of offensive jokes, engagement in unwanted banter or making remarks that could reasonably cause offence to any person, including anything that is sexual in nature, sexist, racist, transphobic, ageist, homophobic, connected to religion or related to an individual's disability, will be viewed as a disciplinary offence, potentially leading to disciplinary action as set out in the Student Disciplinary Procedures.

Harassment and bullying procedures

General principles

All staff and students have a responsibility to take informal or formal action to stop any form of harassment or bullying which they witness or which is brought to their attention.

TMP College understands that it is often the perception of the recipient that determines whether any action or statement can be viewed as harassment or bullying. It is therefore critical that whilst a full investigation is carried out the person who perceives they have been subject to the unwanted conduct is shown the full support of TMP College.

Procedures

Note there are separate harassment and bullying procedures for staff

Wherever possible a student who believes s/he is the subject of harassment or bullying should ask the alleged offender to stop, or make clear that the behaviour is unwelcome. It is recognised that, in some circumstances it may not be possible to proceed on an informal basis. A Record of incidents of harassment should be kept to assist if further formal action is required.

If an informal approach is inappropriate or does not lead to the harassment stopping then a complaint may be made using the Complaints procedure. Students can obtain a complaint form

from reception. Once the form is received by TMP College, students will receive a response within 10 working days.

All complaints will be investigated by an appropriate manager within 10 working days.

In the event of disciplinary procedures being invoked against the alleged harasser or bully, any student involved must be told what is happening and be informed of their rights.

If the investigation upholds the complaint, prompt action designed to stop the harassment/bullying immediately and prevent its recurrence will be taken.

Any student who brings a complaint must be kept fully informed of the action being taken by TMP College, and if the complaint is upheld, of any disciplinary action which TMP College imposes.

Students under 18 who bring a complaint have the right to be accompanied by their parent/guardian/carer at all times during formal interviews and investigations. The parent/guardian/carer will also be kept informed of the action being taken by TMP College.