

Rochdale Sixth Form College

Bullying & Harassment Policy

Bullying & Harassment Policy

Policy Statement

Rochdale Sixth Form College has a working Single Equality Scheme and opposes all forms of unlawful discrimination, harassment and bullying. This policy aims to prevent any forms of harassment and bullying at Rochdale Sixth Form College and detail the action to be taken to prevent any recurrence. It will address all forms of harassment and bullying within the College and cover all College users and employees, including students, parents, teachers, all other staff, Governors and visitors.

Specific Aims of the Policy

To ensure that all members of the College community are aware of the types of behaviour which constitute harassment and bullying.

To ensure all members of the College community understand that harassment and bullying is unacceptable, will not be tolerated and that appropriate measures may be taken.

To promote a climate within the College where a member of the community feels confident in bringing forward issues of harassment and bullying without fear of victimisation or recrimination.

To ensure that allegations of harassment and bullying are responded to quickly, positively and in confidence, wherever possible.

To provide support, where possible, for victims of harassment and bullying, whether it takes place inside or outside of the College.

Scope and Definitions

Bullying is a form of harassment, which sets out to intimidate, coerce, humiliate or undermine the individual to whom it is directed. Bullying is a deliberately hurtful behaviour which when repeated over time causes distress, and can lead to a range of unpleasant psychological or physical outcomes.

Harassment can be defined as any conduct related to age, disability, nationality, race, religion, gender, sexual orientation or any other personal characteristics which is unwanted, unreasonable or offensive to the recipient or any conduct which affects the dignity of any individual or group.

Bullying/harassment can be:

- **Online/Cyber** – Posting on social media, sharing photos, the use of mobile phones through either messages or calls and social exclusion.
- **Physical** - Threats of or the direct use of violence. E.g. pushing, kicking, hitting, biting etc.
- **Verbal** - Name-calling, sarcasm, threats, spreading rumours, teasing, belittling etc.
- **Emotional** - Isolating others, tormenting, hiding books, threatening gestures, ridicule, humiliation, intimidating, excluding, manipulation and coercion.
- **Sexual** - Unwanted physical contact, inappropriate touching, abusive comments, homophobic abuse, exposure to inappropriate films etc.
- **Racist** – racial remarks, gestures or any victimisation.

Policy and Procedures

The College policy is that bullying will not be tolerated and that all reported instances of bullying will be taken seriously and thoroughly investigated.

All staff, students and parents will be informed of the policy and the procedures to follow if bullying arises.

The policy applies to all students whilst on the college roll irrespective of whether the bullying takes place on or off College premises.

All staff have key roles to play in the identification of students who have been bullied or who are bullying others. In all cases of bullying of students, the relevant Student Performance and Development Leader should be informed and the Associate Vice Principal – Student Performance, Progression and Welfare be involved where appropriate. Signs and symptoms that a person is being bullied may include:

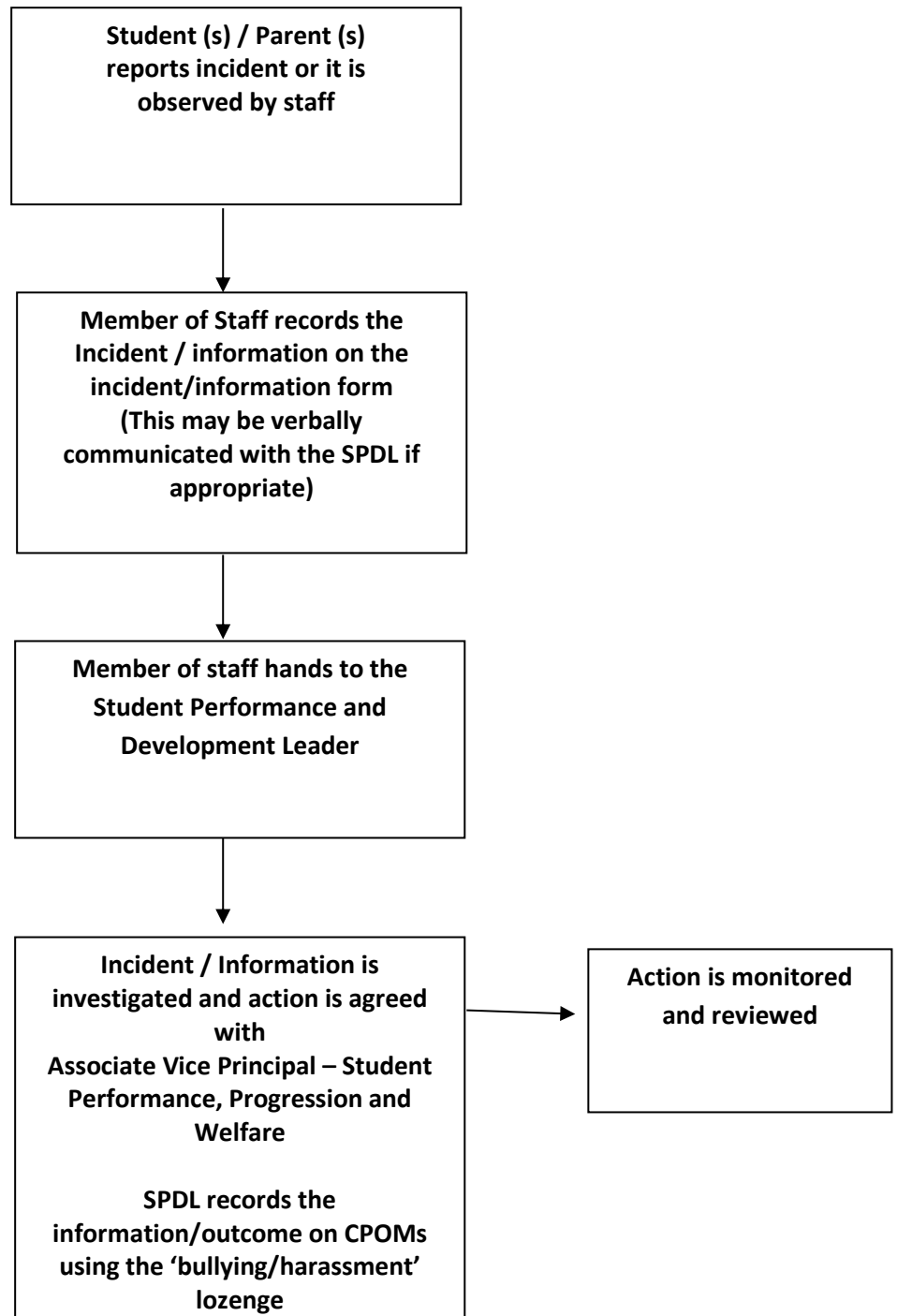
- Becoming withdrawn, anxious and lacking in confidence
- Absenteeism
- Becoming anxious or withdrawn
- Crying
- Nightmares
- Feeling ill
- Becoming aggressive or unreasonable
- Unexplained cuts or bruises
- Loses or has damaged possessions
- Asks for or steals money
- Is afraid to use the internet or mobile phone
- Being frightened when arriving or leaving College
- Changes to their usual routine
- Unusually poor performance
- Gives improbable excuses for any of the above

Bullying will be treated very seriously and appropriate disciplinary action taken under the College disciplinary procedures where bullying is identified. All members of College staff have a responsibility to ensure that suspected bullying or harassment is investigated and dealt with immediately. Actions to take if bullying is suspected include:

- Determining whether bullying has or has not taken place by talking to those involved
- Encouragement and the support of the recipient by taking the allegation seriously and investigating further
- Making it clear to the alleged bully that their behaviour is unacceptable and that it must stop
- Recording the details of the incident - document fully the detail of the discussion e.g. when and where the alleged incident happened and what happened to make the person feel threatened (on Cedar or CPOMS as appropriate by the SPDL)

- Discuss the action you intend to take with their agreement and explain that you will give them feedback as soon as possible. For students, this will be reported to the Associate Vice Principal – Student Performance, Progression and Welfare.
- Respond quickly to the allegation and similarly document fully the detail of the discussion with the alleged ‘bully/ies’ and final outcome.
- In some minor cases of bullying challenging the bully may be sufficient for the behaviour to stop, as they may be unaware that their behaviour is offensive.
- In serious cases of bullying, the College’s disciplinary procedures should be followed.
- Students who have been bullied should be supported by being given an opportunity to discuss their experiences with a member of staff of their choice as well as being offered ongoing support.

Process for referring incidents



NB: In the absence of the Student Performance and Development Leader, the incident should be referred directly to the Associate Vice Principal – Student Performance, Progression and Welfare.

Rochdale Sixth Form College

Incident / Information Form

Student Name
(if applicable)

SPDL

Date

Referred By

Details of Incident / information including any actions taken

Further Action Taken