

# ANTI-BULLYING AND HARRASSMENT POLICY 2021 - 2022



Issue date: 27<sup>th</sup> April 2021

Review Date: 27<sup>th</sup> April 2022

## Our Mission Statement

Aim to deliver an engaging, positive learning experience every time.

## Our Values

Our values encompass the achievement of all of our learners. Our values are HONESTY, INTEGRITY, SUPPORT, ETHICAL BUSINESS AND EQUALITY OF OPPORTUNITY FOR ALL. We support PREVENT, SAFEGUARDING, BRITISH VALUES, EQUALITY, DIVERSITY & INCLUSION and this policy is at the heart of and supports these core values in aiming to safeguard staff and learners.

## Our Vision

To be the provider of choice for apprentices and clients, creating bespoke education and training that maximizes opportunity and investment, both for now and in the future.

## Contents

Section	Item	Page
1	Introduction and overview	3
2	Rational and scope	3
3	Roles and responsibilities	3
4	How this policy will be communicated	3
5	Complaints	4
6	What is Bullying?	4
7	Guidelines	4
8	What are your rights?	5
9	Good practice for all staff	5
10	Who should you contact?	5
11	What action will be taken?	6

## 1 - Introduction and Overview

We are committed to providing a caring, friendly and safe environment for all of our learners & staff, so they can learn and work in a relaxed and secure atmosphere.

Bullying of any kind is unacceptable at our centre. If bullying does occur, all learners' and staff should be able to tell us and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell staff, colleagues or senior management team.

Related policies which should be considered in relation to this document:

- Staff behaviour policy
- Learner behaviour policy
- Appeals procedure
- Equality, diversity and inclusion policy

## 2 - Rationale and Scope

We have a zero tolerance against bullying and/or harassment.

Bullying or harassment will not be tolerated and will be regarded as a serious offence and an infringement of the company's Equal Opportunities Policy.

## 3 - Roles and responsibilities

Our SMT (senior management team) take overall responsibility for the provision of all policies within the centre. The directors, Mark Webber and Peter Carey, take overall responsibility for this policy, its application and sharing of appropriate information. Kirsty Ryan, Apprenticeship Channel Manager, has responsibility for IAG within the centre, including support for Matrix Awards visits and inspections. We are Matrix accredited and comply with their terms and conditions of renewal.

## 4 - How this Policy will be Communicated

- Our SMT will review policies and update as required.
- Our policy will be made available on our website if applicable
- Our policy documents will form part of the induction for all staff to the centre
- When suitable, policies will be uploaded to OneFile resources for access by all appropriate users
- Acceptable use agreements to be held on learner files, or signed on OneFile as required
- We may email policy updates to staff as required or use OneFile system announcements
- Staff should review the employee handbook in relation to staff behaviour.

## 5 - Complaints

Any complaints in relation to this policy or relating to this policy or conflicts of interest should be made to the SMT or the Directors, who can be contacted via our Head Office on 08452235020 or email [info@apprenticeship-centre.co.uk](mailto:info@apprenticeship-centre.co.uk). Kirsty Ryan can be contacted on the same number or email [Kirsty@apprenticeship-centre.co.uk](mailto:Kirsty@apprenticeship-centre.co.uk)

## 6 – What is Bullying?

Bullying is the use of aggression with the intention of hurting another person.

Bullying results in pain and distress to the victim. Harassment and bullying are unwelcome, unwanted conduct which may have sexual or racial implications such as:

- Unwelcome staring, touching, kissing and other physical abuse
- Verbal abuse, racial or embarrassing sexual comments, persistent offensive jokes, regular sexual innuendo, questioning about sexual activities, compromising invitations and unnecessary comments about appearance, dress or jokes about a persons' sexual orientation
- Demands or requests for sexual contact (whether or not it is implied that work or study may be affected in some way) • Homophobia because of, or focusing on the issue of sexuality
- All areas of internet such as email and /or internet chat room misuse/face book/snapchat/tinder/Instagram etc.
- Mobile threats by text messaging and / or calls
- Misuse of associated technology, i.e. camera and video facilities
- Being treated unfairly or being excluded
- Written abuse, including graffiti, computer imaging and the display of offensive material
- Bullying, including name calling, spreading rumors, teasing, sarcasm

## 7 – Guidelines

GUIDELINES FOR DEALING WITH HARASSMENT OR BULLYING.

IF YOU THINK YOU ARE BEING HARASSED IN ANY WAY PLEASE DON'T IGNORE IT:

Reject it clearly by letting the other person know that you don't like it. You don't want the behaviour to continue, so ask them to stop.

Do it in whatever way is easiest – in a private letter or face to face, using whatever response you think will be effective, polite and/or firm

- Remember that anger, guilt and apprehension about possible repercussions if you complain are common reactions to this type of situation
- Keep a record of events and all relevant papers and visitors

A suite of information is also available in the Health and Wellbeing resources on OneFile

## 8 – What are your rights?

Our centre has an Equal Opportunities Policy.

- You have the right to fair treatment and respect from learners and members of the teaching and non-teaching staff.
- You have the right to discuss any problems and complaints with whoever you choose
- You have the right to absolute confidentiality

## 9 – Good Practice for All Staff

.

Staff at all levels can help this procedure by:

- Challenging any behaviour or actions by staff or learners which constitute harassment or bullying

## 10 – Who Should You Contact?

If you have a problem or complaint you can discuss the situation with:

Our Safeguarding Lead, Jacquie Lewis

Your tutor, or line manager

Or our SMT on 08452235020 or email [info@apprenticeship-centre.co.uk](mailto:info@apprenticeship-centre.co.uk)

## 11 – What Action will be Taken?

We will:

Meet with and support any individual who is being victimized and

- Take any action through the appropriate disciplinary procedure against anyone whose behaviour is unacceptable. In serious cases this may include suspension or exclusion
- Deal with any situation quickly and in confidence
- Record all incidents to monitor annually
- Meet with the perpetrator
- Where possible work with bullies to help them change their behaviour and attitudes

Our chosen charity is [bullying.co.uk](http://bullying.co.uk)

Our OneFile System has a vast array of contact information to support Health and Wellbeing. Check out our resources section for more information.

