

# **CANTERBURY COLLEGE POLICY**

## **BULLYING – PATHWAY TO DEALING WITH HARRASSMENT**

**LAST REVIEWED: December 2011**

**REVIEWED BY: Director of Student Support Services**

**NEXT REVIEW: December 2012**

**POLICY LEAD: Lut Stewart DSSS**

Copies of policies may be obtained via the College's web site. Hard copies may be obtained via the Clerk to the Corporation. Administration fees may be applied for provision of more than one hard copy. Any fee will be confirmed prior to dispatch of copies and may be waived at the College's discretion.

# **BULLYING**

## **POLICY and PROCEDURE STATEMENT**

Canterbury College is committed to providing a safe environment for students and recognises that this will promote students well-being and ability to learn.

Students have the right to feel safe at College, be treated with respect and have the right to support if they feel threatened, intimidated or undermined in any way. It recognises its legal duty under the Children Act for the welfare and safety of young people.

Bullying means all types of bullying and harassment. The term 'bullying' in this policy therefore means emotional, physical, any discrimination such as sexist, racist, homophobic, regardless whether this is verbal, written, by physical contact or gesture, or electronic.

### **It is the policy of Canterbury College that:**

- 1 All staff and students have a responsibility to ensure that the learning environment is free from bullying and harassment
- 2 Bullying incidents will be recorded, investigated and subject to the Disciplinary and Misconduct procedures
- 3 Victims of bullying will be offered support
- 4 Staff in all areas will be trained to ensure that they are pro-active and responsive to bullying incidents and know appropriate procedures
- 5 The Bullying Policy will be consistent and complementary to all other College policies and in particular to the Single Equality Scheme, Safeguarding, Health & Safety policies and Disciplinary/Misconduct Policy and procedure
- 6 The monitoring of Bullying incidents will be part of the College's Performance Review

**The policy as stated will be implemented in the following way:**

**1 All staff and students have a responsibility to ensure that the learning environment is free from bullying and harassment**

- 1.1 The College will have an anti-bullying ethos so that it is widely known that bullying is not acceptable and will not be tolerated.
- 1.2 All staff will be informed about the anti-bullying policy in their induction and their responsibilities under the Safeguarding Policy.
- 1.3 All Students will be informed about the College's anti-bullying policy during induction and their responsibilities concerning their treatment of other students.
- 1.4 There will be information on bullying on the College Intranet for students.
- 1.5 There will be information about bullying in the Students' Diary and Handbook.
- 1.6 There will be posters throughout the College informing students of staff they can turn to in cases of bullying.
- 1.7 There will be clear procedures communicated to all College personnel so that students can be confident that incidents will be dealt with promptly, effectively and sensitively.

**2 Bullying incidents will be recorded, investigated and subject to the Disciplinary and Misconduct procedures**

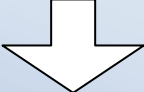
- 2.1 All cases of bullying or suspected bullying should be treated seriously and reported to any member of staff. They must be dealt with immediately by the member of staff approached.  
The College has developed a trained safeguarding team and students are enabled to make allegations of bullying and raise any concerns they have with designated safeguarding staff.
- 2.2 Confidentiality should be maintained when appropriate.
- 2.3 A clear and written account of the incident should be given to the Course Tutor, Personal Tutor or a member of the safeguarding team who will follow this up and deal with it or refer to the Director of Student Support Services or one of her Deputies if relevant.
- 2.4 If the victim wants to lodge a formal complaint, the formal procedure and timescales must be followed. (See Appendix)
- 2.5 The Misconduct measures will be used as appropriate and may lead to a verbal warning, a formal written warning, suspension or exclusion.
- 2.6 In cases where punitive action is not considered appropriate for the person doing the bullying an action plan will be drawn up to attempt to bring unacceptable behaviour under control.

**3 Victims of bullying will be offered support**

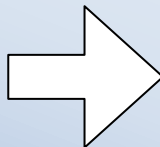
- 3.1 Immediate action will be taken to secure a student's safety and strategies put in place to prevent further incidents.
- 3.2 There will be the opportunity for the victim to discuss their experience with a counsellor, their tutor or a member of staff of their choice.
- 3.3 The offer of on-going support from the Student Information Personal Advisor will be made.
- 3.4 Where appropriate parents or carers will be informed or involved or peer support arranged.
- 3.5 Sources of help and information from external agencies will be provided by Student Services.
- 4 Staff in all areas will be trained to ensure that they are pro-active and responsive to bullying incidents and know appropriate procedures**
- 4.1 Key staff will be trained in dealing with bullying and to offer advice and assistance to students being bullied.
- 4.2 The Student Information Personal Advisor will offer training on dealing with bullying for staff and arrange inputs for groups where bullying has been identified as a potential problem, inviting external agencies to participate as appropriate eg Public Safety Unit.
- 4.3 Safeguarding and bullying will be a regular focus of staff included in Staff Development.
- 4.4 There will be support materials available in the LRC to support tutorial staff.
- 5 The Bullying Policy will be consistent and complementary to all other College policies and in particular to the Single Equality Scheme , Safeguarding, Health & Safety policies and Disciplinary Policy and Procedure**
- 5.1 Due consideration will be given to statutory duties concerning Safeguarding and the promotion of equality and diversity.
- 6 The monitoring of Bullying incidents will be part of the College's Performance Review**
- 6.1 There will be periodic reviews of recorded incidents and complaints by the Director of Student Support Services and reports submitted to the SMT and the Quality Committee as well as the Corporation
- 6.2 The College Management Teams will be responsible for developing action plans to address issues associated with bullying that are highlighted in their section(s) or faculty(ies).

**Informal**

**Contact your personal or course tutor**  
The student talks to this person about the complaint or puts it in writing to this person



**Staff and Student try to sort out issue informally**  
Student encouraged to suggest a solution



**Resolved**

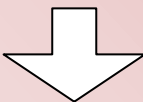


**Formal**

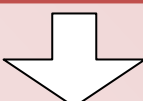
**If the issue is not resolved, the student should then complete a written complaint on the College form**

Use "How are we performing" form via College internet page

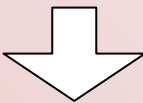
Student can get support from Students' Union if they need to



**Complaint sent to relevant Faculty Head or Director**  
Copy for monitoring sent to Director of Student Support Services



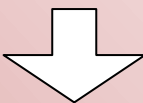
**Faculty Head makes contact with student within 5 working days**  
(Serious Misconduct or Safeguarding issues should be followed up immediately)  
In Person or in Writing (not by phone)



**Faculty Head investigates complaint with relevant staff and student input**

Sends results of investigation to student within 10 working days of receiving complaint

In exceptional circumstances this can be extended if student is notified in writing with Director approval



**Complaint resolved and copy sent to Director of Support Services**  
If student is still unhappy with outcome they can appeal in writing to the Principal who will resolve appeal within 10 working days