



TyneCoastCollege

Prevention of Bullying & Harassment Policy

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Eamonn Murphy or Eve Oliver.
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Student Services

* Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
CMT	V10	June 2023	June 2026	Head of Student Services and Safeguarding

Equal Opportunities: Impact Assessment required.

Review: 3 years

POLICY NUMBER 6

Bullying & Harassment Policy

1 Policy Statement.

We are committed to the principles of equal opportunities and respect for individuals in creating and maintaining an inclusive environment.

We value and celebrate diversity, seeing this as critical to achieving our strategic aims and long-term success.

We work to recruit and develop staff and students from a wide range of backgrounds and promote an inclusive culture where:

- We provide a supportive and inclusive learning, working and social environment in which everyone feels that they are safe, valued and can work to achieve their potential.
- We treat all staff and students fairly and equally, and with dignity and respect; and
- The opportunities we provide are open to everyone, and decisions are based on merit and not on people's personal circumstances.

We will not tolerate bullying or harassment of one member of the College community by another and aim to provide an environment where people know that we take such allegations seriously and we all have the confidence to report harassment or bullying without fear of victimisation.

1.1 Bullying may be defined as follows: is when a student causes another student to feel less safe, fearful, or like they are unable to participate in college. Bullying often involves an imbalance of power, and can include physical, verbal, or psychological actions against a student. Bullying can also happen through communications, including social media.

1.2 Harassment may be defined as follows: is when the speech or actions are so severe, pervasive, or targeted at particular people that it hinders the student's ability to get an education, significantly harms their well-being, substantially interferes with their rights, or intimidates the student because of their identity.

This policy applies to all students of Tynecoast College.

Policy Principals

If you believe that you, or someone else, are being harassed or bullied by another student, employee, visitor, or contractor, we will provide support to investigate the allegations and deal with any behaviour we find to be unacceptable.

We use the following guiding principles to help us provide an appropriate solution as soon as possible. We will provide access to support to try to allow early action and an informal solution to the problem wherever possible. Where this is not effective or appropriate, it may be necessary to take formal action.

- Witnesses, as well as people who are the victims of harassment or bullying, can raise a concern under this policy.
- Our procedures have been developed to try to avoid people feeling that they have no course of action other than to make a formal complaint, and to make sure people are not asked to repeat information unnecessarily.

Prevention of Bullying and harassment policy:

Types of bullying & Harassment may include:

- A Verbal Bullying** – name calling, making offensive comments, taunting, mocking, spreading hurtful and untruthful rumours, racial or sexual insults. It may be verbal threats of shaming, violence, or intimidation.

Verbal Harassment: threatening, abusive or insulting words or behaviour, or display of visible representations, which: Are likely to cause fear of, or to provoke, immediate violence.

- B Emotional Bullying** – ignoring, excluding, damaging property, demanding money.

Emotional Harassment: Emotional harassment involves controlling another person by using emotions to criticize, embarrass, shame, blame, or otherwise manipulate them.

- C Physical Bullying** – pushing, kicking, hitting, threatening violence.

Physical Harassment is often related to violence, like physical attacks or threats. In extreme cases, physical harassment is also classified as sexual assault. Some acts like unnecessary touching, negative blackmailing, damaging private property, threats, assaults, etc., also come under physical harassment.

- D Cyber-Bullying** – involves use of offensive e-mails, text messages, telephone calls, picture/video clips, mobile phone cameras, websites, instant messaging and chat rooms, pestering.

Cyber Harassment - the use of information and communication technologies by an individual or group to repeatedly cause harm to another person. This may involve threats, embarrassment, or humiliation in an online setting

Bullying & Harassment may also be: (This list is not limited too)

- **Sexist** – related to a **person’s gender**.
- **Racist**, or regarding someone’s **religion or culture**.
- Related to a person’s **sexual orientation** (homophobic).
- Related to a person’s **home circumstances**.
- Related to a person’s **disability, health or appearance**.
- **Sexual** – talking to or touching someone in a sexually inappropriate way.
- **Victimisation** - when someone treats you badly or subjects you to a detriment because you complain about discrimination or help someone who has been the **victim of discrimination**.
- **Discrimination** - the unjust or prejudicial treatment of different categories of people, especially on the grounds of ethnicity, age, sex, or disability.
- **Social Exclusion** - Social exclusion is bullying when a child feels alone or left out because of the manipulation of their peer relationships and social status.
- **Shaming** - the act or activity of subjecting someone to shame, disgrace, humiliation, or disrepute especially by **public exposure or criticism**.

- 1.3** Tyne Coast College recognises the detrimental effects on students who may be subjected to bullying and will work efficiently to eradicate its occurrence.
- 1.4** Students at Tyne Coast College are entitled to enjoy a secure, happy and friendly environment in which they can learn effectively. The College will do its utmost to establish and sustain such an environment.
- 1.5** All bullying is unacceptable, regardless of its form or which excuses are given to justify it.
- 1.6** Behaviour that would normally be reported to the police by a member of the public outside of the College e.g. assault or threat of violence, may also be reported if it takes place in the College or when students are under College supervision off the premises.
- 1.7** The College values all its students equally, regardless of age, ability, race, gender, religion, or sexual orientation. All victims of bullying will be treated in a supportive manner.
- 1.8** Students that remotely attend college or have delivery through our approved sub-contractors or partners, are made aware of this policy and how to report such concerns, our partners and sub-contractors are also made aware of the content of the policy and are advised that they can raise concerns through the safeguarding contact process or the designated contract manager.

2 Scope

All students enrolled at the College whilst on college premises, working remotely from home or/off-site location, on College transport or on related activities, students residing in the halls residents, visitors will be covered and protected by this Policy.

3 Legislation

The College policy affirms its commitment to the current and any subsequent enacted legislation governing bullying, in particular:

- Equality Act 2010
- Working Together to Safeguard Children July 2018 (DfE)
- Keeping Children Safe in Education September 2023 (DfE)*.
- Counter-Terrorism and Security Act February 2015.

4 Responsibilities

Students are expected to:

- 4.1** Understand what bullying & Harassment is.
- 4.2** Receive information on required standards of behaviour (code of conduct), how to respond and how to get support.
- 4.3** Being vigilant to any signs of bullying and/or harassment and pass on any concerns to a member of staff.
- 4.4** Act in a respectful and supportive manner to other students including reporting any suspected incidents which a victim may be afraid to report.
- 4.5** Refrain always, from any behaviour which would contribute to the bullying or harassment of fellow students.
- 4.6** Adhere to and promote the principles and practise of this policy.

The Role of parents/guardians, providers, sponsors, employers, and other stakeholders

- 4.7** Reinforcing the importance of sociable behaviour.
- 4.8** Encourage student/students to report any concerns they have relating to bullying or harassment, consider direct contact, if appropriate
- 4.9** Actively support the policy on eradicating bullying.

The Individual Responsibilities of Staff

- 4.10** To embrace a whole College approach that celebrates individuals and provides support for all students.
- 4.11** promote and implement Fundamental British Values and the College's anti-bullying and anti-harassment ethos, policy and procedures.
- 4.12** To be familiar with the College prevention of bullying policy through completing annual mandatory training.

- 4.13 To recognise that the responsibility for dealing with bullying incidents rests with **all** staff and the Board of Governors.
- 4.14 To respond to queries and concerns from students, parents/guardians, providers, sponsors, employers, sub-contractors, partners and other stakeholders, positively and without delay.
- 4.15 To understand that **all** staff have a responsibility to challenge, question and report behaviours of students that may resemble Bullying & Harassment.

5 Actions to Implement and Develop Policy

The College will establish, maintain, and regularly review:

- 5.1 The use of tutorial time and other elements of the curriculum to raise students' awareness of bullying & harassment issues and to develop students' assertiveness in order that they may feel better able to deal with bullying situations.
- 5.2 The encouragement of staff to be proactive in combating bullying and harassment to serve as a good role model for students.
- 5.3 Regularly reminding students and staff that Tyne Coast College is an organisation in which reports of bullying and harassment will be heard sympathetically.
- 5.4 A quick response to any bullying and harassment allegations.
- 5.5 Sanctions against bullies where such incidents are proven.
- 5.6 Support for victims of bullying through out the process of investigation and post investigation.
- 5.7 The monitoring of victims and bullies and the provision of special arrangements for any students considered to be at risk, including guidance, counselling and information on other sources of support.
- 5.8 Factors which may influence the risk of bullying behaviour e.g. the College environment, supervision arrangements, College routine and procedures, security, staff guidelines, IT policies etc.
- 5.9 Communication of the policy to all staff, students, governors, providers, parents, and other stakeholders.
- 5.10 The issue to all staff of guidelines which enable everyone to play an active role in combating bullying.
- 5.11 This policy which may be amended in light of experience, legislation, changing circumstances etc.
- 5.12 This Policy and the College ethos and protocols for dealing with bullying will be part of the induction process for staff and students.

- 5.13** The communication of anti-bullying information, help lines and contact details for reporting incidents through different media throughout the College.
- 5.14** Those individuals identified as bullies will be offered guidance counselling and/or training with an anti-bullying specialist member of staff.
- 5.15** Proven incidents of bullying and breaches of the Policy by students will be dealt with within the Student Disciplinary Policy. As well as supportive actions covered by the prevention of bullying procedure.

Monitoring & Evaluation

The Head of Student Services and SEND will on an annual basis, monitor and evaluate:

- 6.1** The number of reported incidents by staff and students by location e.g. Refectory, college bus, workshops etc.
- 6.2** The number of reported incidents by staff and students over a given period.
- 6.3** The incidence of bullying as indicated by incident returns within given periods of different students' groups.
- 6.4** Review of students and staff comments through student voice feedback including surveys, student forums, course meetings and reviews.
- 6.5** Review of Action Plans agreed with those identified as bullying.
The Prevention of Bullying & Harassment Lead (Eamonn Murphy) will report to the principal and the Board of Governors, through the Standards Committee.

7 Related Policies

- Equality & Diversity Policy
- Harassment Policy
- Student Disciplinary Procedure
- Student Code of Conduct
- Student Disciplinary Procedure
- Sexual Abuse, Sexual Harassment, Sexual Violence Policy.
- Safeguarding Policy.

Dealing with Bullying & Harassment

Procedure:

Introduction

Students should be encouraged to tell someone about any concerns as soon as they arise. This would normally be a tutor, lecturer, or member of support staff. Contact can also be made using the Student Services email (info@stc.ac.uk or enquiries@tynement.ac.uk), if the student does not feel comfortable doing this or wants further help, the student can complete a **Bullying & Harassment Report Form** and send or take it to Student Services-Gateway or reception for the attention of the Head of Student Services and Safeguarding. Disclosures should be treated seriously and with sensitivity to the individual's circumstances.

Responding to a Concern or Incident

Responses and follow up options may depend on the severity of the situation and whether there are any immediate concerns for safety. Advice should be sought from line managers if required or HOD's.

Minor incidents or disagreements should be addressed by Tutors or Teaching staff in the first instance. Possible responses could include:

- A.** Supporting the student to respond appropriately to a minor issue (without retaliation);
- B.** Arrange an opportunity for conciliation to be reached between the two parties (ensuring involvement of an effective mediator);
- C** Approaching the issue or general topic through a group tutorial or class session (involving the Wellbeing, pastoral, safeguarding and/or Counsellor if required); However, any suspicions or allegations of bullying must always be reported and investigated.

The Head of Department (or nominated member of staff) will investigate the concern or allegation to clarify the facts through a thorough investigation, taking statements from the alleged perpetrator or perpetrator's, victims, and witnesses.

Careful consideration of all circumstances will be made before sanctions or next actions are decided. This will, in many cases, involve the parents or carers of both the alleged perpetrator and the victim being informed at the earliest opportunity.

Eamonn Murphy will update you with progress of the investigation in a timely manner.

Where misconduct or serious misconduct are found to have taken place the Student Disciplinary Procedure should be invoked. A range of approaches will be used to support the victim and help them build resilience and, in addition, a range of approaches to help those who bully to understand the suffering and anxiety caused by their actions.

Recording Incidents or Concerns of Bullying

Incidents of bullying that have been founded, should be discreetly passed to the safeguarding team to record on the safeguarding database.

BULLYING INCIDENT REPORT FORM

Name:

Date of Birth:

Student Number:

Contact Number:

Date of incident

Time of incident

Location / event

Nature / type of incident: Harassment/Isolation/cyber/physical/emotional/mockng/intimidation/threats.

Details of incident/incidents: Please input as much information as possible.
Times/dates/locations ideally.

Please submit form by

Email to eamonn.murphy@tynecoast.ac.uk

Hand in to: Student Hub, any member of staff.