

Student Anti-Harassment and Anti-Bullying and Hate Crime Policy

Date:	June 2018
Version Number:	1
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Review Date:	September 2019
Additions made to document:	
Approved by PODC:	October 2018
Disseminated by:	Staff VLE Student VLE HBUC website (WIS)

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1. Aims and Objectives

- 1.1 Hugh Baird College (inclusive of Hugh Baird University Centre) aim to ensure it is fully compliant with the Protection of Harassment Act 1997 – Chapter 40. In doing so the College is committed to ensuring all users of its services are providing a supportive, friendly, safe and positive learning environment in which bullying, harassment or hate crime 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, harassment and hate crime 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, harassed or who are suspected of being victimised due to their personal characteristics outlined under the hate crime section should also follow the College procedures set out below.

2. Definition of Harassment, Bullying and Hate Crime

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 individuals' chances of success both in College and in their future career.

2.3 Hate Crime

The term 'Hate Crime' can be used to describe a range of criminal behavior where a person is motivated by hostility or demonstrates hostility towards a person because of their disability, race, religion, sexual orientation or transgender identity. These aspects of a person's identity are known as 'protected characteristics'. A hate crime can include verbal abuse, intimidation, threats, harassment, assault and bullying, as well as damage to property. The perpetrator can also be a friend, carer or someone who knows the person well but who exploits their relationship with the individual for financial gain or for some other criminal purpose.

3. Examples of Forms of Harassment, Bullying and Hate Crime

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 including those taken using a camera, mobile phone and other such devices that could be classed as extreme, and in contravention of Hugh Baird College's commitment to supporting British Values

3.2 **Hate Crime in all its forms is unlawful.**

This includes:

- personal attacks of any kind, including violence
- written or verbal threats or insults, harassment and name calling
- damage to property, including graffiti
- threatening or abusive phone calls, text messages, emails, instant messages and messages sent in chat rooms.

The outcome for those who are prosecuted and found guilty of a hate crime it is likely they will result in them having a criminal record that could seriously damage their future career opportunities.

3.3 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, Harassment and Hate Crime

4.1 Signs and symptoms 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 During Induction you will be required to agree and sign a student contract, this outlines the Colleges commitment to a policy of zero tolerance of any incidents of harassment and bullying. Failure to comply with this policy will result in disciplinary action being taken.
- 5.2 If you feel you are being bullied or harassed, tell a Study Programme Co-ordinator or a Lecturer, a member of Student Services POD team or any other member of staff.
- 5.3 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/abuser 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.
- 5.4 The College works closely with Stop Hate Crime UK and other supporting agencies. Students who feel they have been a victim of Hate Crime should report to a member of staff or visit Student Services POD and speak to our Health and Wellbeing Co-ordinator Janine Hopewell. Janine will offer you 1-1 support and provide you with access to Stop Hate Crime UK reporting systems.
- 5.5 If action is to be taken against the alleged bully, he or she will be interviewed separately.
- 5.6 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.
- 5.7 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 Anti-Harassment, Anti-Bullying and Hate Crime 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 Anti-Harassment, Anti-Bullying and Hate Crime 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/hate crime
 - fewer students report being bullied / harassed or being identified as victims of Hate Crime
 - fewer students bully/ harass or victimise others
 - less incidents recorded of bullying/harassment or hate crime

8. Training for staff and Students

- 8.1 In order to support the College's aim of preventing bullying, harassment and hate crime, awareness training will be provided to all staff. The College will also provide specific training to managers in the correct operation of the Anti-Harassment, Anti-Bullying and Hate Crime Policy.
- 8.2 Student Services POD and Safeguarding teams have developed a range of useful online training videos and include Peer to Peer abuse, Keeping Safe online, Prevent, British Values and Safeguarding. These are available for staff and students to view and discuss. These can be accessed using the following link.
https://www.youtube.com/playlist?list=PL_dXCXsamw7JaVQ5xLN0aduiuHHKSUQLZ
- 8.3 It is important to encourage students to come forward. The College operates a culture where students can be reassured that they do not have to "put up" with bullying of any kind – they should not feel humiliated, threatened or repeatedly patronised or isolated by anyone else, and if this occurs, then it is unacceptable behavior which should be reported so that action may be taken. Issues relating to bullying and equal opportunities will be addressed within the curriculum offer and Study Programme tutorial sessions. This issue will also be specifically address during the college induction programme. Through the induction programme students will be made aware of the policy and the consequences incurred if they are involved in bullying.

Students will be provided with opportunities to take part in tutorial activities which will provide insight into the effects of bullying, in relation to issues such as homophobia; sexism; LGBTQI, racism, Hate Crime, British Values etc. Throughout the tutorial programme, students will be encouraged to talk to other students or a member of staff about any situation which arises during their time at college.

- 8.4 Bullying, harassment and hate crime will be issues regularly highlighted in the safeguarding bulletins to remind students of both their right to safety in the college and to remind them there are people in college they can talk with, including the designated safeguarding officer.

9. Resources and Links

Bulletins, Concerns Button, Flowcharts, Website, MyDay; Safeguarding Team, Safeguarding Surgeries;

www.kidsmart.org.uk

www.anti-bullyingalliance.org.uk/resources.aspx

www.thinkuknow.co.uk

www.ceop.police.uk

http://lx.iriss.org.uk/sites/default/files/resources/Safe%20from%20bullying_0.pdf

www.internetsafety.com

www.digizen.org/cyberbullying

www.mencap.org.uk/dontstickit

www.nya.org.uk

www.stonewall.org.uk

www.transformingconflict.org/

www.stophateuk.org/

Student Service online training videos:

www.youtube.com/playlist?list=PL_dXCXsamw7JaVQ5xLN0aduiuHHKSUQLZ



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