

TM/PP/112  
BULLYING AND HARRASSMENT

Approved	25 January 2021	<i>J Richards</i>
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# BULLYING AND HARRASSMENT

## 1. Aim of Policy

The policy aims to:

- Prevent bullying in any form including, but not limited to, physical, verbal, cyber and social.
- Ensure that everyone is aware that bullying will not be tolerated.
- Comply with all relevant Human Rights Legislation.
- Ensure that everyone understands that they have a responsibility for the safety and wellbeing of others.

## 2. Introduction

2.1 Teaching Matters is committed to the elimination of discrimination on the grounds of sex, marital status, sexual orientation, race, colour, nationality, creed or religious belief, ethnic or national origins, age and disability or any other irrelevant reason. All victims of bullying and harassment will be treated in a supportive manner.

2.2 The organisation recognises the problems associated with bullying and harassment and is committed to providing an environment in which all learners can study without the fear of victimisation. Bullying and harassment can cause extreme distress and anxiety and can affect health and the continuation of studies. In some cases, it is unlawful and a criminal offence. Any form of harassment or bullying is unacceptable, whether or not it is unlawful.

2.3 Teaching Matters recognises that any form of bullying or harassment of learners is entirely inappropriate and can seriously undermine relationships. If a complaint is brought to the attention of Teaching Matters, it will be investigated promptly, and appropriate action taken. A Complaints Policy exists for this purpose and is available on the Teaching Matters' Trainee Teacher Portal.

2.4 This policy attempts to deliver preventative action to keep young people and vulnerable adults safe from a wide range of potential harm including bullying and harassment.

2.5 Teaching Matters is committed to:-

- Ensuring that all learners are treated with dignity by promoting a culture where bullying or harassment is neither condoned nor tolerated where it is found to exist.
- Providing an environment where learners have the confidence to report incidences of bullying or harassment without fear of further victimisation.
- Ensuring that any complaints of bullying or harassment are investigated quickly, effectively and sensitively.
- Ensuring that all learners are aware that incidents of bullying and harassment, as well as malicious claims of bullying and harassment, are regarded seriously, can amount to gross misconduct and as a consequence, can be grounds for disciplinary action including being removed from the course.
- Safeguarding and promoting the welfare of all learners.

### 3. What is bullying and harassment?

3.1 Harassment and bullying is conduct which is unwanted by the recipient where people deliberately hurt or intimidate someone else.

3.2 Bullying and Harassment are generally characterised as a pattern of behaviour and not a single event, although a single event may amount to bullying.

### 4. Roles and Responsibilities

4.1 All teaching and coaching staff, managers and learners have a responsibility to stamp out bullying and harassment. Staff and managers should not behave in any way that could be seen as threatening or cause offence to learners. Everyone has a responsibility to take appropriate action when they witness an incident.

**Learners** have a responsibility to:

- Report all incidents of bullying without delay.
- Act in a respectful and supportive manner to other learners including reporting any suspected incidents, which a victim may be afraid to report.
- Refrain, at all times, from any behaviour which would contribute to the bullying of fellow learners.
- Familiarise themselves with Teaching Matters' Bullying and Harassment Policy and adhere to and promote the principles and practice of the policy.

**Providers and Employers** have a responsibility to:

- Emphasise to learners the importance of sociable behaviour and treating others with respect.
- Report any concerns that may be held regarding either victims or perpetrators of bullying and harassment.
- Familiarise themselves with Teaching Matters' Bullying and Harassment Policy and adhere to and promote the principles and practice of the policy.

### 5. Procedure for dealing with bullying and harassment

5.1 Teaching Matters recognises that complaints of bullying and harassment need to be handled in a sensitive manner and therefore the procedure aims to ensure minimal stress for the complainant.

5.2 It is recognised that in bringing a complaint, the complainant must be protected from further bullying and harassment or detriment arising from the alleged incident and associated complaint. In certain cases, an incident may be so serious, or there may be sufficient evidence to proceed straight away with formal action.

5.3 False allegations of harassment or bullying will be taken seriously, and further action might be considered. If at any point during this procedure the learner is in danger/at risk a Safeguarding Lead must be contacted immediately.

5.4 Any incident of bullying or harassment should first be reported to Head of Quality **Donna Clifford** at [donna.clifford@fea.co.uk](mailto:donna.clifford@fea.co.uk) or [teachingmatters@fea.co.uk](mailto:teachingmatters@fea.co.uk) 07769 973351. If the

incident relates to bullying or harassment by the Head of Quality, then the victim should report the incident to **Judith Richardson** at [Judith.richardson@fea.co.uk](mailto:Judith.richardson@fea.co.uk) **01454 617 707**.

5.5 For emergency situations where there is immediate risk of harm please call 999.

## 6. Communication of the policy

The policy will be made available on the Teaching Matters Teacher Trainer portal. Learners, staff and managers will be made aware of the policy during the organisation's induction process, CPD and staff training.

## 7. Related Policies

TM/PP/104 Complaints Procedure

TM/PP/111 Safeguarding and Prevent

## 8. Student Friendly Guidance

Please see attached.

## Code of Conduct

**Be respectful** – everyone deserves the right to be respected when they come to learn or to work.

We expect you to ...

- Be on time for your sessions, tutorial and workshops.
- Show respect to your lecturers and your peers in your attitude to learning, by using appropriate language and behaving appropriately.

We will not tolerate ...

- Any behaviour that disrupts your learning or the learning of others.
- Sharing, downloading or uploading of inappropriate or extremist images or materials.

**Be kind** – Teaching Matters should be welcoming and kind for our apprentices, staff, employers and anyone else we work with.

We expect you to ...

- Support those around you in a positive manner by being helpful, patient and respectful.
- Play your part in ensuring all members of our community feel welcome and comfortable on campus.

We will not tolerate ...

- Any form of cyber bullying, victimisation, violent threats, extremist behaviour, harassment and/or discrimination against any individual or group, whether physical, emotional, electronic, financial, social, sexual or relating to disability.

**Be up to date** – staying on top of your course work will provide you with better chance of achieving your apprenticeship.

We expect you to ...

- Complete all coursework or record keeping requirements of you.
- Stay aware of and meet deadlines set by lecturers and coaches.
- Keep your work organised and accessible for assessment.

We will not tolerate ...

- Refusal to engage with support to help you cope with and progress in your learning.
- Refusal to engage with course requirements or instructions from lecturers and tutors.

**Be safe** – your safety as well as the safety of the those around you is absolutely paramount.

We expect you to ...

- Seek support when you need it.
- Follow the instructions of your lecturers and coach in matters of safety.

### We will not tolerate ...

- Criminal or illegal activity, on site or off-site.
- Any action that may risk the health and safety of yourself or others.
- The carrying of any offensive weapons or any items of which can be used as a weapon.
- Apprentices attending sessions under the influence of alcohol, drugs or any other substances.
- The use of IT systems for cyber bullying, harassment, viewing or downloading of extremist material or pornographic material.

**Be here** – statistically speaking, the lower your attendance dips, the less likely you are to achieve your potential on the programme.

### We expect you to ...

- Attend 100% of your sessions.
- Be prepared to learn and study.
- Positively contribute to all sessions.
- Attend virtual lessons as directed by your module tutor.
- Carry out directed study as outlined by your module tutor.

### We will not tolerate ...

- Any behaviour that disrupts your learning or the learning of others.

**Be honest** – honesty and integrity are values which are not only required in employment but in wider society.

- Alert a member of staff if you become aware of any bullying and harassment of your peers.
- Communicate with your lecturer/tutor if there are any issues which are preventing you being at your best so that we can support you.

### We will not tolerate ...

- Any forms of plagiarism.
- Any form of behaviour that is deemed corrupt.

## Bullying and Harassment

Teaching Matters is committed to the elimination of discrimination on the grounds of sex, marital status, sexual orientation, race, colour, nationality, creed or religious belief, ethnic or national origins, age and disability or any other irrelevant reason. We recognise the problems associated with bullying and harassment and is committed to providing an environment in which all students can study without the fear of victimisation.

If a complaint is brought to the attention of staff it will be investigated promptly and appropriate action taken. Teaching Matters recognises that any form of bullying or harassment of an individual is entirely inappropriate and can seriously undermine relationships. At a personal level it can cause extreme distress and anxiety and can affect health and the continuation of studies. In some cases, it is unlawful and a criminal offence. Any form of harassment or bullying is unacceptable in any situation, whether or not it is unlawful. This policy attempts to deliver preventative action to keep people safe from a wide range of potential harm including bullying and harassment.

Harassment and bullying are conduct which is unwanted by the recipient where people deliberately hurt or intimidate someone else. Bullying and Harassment are generally characterised as a pattern of behaviour and not a single event, although a single event may amount to bullying. Harassment and bullying may include:

- Being called names
- Being teased
- Being punched, pushed or attacked
- Being forced to hand over money, mobiles or other possessions
- Getting abusive or threatening text messages, emails or postings on social networking sites such as Facebook, Twitter, Myspace. 'Cyberbullying' can take place at any time and can intrude into spaces that have previously been regarded as safe and personal
- Having rumours spread about them
- Being ignored or left out
- Being attacked because of their religion, gender, sexuality, disability, appearance, ethnicity or race
- Being humiliated in public

If you have concerns about bullying and harassment, please contact **Donna Clifford**, **07769 973351** or email [donna.clifford@fea.co.uk](mailto:donna.clifford@fea.co.uk)