

# Harassment and Bullying Policy

**The**  
**Link**

T R A I N I N G

# Harassment and Bullying Policy

## Introduction

The Link Training Training is committed to providing a work/training environment free from bullying and harassment. We aim to ensure that all staff and students are treated, and treat others with dignity and respect.

### **What is harassment?**

Harassment is any unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offense environment for them.

### **What is bullying?**

Bullying is offensive, intimidating, malicious or insulting behavior, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation, not necessarily from someone in a position of authority.

It is unlawful under the equality act 2010 to harass or bully a person because of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic origin, religion or belief, sex or sexual orientation.

Bullying takes many forms and can include:

- physical assault
- verbal assault
- making threats
- cyber bullying - bullying via mobile phone or online (e.g. email, social networks and instant messenger)

More Detailed examples are:

- Physical violence such as hitting, pushing or spitting at another pupil.
- Interfering with another pupil's property, by stealing, hiding or damaging it.
- Using offensive names when addressing another pupil.
- Teasing or spreading rumours about another pupil or his/her family.
- Belittling another pupil's abilities and achievements.
- Writing offensive notes or graffiti about another pupil.
- Excluding another Student from a group activity.
- Ridiculing another Student's appearance, way of speaking or personal mannerisms.
- The use of mobile phone cameras to cause distress, fear or humiliation
- Hijacking/cloning e-mail accounts

## Legal Issues:

Some forms of bullying are illegal and should be reported to the police. These include:

- violence or assault
- theft
- repeated harassment or intimidation, e.g. name calling, threats and abusive phone calls, emails or text messages
- hate crimes

Call 999 if you or someone else is in immediate danger.

## **Procedure:**

It is the responsibility of all staff working at The Link Training to:

- Demonstrate by example the high standards of personal and social behaviour we expect of our Students.
- Be alert to signs of distress and other possible indications of bullying.
- Listen to Students who have been bullied, take what they say seriously and act to Support and protect them.
- Report in all cases suspected cases of bullying to the Director-Amanda Lodge Stewart.
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- Report any observed instances of bullying promptly.
- Be aware of blind spots in the building.

In the case of Cyber bullying staff should:

Mobile Phones

- Ask the student to show you the mobile phone
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names
- Make accurate notes of a spoken message, again record date, times and names
- Tell the student to save the message/image
- Go with the student to see the Director.

Computers

- Ask the student to get up on-screen the material in question
- Ask the student to save the material
- Print off the offending material straight away
- Make sure you have got all pages in the right order and that there are no omissions
- Accompany the student, taking the offending material, to see the Director.

It is the responsibility of the Director to:

- Keep a written record of any reported instances of bullying.
- Take steps to support and respond to the needs of both bullied and bullying students.
- Take any necessary action which may be ;
- Contacting parents/carers of all students concerned in the bullying incident.
- Investigate appropriately to the incident and seek solutions
- Keep written records of investigation, actions and outcomes
- Ensure feedback is given to those concerned.

## **Review of Policy**

This policy is reviewed on an annual basis and each updated version will be communicated to staff and an electronic copy will be sent by email.