RUNSHAW COLLEGE		
POLICY TITLE: Learner Harassment & Bullying Policy		
APPROVED BY: Governors' Committee	**AUTHOR:** Jane Pearson	
POLICY OWNER: Andrea Neild	**POSITION:** Assistant Principal	**VERSION:** 11
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1. Introduction

1.1 Runshaw College recognises that many individuals and communities experience unlawful and unfair discrimination and disadvantage on the grounds of their race or ethnic origin, disability, sex or gender identity, caring responsibilities, sexual orientation, religion or belief, age, offending background, socio-economic group, etc. We believe that equality for all is a basic human right and actively oppose all forms of unlawful and unfair discrimination. We value and celebrate the diversity in our society and strive to promote and reflect that diversity within College.

1.2 The College aims to maintain an environment that respects the dignity and rights of all learners, where individuals can realise their full potential.

1.3 The College will not tolerate any form of harassment or bullying. If a complaint is made it will be investigated promptly and appropriate action taken. Where a learner is found to have committed acts of bullying and/or harassment, it will be dealt with under the Student Positive Behaviour Policy and could result in expulsion.

2. Scope

2.1 This policy applies to all students. There is a separate policy relating to the bullying and harassment of staff.

2.2 It applies to bullying and/or harassment at college and at college related functions and events.

2.3 Under current legislation, learners can be held individually liable for an act of harassment.

2.4 Other related policies include:

- Harassment and Bullying Policy (Staff)
- Student Positive Behaviour Policy
- Safeguarding Policy
- Equality, Diversity, and Inclusion Policy
- Freedom of Expression Policy
- Health, Safety and Wellbeing Policy
- Acceptable Use of IT Facilities Policy

3. Purpose

The College is committed to maintaining a positive, open culture that enables individuals to flourish and in which inappropriate behaviour in the form of bullying and/or harassment is challenged and appropriate action taken.

The purpose of having a policy and understood procedure is to:

- minimise the chance for bullying and/or harassment
- ensure appropriate and consistent action is taken and support offered where bullying and harassment is concerned
- ensure that everyone in the College takes responsibility for the prevention of bullying and/or harassment and the safeguarding of learners.
- Ensure that all of the College community is safe, and feels safe.

4. Definitions

4.1 Harassment occurs when an individual is subject to unwanted conduct which has the purpose (intentional) or effect (unintentional) of:

- violating an individual's dignity; or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

4.2 Harassment may be repetitive or an isolated occurrence against one or more individual.

4.3 Harassment is unlawful on the grounds of sex, gender reassignment, race, ethnic or national origin, sexual orientation, age, religion/belief, or for a reason relating to a person's disability.

4.4 Bullying, although not defined legally, is described as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

4.5 Harassment and bullying can range from extremes such as physical violence to less obvious forms like ignoring someone. They can be delivered in a variety of ways, with or without witnesses, and be persistent behaviour over a period of time or a one-off act. This includes acts in person, and via electronic means, such as online communications, mobile phones, Apps and social media.
The list below gives examples of the type of behaviour, which can be reasonably assumed as hurtful and causing offence, that the College considers to be unacceptable, although it is not exhaustive:

- Sexual "jokes" or taunting
- Clothing with inappropriate/offensive wording and/or images
- Display of offensive posters, publications and graffiti
- Unwanted physical contact or advances
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- Physical behaviour constituting sexual harassment such as deliberately brushing against someone, interfering with someone's clothes
- Offensive remarks about a person's race, sex, marital status, disability, religion or belief, sexual orientation, gender identity or age including offensive songs, remarks, jokes, e-mails or letters
- Shouting, abusive or intimidating language
- Spreading malicious rumours, allegations or gossip
- Excluding, marginalising or ignoring someone
- Failure to safeguard confidential information
- Abuse in intimate personal relationships between peers
- Consensual and non-consensual sharing of nudes and semi-nude images and/or videos (referred to in previous guidance as sexting or youth produced sexual imagery) the policy should include the school or college's approach to it. The UKCIS Education Group has published Sharing nudes and semi-nudes: advice for education settings working with children and young people which outlines how to respond to an incident of nudes and semi-nudes being shared;
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- Up skirting (now noted as a criminal offence)
- Intrusion by pestering, spying or stalking
- Cyber-bullying including online sexual harassment: that is, the sending or posting of harmful, cruel or offensive text or images by e-mail, internet, social media, local networking websites or other digital communication devices.

5. Responsibilities

5.1 Governors are responsible for:

(i) being aware of their legal responsibilities in relation to bullying and harassment and

(ii) receiving and responding to any key monitoring information collated as part of the reviews of this policy, ensuring that the College meets its duties;

5.2 Managers are responsible for:

(i) Taking the lead in creating a positive open culture that challenges inappropriate behaviour from any individual

(ii) Ensuring all members of the College community understand that bullying and/or harassment will not be tolerated

(iii) Consulting staff and learner representatives on the bullying/harassment agenda

(iv) Ensuring all members of the College community are made aware of the policy and procedures.

(v) Ensuring appropriate training, development and guidance is provided to support staff and learners understanding of the Learner Harassment and Bullying Policy

(vi) Ensuring there is a clear procedure to follow when harassment or bullying occurs.

(vii) Enabling/ encouraging the reporting of incidents both in and out of the classroom and on and off college premises where it impacts on our learners (as detailed in the Education and Inspection Act 2006).

(viii) Ensuring that complaints are treated sensitively and seriously and where appropriate, as a disciplinary matter.

(ix) Supporting the victims of harassment or bullying and taking action and offering support to the learners undertaking the bullying and/or harassment, as well if this is appropriate e.g. re-education. The proportionality of any discipline taken will be consistent across college. Staff should refer to the College Student Positive Behaviour Policy.

5.3 Staff are responsible for:

(i) Engaging with the harassment and bullying agenda by familiarising themselves with the Learner Harassment and Bullying Policy, challenging inappropriate behaviour and attending training

(ii) Ensuring that their behaviour supports a positive environment free from harassment and bullying by:

- promoting positive behaviour across the College community
- being proactive in safeguarding staff and learners' wellbeing

- a teaching member of staff, using additional resources provided by the Heads of Studies as appropriate in the classroom e.g. Respect materials, Bullying materials, etc.
- taking action and recording outcomes
- not promising confidentiality as in certain cases it may be necessary to involve a third party e.g. parents, police
- in all cases involving visiting High School pupils either the Head of Studies or Schools Liaison Admissions Tutor will inform the school.

If bullying is reported or made known staff must:

- accept what is said
- listen carefully
- treat it seriously
- offer support
- record what is said
- establish how long the bullying has been going on for
- report to the Heads of Studies who will investigate the allegations and take the necessary action. This may be in the form of disciplinary action or other appropriate support, e.g. mediation.

If staff witness bullying they must:

(i) Intervene to stop it
(ii) Make it clear to the bully that such behaviour is unacceptable and report the incident to the relevant Programme Office
(iii) And then, either by themselves or by referring the learner to their Progress Mentor tell the victim that College will help and support them and reassure them that:
- it is not their fault
- it is good that it has come to light

(iv) With the learner's consent, where this is possible:
- take a written statement
- inform their Progress Mentor and Head of Studies
- inform other relevant agencies e.g. parents / Student Services

(v) Complete an incident report form and forward to the relevant Programme Office. Heads of Studies who may invoke the disciplinary procedures where appropriate
(vi) Continue to monitor closely – don't assume bullying has stopped.

5.4 **Learners**

Learners are responsible for:

(i) ensuring that their behaviour supports a positive environment free from harassment (in all its forms) and bullying

(ii) reporting issues of bullying and/or harassment (in all its forms) to a member of staff

(iii) Learners may wish to report this directly to the college safeguarding team: Safeguarding@runshaw.ac.uk or 01772 644377. This line is open Monday to Friday, 08:30-16:30, term time only. Outside of these hours, College recommends a report to police via 101, or 999 if you, or someone else is at immediate risk of harm.

(iv) Learners can also make a safeguarding referral via the green Safeguarding/Incident Reporting button on the student portal. Learners can choose to remain anonymous via this process.

6. Support

The College recognises the sensitive nature of harassment and bullying. Learners who believe they are being harassed or bullied can discuss their particular situation with their Progress Mentor or another member of staff.

They can also access support via the College Wellbeing Team, situated in M301, or via Student Assistance Programme.

7. Review

This policy will be reviewed every three years by the management team in line with legislative developments and the need for good practice. Information such as the number of harassment/bullying complaints raised, student surveys, focus group feedback and comments made in leavers' interviews will inform any review.