



**Anti-Harassment and Anti-Bullying Policy  
For students**

**August 2015**

## 1 SCOPE

This policy is applicable to all students. It should be read in conjunction with:

- College Single Equality Policy
- The following DFE 2013 document  
<https://www.gov.uk/bullying-at-school>
- Reigate College Student Code of Conduct
- Reigate College Student Social Media/Acceptable Use of IT Policy
- Reigate College Child Protection Policy
- Equality Act 2010

## 2 POLICY

Reigate College is committed to ensuring that everyone is equally valued and treats one another with respect. The College will inform all students, staff, members of the Corporation and visitors that all types of harassment and bullying are unacceptable. All staff and students are responsible for supporting victims and for referring them to support services within the College. We encourage people who experience harassment and bullying to take appropriate action to prevent further occurrences and will support them in this action. All complaints about harassment and bullying are taken seriously and will be dealt with quickly and with respect for all people involved. We recognise that staff and students may need training in order to address behaviour that arises from ignorance and will provide anti-harassment training when necessary.

## 3 DEFINITIONS OF HARASSMENT AND BULLYING

The College defines harassment and bullying, as follows.

### 3.1 Harassment

A situation in which, on the grounds of race (including colour, nationality and ethnic origin), culture, gender, age, health status, disability, linguistic differences, sexuality, sexual orientation, political or religious beliefs, income, social class or any other factor which is not considered relevant, a person engages in unwanted conduct which has the purpose or effect of violating the other person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other. The reasonable perception of the other person of behaviour constituting harassment shall be taken into account. Harassment can be 'one off' incidents or continuous behaviour.

Examples could include:

- **Verbal behaviour – jokes, suggestive or racist comments, unwanted demands for sex, name-calling or malicious gossip**
- **Non-verbal behaviour – non-co-operation, suggestive or aggressive looks, gestures or invasion of personal space, unwelcome text messages or e-mails, display of comments or visual material on a social networking site**
- **Visual behaviour – display or transmission of pictures, graffiti or literature**
- **Physical contact – unwanted touching or assault.**

### 3.2 Bullying

The misuse of power or position through on-going and persistent attacks – whether verbal, mental or physical – on an individual.

Examples could include:

- **Isolation or exclusion from activities**
- **Refusal to give credit for work undertaken**
- **Public humiliation**
- **Propagation of rumours and transmission of personal information to third parties**
- **Sharing or displaying visual material without permission**
- **Display of comments or visual material on a social networking site/cyber bullying**

## 4 PROCEDURES FOR DEALING WITH INCIDENTS OF HARASSMENT AND BULLYING

### 4.1 Who should the incident be reported to?

Incidents of harassment or bullying against a student should be reported to Pastoral Director, Associate Pastoral Director, Senior Tutor or Child Protection Officer if appropriate.

If the perpetrator is alleged to be a member of staff the Pastoral Director/Associate Pastoral Director/Senior Tutor or Child Protection Officer will report this to an Associate/Deputy Principal/Principal.

The information received will be treated confidentially on a “need to know basis”. The Pastoral Director/Associate Pastoral Director/Senior Tutor can be used as a source of advice and guidance or to provide support to a complainant or alleged perpetrator.

### 4.2 Student Code of Conduct

The following statements appear in the Student Code of Conduct on page 1:

“You are expected to behave in accordance with the College’s Equality Policy. Thus, all types of discrimination, harassment and bullying are completely unacceptable “

“You will be regarded as having carried out an act of harassment and/or bullying if you cause distress to another person (student or member of staff) ..... Bullying and/or harassment and could result in action such as exclusion from College or referral to the Police”

### 4.3 Making a complaint

#### **Informal stage**

It is often useful to sort out problems informally before they become more serious, although this is not always possible or appropriate. Some serious concerns may have to move to the formal stage straight away. All those involved should make every effort to resolve a situation quickly and informally wherever possible where someone perceives that they have been harassed or bullied. If you feel you have been harassed or bullied, you do not need to take action alone. You may seek support from a parent/guardian or friend, Pastoral Director, Associate Pastoral Director or Senior Tutor, the College’s Equality and Diversity Officer(s), a representative (e.g. students’ union representative), College Counsellor, student mentor, tutor or other member of staff with whom you feel comfortable.

**In all cases where a student has a concern, he/she or his/her parent/guardian should report this to their Pastoral Director/Associate Pastoral Director/Senior Tutor.**

## Formal stage

If an informal approach has not resolved the situation or is seen as inappropriate, the incident/s should be reported formally in one of the following ways:

- By speaking to Pastoral Director/Associate Pastoral Director/Senior Tutor/Tutor directly or to another appropriate member of staff who will then contact the student's Pastoral Director/Associate Pastoral Director/Senior Tutor.
- Or
- By Emailing the Pastoral Director/Associate Pastoral Director/Senior Tutor who will arrange to meet the student

### 4.4 Procedure for investigation:

**The Pastoral Director/Associate Pastoral Director/Senior Tutor will investigate taking all evidence into account by interviewing all parties concerned and obtaining relevant evidence where possible (e.g. written statements from both/all parties/witness statements, screen shots etc.).**

**Policies and procedures which will be consulted could include e.g. Student Code of Conduct, Social Media and IT Policy, Single Equality Policy, Child Protection Policy as well as relevant legislation.**

### 4.5 Outcome:

Once the investigation is completed, a decision will be taken after consultation with the AP (Student and Pastoral Support) and the Pastoral Director or Designated Alternative will notify each party of the outcomes – within 10 working days of the incident first being reported.

The decision could result in one of the following:

- No further action required
- Action outlined in the Student Code of Conduct page 5 when **misconduct is deemed to have taken place**
- Action outlined in the Student Code of Conduct page 5 when **gross misconduct is deemed to have taken place.**

### 4.6 Additional source of redress

- The student/parents may wish to report the incident to the Police
- If an allegation is deemed to be sufficiently serious to warrant investigation by the Police, the Principal, Deputy Principal(s) or Chair of the Corporation may contact the police.

## 5 IF A COMPLAINT IS MADE AGAINST YOU

- **No matter how trivial the complaint may seem you should take it seriously and make every effort to resolve the complaint. You should not automatically feel that the complaint is your fault or that there is nothing you can do about it. You can receive help and support from the same people as those listed earlier in this document.**
- You should respond positively to a request from the complainant to meet or speak about the complaint and seek an amicable and mutually acceptable solution.
- You should seek support of your Pastoral Director/Associate Pastoral Director/Senior Tutor if you feel that this would help.

### 5.1 Third party or 'witness' complaints

If you are a student and witness behaviour that you perceive to be inappropriate, you should consult with your Pastoral Director, Associate Pastoral Director or Senior Tutor. In this case, you, or your Pastoral Director/Associate Pastoral Director/Senior Tutor, can act on behalf of the victim or on behalf of the College.

### 5.2 Counter-complaints

If an alleged perpetrator, following a complaint, makes a counter-complaint, the two complaints may be investigated separately or simultaneously. The Pastoral Director/Associate Pastoral Director/Senior Tutor undertaking the investigation will decide about the appropriate course of action according to the extent to which evidence and witnesses are the same in both cases.

## 6 MONITORING AND EVALUATION

This Policy will be reviewed every 2 years. Incidents reported under this policy will be monitored by the Assistant Principal (Pastoral and Student Support) and reported to the Equality & Diversity Officer and the College's Senior Leadership Team which will be responsible for developing action plans to address issues.

## 7 PUBLICISING OUR COMMITMENT

*To students through:*

- The induction process
- The Student Code of Conduct
- The student portal
- Pastoral Team and Personal tutors
- Tutorials
- The Equality and Diversity Officer

*To members of the Corporation through:*

- Reports to the Corporation Committees.

## 8 CONSULTATION

When reviewing the policy and procedure the following groups will be consulted:

- Equality and Diversity Committee
- Senior Leadership Team/College Board
- Child Protection Team

SPO August 2015

Review date: August 2016