

Anti-Bullying & Anti-Harassment Policy 2022-23

Effective for employees, students, governors and volunteers September
2022

Overall responsibility:	Principal
Implementation:	Assistant Principal Student Services
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1. INTRODUCTION

Northampton College is committed to providing a supportive, friendly, safe and positive environment so that students can learn in a secure atmosphere and get the most out of their experience of college life. The College is committed to valuing diversity and will not tolerate any form of harassment or bullying.

Any incident of bullying or harassment will be regarded very seriously and may be grounds for disciplinary action as outlined in the Student Behaviour Policy

2. BODY OF POLICY

Northampton College wants all students to:

- Feel valued and treat each other with respect
- Be aware of the Anti-Bullying Policy and feel supported in the event of raising any concerns
- To report any form of bullying with the understanding that they will be fully supported in doing so

The College takes bullying and harassment very seriously and will act to stop it where it is reported.

All Students will be made aware what the College policy is on bullying and harassment and what they should do if they occur.

All staff should understand what bullying and harassment are and what the College's Anti-Bullying & Harassment Policy states.

Staff need to know how to deal promptly and effectively with incidents and allegations of bullying.

All staff, when applying this policy, must ensure that students are not discriminated against or disadvantaged as a result of their race, religion, gender or disability.

The College is committed to removing all types of discrimination including those based on:

- Gender (including transgender)
- Ethnicity
- Disability or Learning Difficulty
- Sexual Orientation
- Age
- Religion or Beliefs
- Cultural background
- Marital status or family circumstances
- Trade union membership or activity
- other relevant difference

3. WHAT IS BULLYING AND HARASSMENT

Bullying and Harassment is when someone deliberately sets out to hurt another person.

The student must decide whether to ask for help and whether to proceed with a formal complaint. Examples of bullying behavior include, but are not limited to:

- Unwanted contact, assault or gestures
- Derogatory remarks or malicious gossip
- Insensitive jokes or pranks
- Insulting or aggressive behavior
- Ignoring or excluding the individual
- Public criticism
- Intimidation by, for example, aggressive or threatening behavior
- Any other action or incident which the individual or group of individuals believes constitutes harassment or bullying
- Offensive literature, pictures, graffiti, computer imagery
- Offensive text or phone messaging • Cyber-bullying (offensive messages and images on the computer via e-mail or chat lines) including Facebook, WhatsApp or Snapchat/Instagram/TikTok
- Criminal damage, taking or damaging a fellow student's belongings

The actions listed above must be viewed in terms of the distress they cause the individual. It is the perceptions of the recipient that determines whether any action or statement can be viewed as bullying.

4. DEFINITION OF CYBER BULLYING (taken from Bullying UK)

Cyber bullying is any form of bullying which takes place online or through smartphones and tablets.

[Social networking sites](#), messaging apps, gaming sites and chat rooms such as Facebook, Xbox Live, Instagram, Tik Tok, Snapchat and other chat rooms.

Types of cyberbullying

Harassment - This is the act of sending offensive, rude, and insulting messages and being abusive. Nasty or humiliating comments on posts, photos and in chat rooms. Being explicitly offensive on gaming sites.

Denigration – This is when someone may send information about another person that is fake, damaging and untrue. Sharing photos of someone for the purpose to ridicule, spreading fake rumours and gossip. This can be on any site online or on apps.

Flaming – This is when someone is purposely using really extreme and offensive language and getting into online arguments and fights. They do this to cause reactions and enjoy the fact it causes someone to get distressed.

Impersonation – This is when someone will hack into someone's email or social networking account and use the person's online identity to send or post vicious or embarrassing material to/about others. The making up of fake profiles on social network sites, apps and online are common place and it can be really difficult to get them closed down.

Outing and Trickery – This is when someone may share personal information about another or trick someone into revealing secrets and forward it to others. They may also do this with private images and videos

Cyber Stalking – This is the act of repeatedly sending messages that include threats of harm, harassment, intimidating messages, or engaging in other online activities that make a person afraid for his or her safety. The actions may be illegal too depending on what they are doing.

Exclusion – This is when others intentionally leave someone out of a group such as group messages, online apps, gaming sites and other online engagement. This is also a form of social bullying and a very common.

5. DEFINITION OF RACIAL HARASSMENT

Racial harassment is any intimidating or threatening act by a person of one racial or ethnic origin against a person of another because of their race or ethnic origin.

6. DEFINITION OF HATE CRIME

Hate crimes are any crimes that are targeted at a person because of hostility or prejudice towards that person's:

- Disability
- Race or ethnicity
- Religion or belief
- Sexual orientation
- Transgender identity

This can be committed against a person or property. A victim does not have to be a member of the group at which the hostility is targeted. In fact, anyone could be a victim of a hate crime.

7. GUIDELINES FOR STUDENTS

The College will offer support to anyone who is a victim of bullying. Practical actions you can take if you are a victim of bullying or harassment:

Reporting

Talk about the problem with somebody that can support you (you can do this in confidence if you wish). A list of people you can talk to at College include:

- Tutor
- Academic Coach
- Student Services
- Wellbeing Team

If you do not feel comfortable talking to someone in College you can also contact external agencies, contact links are included in appendix 1

To help us deal with any issues as effectively as possible students should:

- Keep a log of the bullying, with details dates and times of what has happened.
- Make sure you keep copies of any offensive e-mails, text messages or internet chat room comments.

College Intervention

Northampton can deal with the bullying both informally and through the use of its Behaviour Policy. If you feel that you want to discuss a case in confidence, we will support you with this and look at ways of minimising the impact of the situation on you. We will also be able to point you in the direction of external support and support available over the Internet. This could be useful to you for times when you are on your own.

Once a member of staff has been alerted, they will inform your curriculum manager who will talk to you about the incident. You will be listened to sympathetically and your concerns taken seriously. A strategy to deal with the incident will be negotiated with you and enacted only with your consent.

If there is a case to answer, and the issues cannot be dealt with informally, the next step may be the College's Student Behaviour Procedure. An investigation may take place where the Curriculum Manager or other relevant member of the staff will interview you and the alleged bully/bullies separately. The aim of the investigation is to gather all the facts pertinent to the case to inform a decision as to whether the allegations made constitute a breach of our behaviour expectations.

If our behavior expectations have been breached, the alleged bully(ies) will be dealt with using the College's behavior procedures.

In certain circumstances the College may feel it necessary to involve your parents but will inform you before doing so.

At all stages in the above procedure you may bring a friend or relative to support you.

If you are dissatisfied with the outcome, or with the way in which the complaint was handled, you may appeal using the College's Complaints Procedure.

Guidelines for Staff

All complaints about bullying should be taken seriously and treated sensitively. It is important to discuss possible/desirable strategies with the victim in the first instance and proceed as appropriate.

After a complaint about bullying has been dealt with by the College, the situation must be monitored to ensure that bullying does not recur and the investigation should include a recommendation as to the person who will be responsible for monitoring the situation and the relevant timescale.

As a result of the investigation some students may be disciplined using the practice set out in the College's Student Disciplinary Procedure.

Informal procedure

All incidents of bullying/harassment should be addressed speedily and where possible within the informal procedure.

If an incident happens where the student or member of staff thinks it could be harassment or bullying and the victim does not wish for it to happen again, it may be decided to resolve the problem informally. In some cases it may be possible and sufficient to explain clearly to the person engaging in the unwanted conduct that the behaviour in question is not welcome, that it is offensive, debilitating and that it impacts negatively on the student's life. The victim needs to make it clear that they want the offensive behaviour to stop.

In circumstances where this strategy proves too difficult for the victim, staff should encourage the victim to seek support from a friend, tutor, counsellor, welfare adviser, youth worker or, employer, if a work-based learner or apprentice. This person can help the victim devise a shared action plan.

If the harassment/bullying is being perpetrated by a student within the College who continues to harass/bully, or in the event of the victim not wanting to challenge the perpetrator, the member of staff who is acting as advocate to the allegation will refer to the curriculum manager of that area to decide how to take it forward. The issue will be taken forward in collaboration with the victim's wishes and suggestions.

It may be appropriate for a curriculum manager to challenge the alleged perpetrator with the allegation and if necessary to ask the perpetrator to leave the premises whilst an investigation takes place. This suspension must be authorised by an Assistant Principal or a designated member of the Executive Management Team. The primary concern is the safety of the alleged victim.

If the Curriculum Manager challenges the alleged perpetrator and they admit to the incident and provide a reason for it, mediation may be suggested as a suitable strategy. Both the victim and perpetrator need to agree to mediation.

Both the perpetrator and victim need to be reassured that any incidents of bullying/harassment will not be tolerated at College.

If the behaviour continues or if it is not appropriate to resolve the problem informally, it should be raised through the College's Formal Procedure.

Circumstances may be such that it may be appropriate to refer directly to the police via the College's Community Police links.

All incidents will be monitored to ensure the situation has been resolved. Curriculum Managers will decide who will carry out the monitoring and devise a suitable action plan with the victim. Perpetrators will often appear to comply so consideration must be given as to whether the intervention has secured lasting change and the victim feels safe.

If the perpetrator is not a College student, the alleged victim should be advised to contact the police, inform their parents/carers or contact any other appropriate support services including counselling, their Personal tutor or any relevant external agency.

Formal procedure

Where informal methods fail, or serious harassment occurs, the college will invoke its behaviour policy.

Consideration will be given to the immediate separation of the complainant and the alleged harasser. In serious cases the alleged harasser may be suspended by an Assistant Principal or a member of the Executive Management Team.

The victim will be asked to provide a statement to establish full details of what happened. A curriculum manager will then carry out a thorough, impartial and objective investigation as quickly as possible. Those carrying out the investigation will not be connected with the allegation in any way. An investigation will be carried out quickly, sensitively and with due respect for the rights of both the victim and the alleged harasser.

The investigation will involve interviews with the alleged perpetrator and the student making the complaint. The alleged perpetrator will be given full details of the nature of the complaint and will be given the opportunity to respond.

The victim and the alleged harasser will have the right to be accompanied at any interviews. The victim will not be asked to provide details of the allegations repeatedly unless this is essential for the investigation.

Confidentiality will be maintained throughout the investigation. Where it is necessary to interview witnesses the importance of confidentiality will be emphasised to them.

When the investigation has been completed the victim will be informed as to whether their allegation is considered to be well founded.

If the allegation is well founded disciplinary action may be taken against the perpetrator and, depending on the circumstances and the seriousness of the complaint, this may result in exclusion for that person

If the allegation is not well founded, consideration will be given to as to how both parties can continue to study together at the College, and, mediation might be used as a restorative measure.

The College takes these matters very seriously. However, malicious complaints of bullying/harassment can have a serious and detrimental effect upon a member of staff or student. Any unwanted allegation of harassment, made in bad faith, can be deemed potential gross misconduct.

8. SUPPORT ON HANDLING BULLYING AND HARASSMENT AT COLLEGE

The College recognises that making a complaint of harassment/bullying can be a distressing experience and that it may be difficult for students to raise these sorts of complaints

The College uses opportunities for promoting the anti-bullying policy and the College's approach to handling bullying issues in a variety of ways including:

- Tutorial sessions
- Student workshops
- College events
- Close links with outside agencies

Please ask out Student Services Team if you would like to use one of these sessions.

9. REVIEWING AND MONITORING OF THE PROCEDURE

The College will review this policy annually and bring about change where required.

10. LINKED POLICIES & PROCEDURES

This Policy cross-references with the following documents:

- Behaviour Policy.
- Child Protection: Safeguarding Children & Vulnerable Adults Policy.
- Behaviour Policy.
- E Safety Policy.

11. Appendices:

- Appendix 1: LINKS TO EXTERNAL ORGANISATIONS THAT CAN OFFER SUPPORT
- Appendix 2: EQUALITY AND DIVERSITY IMPACT STATEMENT
- Appendix 3: DATA PROTECTION IMPACT STATEMENT
- Appendix 4: COMMUNICATIONS PLAN

Appendix 1: LINKS TO EXTERNAL ORGANISATIONS THAT CAN OFFER SUPPORT

Hate Crime: What is hate crime and mechanisms to report and support https://www.report-it.org.uk/what_is_hate_crime

Bullying UK: Support on line, email, telephone for all forms of bullying and access to advice <http://www.bullying.co.uk/>

Childline: Advice on what to do, counselling, support <https://www.childline.org.uk/Explore/Bullying/Pages/Bullying.aspx>

NSPCC: advice and support <https://www.nspcc.org.uk/preventingabuse/child-abuse-and-neglect/bullying-and-cyberbullying>

NHS Live Well: Advice and support <https://www.nhs.uk/mental-health/advice-for-life-situations-and-events/support-for-workplace-bullying>

Appendix 2: EQUALITY & DIVERSITY IMPACT ASSESSMENT

This template has been designed to help you take action to improve services and practices which affect staff, students and other service users at Northampton College. By completing this template, you would have considered the impact that your policy, practice or service might have on particular social groups within the college community. The exercise will also provide you with the opportunity to demonstrate, where possible, that the College promotes equality, diversity, and inclusion.

Once this Equality Impact Assessment has been created, please include on the last page of your policy document.

Policy Details	
What is the policy?	Anti-Bullying and Anti-Harassment Policy
Is it new or existing?	Existing
Department	Student Services
Policy Author (postholder title, name)	Mark Owen – Assistant Principal Student Services
Author of Equality Analysis	Mark Owen
Date of completion	01/09/2022

Aim and Objectives
Briefly describe the aims and objectives of the policy
Sets out the colleges approach to bullying and harassment

Policy Assessment				
Consider whether your policy might have an impact on various groups identified within the categories listed below and explain why you have reached this conclusion. Please tick (✓) the identified level of impact (positive, negative, or no impact) and provide details of your findings.				
	Positive Impact	Negative Impact	No Impact	Findings

Race			x	
Religion and/or belief			x	
Sex (Gender)			x	
Gender Identity			x	
Disability			x	
Age			x	
Sexual orientation			x	
Marriage and/or civil partnership			x	
Pregnancy and/or maternity (including surrogacy and adoption)			x	
Other identified group (e.g. carers)			x	

Action Planning		
How do you intend to mitigate or eliminate any negative impact identified?	If a positive impact is identified, how do you intend to promote or develop this opportunity?	Where negative impact has been identified, can it be justified? If so, explain how.

Monitor and Review	
How will you monitor the impact of your policy once it has been put into effect?	
The policy will be monitored through feedback from services users gathered via:	
Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):	
Name	
Mark Owen	
Jan Hutt	
Ashok Dave	

Equality Analysis Sign-Off Signature and Date:	
Review Date:	

Appendix 4: DATA PROTECTION IMPACT ASSESSMENT

Data Protection Impact Assessment

Does this Policy

- require the collection and use of data in addition that normally collected by the College?

Yes / No (if Yes complete Assessment point number 1)

- require the sharing of data with partners?

Yes / No (if Yes complete Assessment point number 2)

1. Is additional data being collected? If so please detail:

Is data collected personal and/or sensitive?

How will you collect, use, store and delete data?

2. Will you be sharing data with anyone? Please detail what data, with who and confirm a **Data Sharing Agreement** is in place

Describe the purposes of the processing / sharing: What are the benefits of the processing/ sharing – for you, and more broadly?

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so.

Describe compliance and proportionality measures, in particular:
What is your lawful basis for processing?

How will you ensure data quality and data minimisation?

What information will you give individuals?

Please attach a Risk Assessment if there are significant risks to data protection

Signed by Data Protection Officer

Name:

Date:

Appendix 3: DATA PROTECTION IMPACT ASSESSMENT

Data Protection Impact Assessment

Does this Policy

- require the collection and use of data in addition to that normally collected by the College?

Yes / No (if Yes complete Assessment point number 1)

- require the sharing of data with partners?

Yes / No (if Yes complete Assessment point number 2)

3. Is additional data being collected? If so please detail:

No.

Is data collected personal and/or sensitive?

n/a

How will you collect, use, store and delete data?

n/a

4. Will you be sharing data with anyone? Please detail what data, with who and confirm a **Data Sharing Agreement** is in place

No

Describe the purposes of the processing / sharing: What are the benefits of the processing/ sharing – for you, and more broadly?

n/a

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so.

n/a

Describe compliance and proportionality measures, in particular:

What is your lawful basis for processing?

n/a

How will you ensure data quality and data minimisation?

n/a

What information will you give individuals?

n/a

Please attach a Risk Assessment if there are significant risks to data protection

Signed by Data Protection Officer

Name:

Date:

Appendix 4: COMMUNICATIONS PLAN

Version	Final
Ratified by	Policy & Strategy Group
Date Ratified	14/06/2022
Date Issued	01/09/2022
Expiry Date	01/09/2023
Lead Manager	Mark Owen
Name of Author	Mark Owen
Audience	College Staff, Students, Parents & Carers.
Communication Plan	Document Library, College Website