



## Student Anti-Harassment and Anti-Bullying Policy

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## 1. Aims and Objectives

- 1.1 Hugh Baird College (inclusive of Hugh Baird University Centre) is committed to providing a supportive, friendly, safe and positive learning environment in which bullying or harassment is not acceptable. All staff and students have the right to be treated with respect and must not be discriminated against or disadvantaged as a result of their race, religion, gender, disability, sexual orientation or personal circumstances. The aim of the College's policy is to support this ethos and to strive to prevent bullying and harassment from occurring.
- 1.2 Bullying of any kind is not tolerated at Hugh Baird College. If it does occur, students are urged to voice their grievance so that incidents can be dealt with promptly and effectively according to the procedures below. Students will be supported and listened to when bullying is reported.
- 1.3 Students who are being bullied or aware of another student being bullied should follow the College procedures set out below. Staff who are aware of a student being bullied should also follow the College procedures set out below.

## 2. Definition of Harassment and Bullying

### 2.1 Harassment

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

- Violating a person's dignity, or
- Creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Harassment is unlawful when it is on the grounds of sex, race, gender reassignment, race, ethnic or national origin, sexual orientation, age, religion / belief, or for a reason relating to a person's disability. It is also unlawful to subject an individual to sexual harassment.

The College will not tolerate harassment or bullying in any form.

### 2.2 Bullying

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.

Bullying is often aimed at certain groups because of race, religion, gender or sexual orientation.

Bullying generally occurs when a person or a group of people exert their power over another person or group of people. It can cause the victim serious physical and mental health problems and can ruin the individual's chances of success both in College and in their future career.

## 3. Examples of Forms of Harassment and Bullying

- 3.1 Harassment and bullying can take many forms. Examples of unacceptable behaviour include:

- Offensive songs, remarks, jokes, emails or gestures, extremism and radicalisation
- Display of offensive posters, publications and graffiti
- Unwanted physical contact or advances
- Offensive remarks about a person's dress or appearance
- Offensive remarks about a person's race, gender, marital status, disability, religion or belief, sexual orientation gender identity or age
- Shouting, abusive or intimidating language
- Spreading malicious rumors, allegations or gossip
- Excluding or ignoring someone
- Intrusion by pestering, spying or stalking
- Punching, kicking or any use of violence
- Cyber-bullying; that is, the sending or posting of harmful, cruel or offensive text or images by email, internet, social networking websites or other digital communication devices – including any text or images that could be classed as extreme, and in contravention of Hugh Baird College's commitment to supporting British Values.

3.2 The above list is intended to give a clear impression of the types of behaviour that the College considers to be unacceptable; however, it only contains examples and is not exhaustive.

## 4. Signs and Symptoms of Bullying

4.1 Signs and symptoms of bullying can include:

- becoming anxious or withdrawn;
- crying;
- nightmares;
- poor attendance or performance at College;
- being frightened of walking to or from College;
- not wanting to go on the College / public bus;
- change in usual routine;
- possessions going 'missing';
- stealing or asking for money as a result of threats or victimisation;
- unexplained cuts or bruises;
- becoming aggressive or unreasonable; unwillingness to allow people to express opinions in relation to religion, culture or values
- lacking in confidence;
- bullying other students and siblings;
- threatened or attempted suicide;
- changes in eating patterns;
- loss of motivation

## 5. Procedures for Students

- 5.1 If you feel you are being bullied or harassed, tell a Study Programme Co-ordinator/Personal Tutor or a Lecturer, a member of Student Services or any other member of staff.
- 5.2 The member of staff will refer you to the Study Programme Lead who will take a written statement from you. The College has a disciplinary procedure which may be used against the alleged bully, depending on what action you want taken. In practice, staff have authority to communicate autonomously in a range of media, however if information displays the HEI branded logo and course titles then procedures are adhered to as stated above.

- 5.3 If action is to be taken against the alleged bully, he or she will be interviewed separately.
- 5.4 If you are under 18 years old or a vulnerable adult, the College would normally notify your parents / carer of what has happened and what action is to be taken.
- 5.5 Confidential counselling sessions are available through Student Services if you would like additional support to help you through the incident.

## 6. Monitoring

- 6.1 All incidents of bullying will be recorded centrally by the Vice Principal People, Organisational Development and Culture. The effectiveness of the Bullying Policy will be monitored by Safeguarding Committee on behalf of the Principalship on a regular basis, recommending changes where necessary.

## 7. Evaluation

- 7.1 Data from monitoring and feedback will be reviewed annually and used to update the policy if necessary. The Bullying Policy will be given high profile to ensure:
- prevention activities are regularly implemented as and when appropriate
  - staff are more vigilant and responsive to bullying / harassment
  - fewer students report being bullied / harassed
  - fewer students bully others
  - less incidents recorded of bullying

## 8. Training

- 8.1 In order to support the College's aim of preventing harassment and bullying, awareness training will be provided to all staff. The College will also provide specific training to managers in the correct operation of the harassment and anti-bullying policy.

## 9. Resources and Links

[Bulletins, Concerns Button, Flowcharts, Website, MyDay; Safeguarding Team, Safeguarding Surgeries;](#)  
[www.kidsmart.org.uk](http://www.kidsmart.org.uk)  
[www.anti-bullyingalliance.org.uk/resources.aspx](http://www.anti-bullyingalliance.org.uk/resources.aspx)  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)  
[www.ceop.police.uk](http://www.ceop.police.uk)  
[http://ix.iriss.org.uk/sites/default/files/resources/Safe%20from%20bullying\\_0.pdf](http://http://ix.iriss.org.uk/sites/default/files/resources/Safe%20from%20bullying_0.pdf)  
[www.internetsafety.com](http://www.internetsafety.com)  
[www.digizen.org/cyberbullying](http://www.digizen.org/cyberbullying)  
[www.mencap.org.uk/dontstickit](http://www.mencap.org.uk/dontstickit)  
[www.nya.org.uk](http://www.nya.org.uk)  
[www.stonewall.org.uk](http://www.stonewall.org.uk)  
[www.transformingconflict.org/](http://www.transformingconflict.org/)



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