



UTC PLYMOUTH

Harassment and Anti-bullying Policy

1 INTRODUCTION

UTC Plymouth is committed to providing a safe and healthy working environment for its employees. This includes an environment that is free from bullying, harassment, discrimination and victimisation, where every employee is treated with respect and dignity and where no employee feels threatened or intimidated for any reason. All employees are responsible for treating their colleagues with respect and dignity and every employee should consider whether their words or conduct could be offensive to others. Harassment, victimisation, discriminatory and bullying behaviour may not always be intentional but it is never acceptable.

The purpose of this policy is to stop harassment, bullying, discrimination or victimisation within the workplace. The term 'harassment' will be used to encompass harassment, bullying, discrimination and victimisation from this point forward. A complaint of harassment is a type of grievance; therefore, this policy is the same as the Grievance Policy with additional information on how to handle a complaint of harassment.

Harassment at work is inappropriate behaviour, it will not be permitted or condoned and serious cases will be treated by UTC Plymouth as misconduct, which may include gross misconduct warranting dismissal. Complaints of harassment will be dealt with sensitively, discretely and as quickly as possible.

Employees raising a complaint of harassment should be able to do so without fear of victimisation. All those involved have a duty to act honestly and without malice to anyone else. Individuals raising complaints maliciously will be subject to disciplinary action.

All cases will be dealt with in a non discriminatory and consistent way. The Investigating Officer and the Chairperson of the Grievance Hearing will be responsible for ensuring this.

The employee has the right to be accompanied by a work colleague or represented by a Trade Union Representative or professional representative during all stages of the procedure.

Employees who witness unacceptable behaviour should where possible challenge it. UTC Plymouth may vary its Anti Bullying and Harassment Policy and/or Procedure Guide, where it is appropriate to do so, in order to comply with its statutory duty and to provide an effective procedure.

2 DEFINITION OF HARASSMENT

Harassment consists of unwanted conduct affecting the dignity of women and men in the workplace. It includes unwelcome physical, verbal and non-verbal conduct and may amount to unlawful discrimination.

Harassment can involve a single incident or be persistent, it may be directed at one or more individuals, and may be related to race, sex, disability, age, religion, belief or non-belief, sexual orientation, or marriage and civil partnership.

Harassment can take place when an individual is discriminated against because of individuals they associate with. Harassment can also take place if others wrongly believe that the individual has a certain characteristic e.g. they harass the individual because of their sexual orientation but their assumptions are incorrect. Harassment does not always come from individuals within the organisation; it may come from a third party such as a customer or a client. Where a complaint of harassment is made in this instance UTC Plymouth will endeavour to take reasonable steps to prevent harassment from happening again.

Bullying is offensive, intimidating, malicious or insulting behaviour which, through the abuse or misuse of power, makes the recipient feel vulnerable, humiliated and threatened. It includes persistent criticism and personal abuse and/or ridicule, either in public or private, which is humiliating or demeaning. Bullying behaviour can also include berating or belittling employees, unreasonably changing an employee's workload, hours, or place of work without their knowledge/agreement.

Unwanted physical contact includes unnecessary touching, patting, pinching, brushing against another individual's body, insulting or abusive behaviour or gestures, physical threats, assault or sexual assault.

Unwanted verbal conduct includes unwelcome advances, such as repeated requests for 'dates', patronising titles or nicknames, propositions or remarks, innuendo, lewd comments, jokes, banter or abusive language which refer to an individual's or group's race, sex, disability, religion, belief or non-belief, age, or sexual orientation etc.

Unwanted non-verbal conduct includes, graffiti referring to individual characteristics or private life, abusive or offensive gestures, leering, whistling at someone i.e. 'wolf whistles', displaying pornographic or suggestive literature, pictures, or films/videos or inappropriate use of computers including email for this purpose.

Victimisation consists of treating an individual or group of individuals less favourably than others in the same or similar circumstances because they have made a complaint or allegation of discrimination, have acted as a witness or informant in connection with any harassment cases.

The above list is not exhaustive. What constitutes harassment is specific to individuals and relates to their feelings of dignity and respect.

3 IN SCOPE

This policy applies to all Colleges employees

4 OUT OF SCOPE

The Anti Bullying and Harassment Policy does not apply in the following cases:

- Where the employee has not submitted their complaint following legislative requirements.
- If the employee raises a concern in compliance with the Public Interest Disclosure Act; please refer to the Whistleblowing Policy for further details.
- Where the case has already been heard and there is no new evidence.

5 PRINCIPLES

Complaints of harassment will be handled as quickly and fairly as possible and informal complaints will be resolved by the Principal. If the complaint concerns the Principal then the Chair of the Governing Body will try and informally resolve the matter. Timescales specified will apply unless varied by agreement between both parties.

6 INFORMAL PROCEDURES

If an employee believes they are being harassed, they should approach the person to tell them that their behaviour is inappropriate and politely ask them to stop.

Employees should also approach their Principal/Line Manager to make them aware of any harassment, so that appropriate action can be taken.

In cases where it is not possible or appropriate to manage the situation using informal procedures, then the following formal procedures should be followed.

7 FORMAL PROCEDURES

7.1 Statement of Complaint

An employee who wishes to raise a formal harassment complaint should put their complaint formally, in writing without unreasonable delay, to a member of staff specifying the nature of their complaint. Where the complaint is about their Principal, the grievance should be raised to the Chair of the Governing Body.

The employee should indicate, as part of their formal written statement, what solution they seek.

7.2 Investigation

An investigation will be undertaken.

The Clerk to the Governing Body will write to the employee with a date for a Hearing, normally within 10 working days, of the investigation being completed.

7.3 Suspension

Where it is deemed necessary, or it is in the interests of either party or work colleagues, one or both/all of the parties might, without prejudice to the outcome, be moved to another work location. In extreme cases, one or both parties may be suspended on full pay, if it is necessary to facilitate the investigation.

Suspensions will be confirmed in writing providing details for suspension and duration.

7.4 Hearing

The employee should take all reasonable steps to attend the hearing. If the employee is unable to attend the hearing and can provide reasonable grounds for not being available, an alternative date will be arranged, normally within 5 working days. If the reasons are medical then a medical certificate will need to be submitted by the employee.

Failure to attend a hearing without reasonable justification will be investigated and appropriate action taken.

At the hearing the employee will be given an opportunity to discuss their complaint. After the hearing, the Chairperson will provide the outcome in writing, normally within five working days. Employees have the right to appeal.

7.5 Appeal

If the employee wishes to appeal, they must formally write to the Clerk to the Governing Body advising of their grounds for appeal. This must be received within 5 days of receiving written confirmation of the outcome of the hearing.

The decision made at the Appeal Hearing is the final stage of the procedure.

8 PROCEDURES FOR PEOPLE WHO HAVE LEFT EMPLOYMENT

Wherever possible a complaint should be dealt with before an employee leaves employment. However, an employee who has left employment and wishes to raise a complaint they should write to their Principal, setting out their complaint as soon as possible after leaving employment, preferably within two weeks. Where the

complaint is about their Principal, the complaint should be raised to the Chair of the Governing Body.

The Principal/Chair of the Governing Body will set out their response in writing and send to the employee. The response letter must be sent without unreasonable delay. There is no appeal process.

9 KEEPING RECORDS

Written records will be kept in accordance with UTC Plymouth policies, the Data Protection Act 2018 and GDPR. Records should include:

- The nature of the harassment
- A copy of the written complaint
- The response
- Action taken
- Reasons for action taken
- Whether there was an appeal and, if so, the outcome; and
- Subsequent developments

All records will be treated as confidential. Copies of notes will be given to the employee. In certain circumstances, for example to protect a witness, UTC Plymouth might withhold some information. If witnesses request to remain anonymous, all practical steps will be taken to protect the identity of employees, however in some circumstances it may be inevitable that their identity is revealed. Confidentiality of the employees' identity therefore cannot be guaranteed.

10 SUPPORT AVAILABLE FOR EMPLOYEES

Employees can approach the Principal for support. In some cases a referral may be made to the Occupational Health Unit for counselling. Alternatively, employees who are a member of a Trade Union may wish to contact their Trade Union Official or professional representative.

UTC PLYMOUTH

Anti-Bullying Policy

Introduction

Bullying may be defined as “deliberately” hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical, verbal and emotional. The use of mobile phones, email and web-based chat-rooms has led to the rise of cyber-bullying, which may be defined as the ‘sending or posting of harmful or cruel text or images using the internet or other digital communication devices.

Bullying can take different forms. The following are examples of different types of bullying behaviour:

- physical aggression such as hitting, kicking, pushing or tripping;
- interference with another’s property, causing deliberate damage or theft to that property;
- verbal, for example, through racist, homophobic or sectarian remarks, threats, name calling or demeaning comments, gender re-assignment;
- emotional hurt, through isolating or excluding an individual from the activities and social acceptance of his/her peer group or through passing notes or spreading rumours;
- intimidation and harassment, for example, through pressure from members of a group against an individual so that s/he feels uneasy or frightened;
- cyber-bullying, for example, through the mobile phone cameras, emails, chat rooms, instant messaging and websites.

Aim

At UTC Plymouth (UTC) we believe all students have a right to be educated in an atmosphere in which they feel valued, secure and supported by each member of the community. The values of the UTC emphasise respect for each individual and to encourage honesty and openness. By its nature, bullying is contrary to these values

and is unacceptable. We accept that bullying is a whole UTC issue which requires a consistent approach from a wide range of people. Preventing and countering bullying requires an awareness of bullying type behaviour and a collective vigilance on the part of all members of the UTC community.

The Anti-Bullying Policy aims to:

- Help in the understanding of what constitutes bullying-type behaviour;
- Indicate approaches to preventing bullying and to responding to bullying-type behaviour.

Operation

The UTC Community

Each member of the UTC community has a role to play in helping to prevent bullying and in creating an atmosphere in which it is not allowed to develop.

At the UTC, action will be taken to prevent bullying in the following ways:

- by promoting and maintaining an ethos that encourages consideration and respect for others and which is firmly based on the values of UTC;
- by educating students about the boundaries of appropriate behaviour towards others and addressing bullying and related issues through PSHE, Citizenship, peer mentoring and assembly programmes;
- by ensuring effective supervision of locations within the UTC where bullying is likely to occur and highlighting to students, with the support of parents / guardians, the importance of appropriate behaviour when travelling to and from the UTC;

- by liaising with other support agencies as appropriate, some of whom are on site;
- by encouraging a strong sense of belonging to the UTC through participation in enrichment activities;
- by having clear procedures for responding to bullying, which are kept under regular review.

Procedures for dealing with bullying

Bullying is unacceptable and a culture of openness is the best way to counter such behaviour. It is the responsibility of each member of the community – students, employees and parents / guardians – to report instances of bullying, or suspicions of bullying, in the understanding that all such reports will be listened to and taken seriously.

In each instance, the priority should be that the bullied individual feels supported and that the individual/s responsible for the bullying are made aware that their behaviour is unacceptable and the bullying stops. The precise action for dealing with an incident will vary. However, the following broad guidelines apply:

- Instances of bullying or suspicion of bullying should be reported by students, parents / guardians or UTC employees to the appropriate Head of Key Stage.. It is recognised, however, that on occasion, the report may be made to the Vice Principal or the Principal. A record of any report will be taken and, in all instances;
- The Head of Key Stage will investigate, in liaison with the Principal and the Vice Principal (as necessary);
- Students directly involved will be asked to give a written account of the incident;
- Parents / guardians of all students will be contacted promptly;

- If necessary, referrals to outside agencies will be made in accordance with procedures;
- The students bullied will be given practical advice and support;
- An appropriate response will be made, and recorded, with regard to the individual/s responsible;
- The situation will be monitored and reviewed after one month by the Head of Key Stage to ensure the welfare of all students involved.

Response to bullying

A range of responses may be used in dealing with bullying. The response(s) to be used will depend upon the severity of and persistence of the bullying being perpetrated. It is intended that the person responsible will learn from what has happened and change his/her behaviour. Education and raising awareness are effective ways of challenging bullying and encouraging individual students to take responsibility for their own actions. This may include the student's involvement in a programme of mentoring, counselling, community service or referral to an outside agency. Teaching group activities, themes of the week and assemblies may also be used for this purpose.

In addition, sanctions, in line with the Behaviour for Learning Policy, to be considered are:

- verbal reprimand from teacher, Head of Key Stage, Vice Principal
- verbal and/or written apology
- Internal exclusion
- fixed term exclusion
- permanent exclusion

Signs and Symptoms

The following signs MAY suggest that a student has been bullied and that the situation warrants investigation:

- Unwillingness to attend the UTC/truancy.
- Anxiety about travelling to and from the UTC / avoiding regular travelling times.
- Underachievement.
- Loss of concentration/ enthusiasm/ interest in UTC / changed behaviour.
- Repeated non-specific reasons for First Aid visits – headache / stomach ache.
- Unexplained changes in mood especially before returning to the UTC after holidays / weekends.
- Physical signs of anxiety – stammering / nightmares / sleep difficulty / loss of appetite / nausea / withdrawal.
- Physical bruising / torn clothes.
- Loss of self-esteem / confidence / mood swings.
- Reluctant to say what is wrong.

Students

The UTC encourages Students to show respect, openness and honesty in their relationships with all members of the UTC community.

The UTC encourages students to:

- Say **NO** to **BULLYING**.
- Know and understand what bullying means and the consequences of bullying type behaviour.
- Be active not passive – speak out / tell / report incidents of bullying.
- Listen to, support and help bullied students.

- Develop a range of assertiveness strategies to use in the event of a bullying situation.
- Take personal responsibility.
- Take collective responsibility.
- Develop loyalty to the UTC and students within it.

Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of the UTC's Anti-Bullying Policy.

Date created: 6th December 2016

Date agreed: 15th December 2016

Date of Review: July 2020

Appendix 1

Anti-Bullying – Information for Parents

What is bullying?

Bullying is if individuals or groups are:

- calling your child names
- threatening him/her
- pressuring your child to give someone money or possessions
- hitting your child
- damaging your child's possessions
- spreading rumours about your child or your family
- using text, email or web space to write or say hurtful things about your child (cyber bullying).

It is also bullying if your child feels hurt because of things said about their ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or specific issues in your family.

What should you do if your child is being bullied?

You should contact your child's Mentor as soon as possible to explain your concerns. It would be most helpful if you could ensure you have as many details as possible, including dates, places and names.

The Mentor will investigate your concerns and will aim to communicate their findings with you with 24 hours of your original contact.

What will the UTC do?

The UTC does not tolerate bullying. This is what we do about bullying:

- work to make sure that the person being bullied is safe;
- work to stop the bullying happening again;
- provide support to the person being bullied and
- take actions to ensure that the person doing the bullying learns not to harm others.

What to do if you feel the situation has not been resolved appropriately

If you feel your concerns are not being addressed appropriately by the Mentor you should:

- Contact the Head of Key Stage for your child's year group to explain your continued concerns.
- If you remain concerned you should contact the Vice Principal to explain your continued concerns.
- If you are still concerned you should make an appointment to meet the Principal to discuss your concerns.
- If you remain unhappy with the response from all staff above you should put your concerns in writing to the Chair of the Board of Governors.

Appendix 2

Anti-Bullying - Information for Students

What is it bullying?

Bullying is if you feel hurt because individuals or groups are:

- calling you names
- threatening you
- pressuring you to give someone money or possessions
- hitting you
- damaging your possessions
- spreading rumours about you or your family
- Using text, email or web space to write or say hurtful things (cyber bullying).

It is bullying if you feel hurt because of things said about your ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

The UTC does not tolerate bullying.

This is what we do about bullying:

- make sure that the person being bullied is safe;
- work to stop the bullying happening again and
- provide support to the person being bullied.

What should you do?

Talk to someone you trust and get them to help you take the right steps to stop the bullying.

If you feel you are being bullied:

- try to stay calm and look as confident as you can;
- be firm and clear — look them in the eye and tell them to stop;
- get away from the situation as quickly as possible and
- tell an adult what has happened straight away or, if you do not feel comfortable telling an adult, tell another pupil.

If you have been bullied:

- tell your Tutor or another adult at the UTC;

- tell your parents and ask them to contact your Tutor to explain your concerns;
- if you are scared to tell your Tutor or another adult at the UTC on your own, ask a friend to go with you.
- If you feel that the adult you have spoken to has not acted, tell another adult at the UTC (ideally this should be the Head of Key Stage for your year)
- If you still feel the situation is not being dealt with first talk to the Vice Principal and then the Principal.
- don't blame yourself for what has happened.

When you are talking to an adult about bullying be clear about:

- what has happened to you;
- how often it has happened;
- who was involved;
- who saw what was happening;
- where it happened and
- what you have done about it already.

If you find it difficult to talk to anyone at the UTC or at home, ring Child Line on **free phone 0800 1111**. This is a confidential helpline. If you are hard of hearing you can use the **text phone 0800 400 222**. You can also write to Freepost 1111, London N1 0BR. The phone-call and letter are free.

Appendix 3

Anti-Bullying - Information for Staff

What is it bullying?

Bullying is if individuals or groups are:

- calling them names
- threatening them
- pressuring them to give someone money or possessions
- hitting them
- damaging their possessions
- spreading rumours about an individual or their family
- using text, email or web space to write or say hurtful things (cyber bullying).

It is also bullying if someone feels hurt because of things said about ethnic background, religious faith, gender, sexuality, disability, special educational needs, appearance or issues in their family.

The UTC will not tolerate bullying.

This is what we do about bullying:

- make sure that the person being bullied is safe;
- work to stop the bullying happening again and
- provide support to the person being bullied.

What should I do if I see bullying taking place?

- make sure the child being bullied feels safe
- Challenge the bullying behaviour
- Inform the students' Mentor or Head of Key Stage immediately

Appendix 4

Students and parents/guardians can contact the following organisations for information and support:

- **Anti-Bullying Campaign**

Helpline: 020 7378 1446 (9.30am – 5.30pm)

This organisation produces leaflets and information for parents.

- **Child line**

Freepost 1111

LONDON

N1 0BR

Free phone: 0800 1111

www.childline.org.uk

This is a 24-hour helpline for children and young people who wish to discuss their problems. They also welcome calls from young people who are engaged in bullying type behaviour.

- **Kids cape**

152 Buckingham Palace Road

LONDON
SW1 9TR

Helpline for Parents: 0171 730 3300 (10.00am – 4.00pm Monday – Friday)

www.kidscape.org.uk

They provide free leaflets and booklets for parents and teenagers about bullying.

- **National Child Protection Line**

Free phone: 0800 800 500

This is a 24-hour helpline for anyone concerned about a child at risk of abuse (including bullying). A child may also use this helpline.

National Society for the Prevention of Cruelty to Children (NSPCC)

Helpline: 0808 800 50000

www.nspcc.org.uk

- **British Association of Counselling**

1 Regent Place

RUGBY

Warwickshire

CV21 2PJ

Telephone: 01788 578328

Members of BAC have experience of a wide range of counselling. Write enclosing a self-addressed envelope for a list of counsellors in your area.

VERSION CONTROL SHEET

POLICY NAME: Harassment and Bullying Policy

Policy Prepared by: Julie Rae

Document date	Filename	Mtg submitted	Summary of changes required
Feb 14		Staffing	New Policy
Mar 17		FGB	Reviewed
June 2019			Reviewed