

## RNC Policy: Student<sup>1</sup> Anti-Bullying and Harassment Policy and Procedure

Responsibility:	Director of Student Support Services
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This policy should be read in conjunction with: Safeguarding Childrens Policy Safeguarding Vulnerable Adults Policy Student Behaviour Policy Student Disciplinary Policy Student Handbook College Regulations	

Version	Date	Amendments	Author
1.0	Jan 2017	Policy approved at SMT EIA completed	MKJ
1.1	03/01/18  03/18	4. minor word change 4.2.2 clarification of reporting routes Appendix 1 (para.4) clarification of reporting route Approved at SMT	MKJ
1.2	04/19	Additions of section 5-12 to provide additional clarity to harassment and bullying related to specific protected characteristics. Removal of appendix, information contained within the body of the policy	MKJ
1.3	Nov 2019	Amendment to .3 and .9 advised by E&T committee	MKJ

### Commitment Statement

RNC is committed to the fundamental values of equality, diversity and inclusion, which creates a supportive environment for all members of our community to live, work and study. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and to eliminate discrimination to other equality groups related to age, sexual orientation, gender identity, marital or civil partnership status, pregnancy or maternity and religion or belief. We believe that safeguarding has paramount importance and RNC

<sup>1</sup> For the purposes of this policy, the term 'student' is inclusive of SES customers undertaking a residential placement at RNC.

recognises its responsibility and duties within the Government Prevent Strategy to be aware of and where appropriate act to ensure the safety of all students from radicalisation and extremism.

This document is available in alternative formats on request. If you think RNC can improve the fairness of this policy please contact the author who has responsibility for the review and update.

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# **Anti-Bullying and Harassment Policy**

## **Introduction**

RNC does not tolerate any form of bullying, harassment or victimisation and expects all members of the College community to treat each other with respect, courtesy and consideration.

RNC is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a supportive, friendly and safe working, learning and social environment in which the rights and dignity of all members of the College community are respected.

Should students experience bullying or harassment they are assured that, when they tell a member of staff, any incident will be dealt with promptly and effectively.

## **1. Policy**

1.1 Bullying and harassment are types of abuse which can take many forms and this is acknowledged in our Safeguarding Children and Safeguarding Vulnerable Adults Policies which consider the wider issues around the abuse and safeguarding of our students. This Anti-Bullying and Harassment Policy (hereafter 'the policy') should be read in conjunction with both RNC Safeguarding Policies.

1.2 This policy specifically refers to and deals with the bullying or harassment of students. Incidents concerning the bullying or harassment of staff are covered in the Harassment and Bullying Policy within the HR policies folder.

## **2. Objectives of this Policy**

2.1 The objectives of this policy are to ensure that:

- All college governors, staff, volunteers, students and parents have an understanding of what bullying and harassment are
- All college governors and staff know what the RNC policy on bullying and harassment is, and follow it when bullying or harassment is reported
- All students and parents (of under 18 students) know what the RNC policy on bullying and harassment is, and what they should do if bullying or harassment arises

2.2 The policy is intended to show that, at RNC, we take bullying and harassment seriously, and students and parents should be assured that they will be supported when bullying or harassment is reported. Bullying or harassment will not be tolerated.

## **3. Bullying and Harassment**

Behaviour can constitute bullying or harassment where it violates the dignity of a student on the grounds of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation (the protected characteristics); or where it creates an intimidating, hostile and degrading, humiliating or offensive environment. Individual or accumulative acts can seriously undermine the dignity and confidence of the affected student.

Conduct becomes harassment if it persists and it has been made clear that it is regarded as offensive by the recipient or a witness to the conduct, although a single offensive act can amount to harassment if it is sufficiently serious.

Bullying and Harassment can take place in a number of ways:

- **Physical:** pushing, kicking, taking belongings, sexual harassment or aggression, pinching, and other forms of violence or threats.
- **Verbal:** name calling, insulting, making offensive remarks, sarcasm, spreading rumours, persistent teasing.
- **Indirect** (also known as emotional or psychological): excluding an individual from social groups, spreading nasty stories about a person, being the subject of malicious rumour, tormenting, ridicule, humiliation.
- **Cyberbullying:** the use of digital communication particularly mobile phones and the Internet (including social networking sites, blogs, e-mail, video and instant messaging) to deliberately upset someone.

Bullying in some forms can constitute a criminal act e.g. extortion.

#### **4. Increasing awareness of bullying and harassment**

4.1 All staff, students and Governors need to be aware of the Anti Bullying and Harassment Policy, what constitutes bullying and harassment, how it should be prevented and how it should be reported and dealt with.

4.2 RNC will endeavour to address these requirements through providing:

- appropriate information and training for staff and Governors
- Information for students to increase their awareness and understanding of the inappropriateness of bullying and harassment
- Reinforcing the need for students to understand their rights and responsibilities under the Student Handbook and Code of Conduct.
- Information available at the New Student Conference and Induction
- Activities for Tutors and Residential staff to use with groups, where appropriate
- Awareness of Student Ambassadors about passing on information about bullying

#### **5. Bullying and Harassment based on race, colour or ethnic origin**

5.1 Bullying/harassment based on race, colour or ethnic origin is conduct at College directed towards a student by another student or group of students which is racist in nature, and which is regarded as unwelcome or offensive by the recipient or a witness.

5.2 The following are examples that illustrate such conduct, though this is not an exhaustive list:

- Jokes about race, colour or ethnic origin.
- Use of offensive names.
- References to students by offensive racist descriptions.
- Use of offensive or insensitive stereotypes.
- Verbal abuse based on race, colour or ethnic origin.
- Circulation, or display, of offensive material based on race, colour or ethnic origin.

- Detrimental behaviour because of a student's race, colour or ethnic origin.

## **6. Bullying and Harassment based on pregnancy or maternity**

6.1 Bullying/harassment based on pregnancy or maternity is conduct at College directed towards a student by another student or group of students which is based on the pregnancy or maternity of the student, and which is regarded as unwelcome or offensive by the recipient or a witness.

6.2 The following are examples that illustrate such conduct, though this is not an exhaustive list:

- Jokes about pregnancy or maternity.
- Use of offensive names.
- Use of offensive or insensitive stereotypes.
- Verbal abuse based on pregnancy or maternity.
- Circulation, or display, of offensive material based on pregnancy or maternity.
- Detrimental behaviour because of a student's pregnancy or maternity.

## **7. Bullying and Harassment based on sexual conduct**

7.1 Sexual bullying/harassment is conduct directed towards a student by another student or group of students which is of a sexual nature, or which is based on a student's gender, and which is regarded as unwelcome or offensive to the recipient or a witness.

7.2 The following are examples which illustrate such conduct, though this is not an exhaustive list:

- Unwanted physical contact.
- Contact which is intimidating, or physically or verbally abusive.
- Jokes that are based on sexual or gender issues.
- Non-verbal conduct, such as staring or gestures.
- Sexual advances, propositions, suggestions or pressure for sexual activity at or outside work.

## **8. Bullying and Harassment based on disability**

8.1 Bullying/harassment based on disability is conduct directed towards a student by another student or group of students which is based on the student's disability or association with someone who has a disability and which is unwelcome to the recipient or a witness.

8.2 The following are examples which illustrate such behaviour, though this is not an exhaustive list:

- Jokes about disability.
- Use of offensive names.
- Use of offensive or insensitive stereotypes.
- Verbal abuse based on disability.
- Circulation, or display, of offensive material based on disability.

## **9. Bullying and Harassment based on sexual orientation or gender reassignment**

9.1 Bullying/harassment based on sexual orientation or gender reassignment is conduct directed towards a student by another student or group of students which is based on the sexual orientation or gender reassignment of the student and which is unwelcome by the recipient or a witness.

9.2 The following are examples which illustrate such behaviour, though this is not an exhaustive list:

- Jokes about sexual orientation or gender reassignment.
- Use of offensive names.
- Use of offensive or insensitive stereotypes.
- Verbal abuse based on sexual orientation or gender reassignment.
- Circulation, or display, of offensive material based on sexual orientation or gender reassignment.

## **10. Bullying and Harassment based on marriage or civil partnership**

10.1 Bullying/harassment based on marriage or civil partnership is conduct directed towards a student by another student or group of students which is based on the marriage or civil partnership of the student and which is unwelcome by the recipient or a witness.

10.2 The following are examples which illustrate such behaviour, though this is not an exhaustive list:

- Jokes about marriage or civil partnership.
- Use of offensive names.
- Use of offensive or insensitive stereotypes.
- Verbal abuse based on marriage or civil partnership.
- Circulation, or display, of offensive material based on marriage or civil partnership.

## **11. Bullying and Harassment based on religion or belief**

11.1 Bullying/harassment based on religion or belief is conduct directed towards a student by another student or group of students which is based on the religion or belief of the student and which is unwelcome by the recipient or a witness.

11.2 The following are examples which illustrate such behaviour, though this is not an exhaustive list:

- Jokes about religions or beliefs.
- Use of offensive names.
- Use of offensive or insensitive stereotypes.
- Verbal abuse based on religion or belief.
- Circulation, or display, of offensive material based on religion or belief.

## **12. Bullying and Harassment based on age**

12.1 Bullying/harassment based on age is conduct directed towards a student by another student or group of students which is based on the age of the student and which is unwelcome by the recipient or a witness.

12.2 The following are examples which illustrate such behaviour, though this is not an exhaustive list:

- Jokes about age.
- Use of offensive names.
- Use of offensive or insensitive stereotypes.
- Verbal abuse based on age.
- Circulation, or display, of offensive material based on age.

### **13. Detrimental behaviour because of an association with a protected characteristic**

13.1 Bullying and harassment may not be based on the fact that a student belongs to a particular group, but simply because the individual has been singled out for such treatment or associates with someone of a protected characteristic. For example, this would include claiming someone is gay when they are not, or making fun of someone who has a disabled relative. The bullying and harassment may take the following forms, though again this is not intended as an exhaustive list:

- Limiting or withdrawing verbal communication.
- Isolating a student by unfriendly behaviour.
- Behaviour designed to belittle or produce anxiety in a student.

### **14. Allegations of bullying or harassment**

All allegations will be taken seriously by the College,

If a student or parent reports a case of bullying or harassment to a member of staff they must deal with the matter as quickly as possible. Please take time to listen and gather as much detail as possible.

If you directly observe bullying or harassment of a student, please challenge the perpetrator and provide support to the suspected victim. This may mean contacting residential staff so they can provide continued support and monitoring of the situation

The following reporting pathways must be followed:

If the observed or alleged incident has taken place in a classroom setting or during timetabled activity, you should forward a report without delay to the relevant Director of Learning and Curriculum,

If the observed or alleged incident has taken place outside of these settings you should forward a report without delay to one of the Residential Managers.

In dealing with a case of bullying or harassment, Behaviour or Disciplinary Procedures may be (and are likely to be) invoked. The police may need to be contacted in more serious cases such as those involving assault, cyber-bullying and/or persistent bullying outside the jurisdiction of the College

The College will attempt a variety of strategies to ensure that the matter is resolved and that the student who has been bullied or faced harassment feels confident that the matter has been dealt with appropriately.

As a means of preventing further bullying, each case will be monitored and attempts will be made to help the bully/bullies change their behaviour.

In the case of the alleged perpetrator being a member of staff, a report must immediately be forwarded to the Lead Designated Safeguarding officer – Jeremy Perrott or in his absence another member of the designated safeguarding team.

Allegations against members of staff or volunteers will be dealt with in line with the Safeguarding Children and Safeguarding Vulnerable Adults Policies.

The Designated Safeguarding Officer will inform the Principal immediately and will consider all cases carefully.

Allegations against the Principal, Charity Chief Executive or members of the Governing body will be referred to the Clerk to the Governors who should notify the Chair of Governors and/or the Safeguarding Governor.