



## ANTI-BULLYING AND HARASSMENT POLICY

### 1. Purpose

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere.

### 2. Policy

Bullying and/or harassment of any kind is unacceptable at Truro and Penwith College. If bullying and/or harassment does occur, all students should be able to tell a member of college staff and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying and/or harassment is happening is expected to tell a member of the college staff.

If a student feels that they are being bullied and/or harassed by a member of college staff, they should be aware of the procedure they can follow to address the problem:

- Follow HR and Employee Services Bullying and Harassment Policy, and the Principal is notified or alternatively speak to the Designated Safeguarding Lead (DSL).

#### ***Truro & Penwith College recognises bullying as:***

Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure. Bullying can include the use of personal strength or the power to coerce through fear or intimidation.

Bullying can be physical, verbal, or non-verbal. Bullying can be conduct that is not face-to-face, for example via text message and social media.

Bullying can be, but is not limited to:

- Emotional      being unfriendly, excluding, tormenting (e.g., threatening gestures, interfering with personal possessions).
- Physical        pushing, kicking, hitting, punching or any use of violence
- Racist            racial taunts, graffiti, gestures
- Sexual            unwanted physical contact or sexually abusive comments
- Homophobic    because of, or focussing on the issue of sexuality
- Verbal            name-calling, sarcasm, spreading rumours, teasing

- **Cyber** Sending or posting of harmful, cruel, or offensive texts or images by email, internet, social media or any other form of digital communication.
- **Third party** Utilising others to intimidate, cause physical violence, or act in any other way that would constitute bullying.

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving.

The college has a responsibility to respond promptly and effectively to issues of bullying.

***Truro and Penwith College recognises Harassment as:***

Unwanted physical, verbal, or non-verbal conduct which is offensive and/or has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can occur when a person intends to create that environment and separately when it has an impact on the recipient.

It is unlawful under the Equality Act 2010 to harass a person for a reason related to their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. It also includes conduct of a sexual nature (sexual harassment).

Examples of harassment include, but are not limited to:

- Unwanted physical contact including touching, pinching, pushing, grabbing and upskirting.
- Unwelcome sexual advances or suggestive behaviour.
- Sexual violence or sexual misconduct.
- Sexual harassment.
- Offensive emails, text messages, sexting or social media content or the display of offensive materials.
- Unwanted jokes, banter, mocking, mimicking, or belittling a person.

A person may feel harassed even if they were not the intended 'target', for example by racist jokes about a different ethnic group if the jokes create an offensive environment.

**3. Implementation**

It is the responsibility of all Truro and Penwith College staff to recognise that a young person may indicate by signs or behaviour that he, she or they are being bullied and/or harassed. All college staff should be aware of these possible signs and that they should investigate if a young person:

- is frightened of walking to or from college
- doesn't want to go on the usual mode of transport and asks/begs to be driven to college
- changes their usual routine
- is unwilling to go to college
- begins to have a poor attendance record

- becomes withdrawn, anxious or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- has difficulty sleeping, cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in college work
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other students or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviours could indicate other problems but bullying and/or harassment should be considered a possibility and should be investigated.

All Truro & Penwith College Staff will:

1. Follow the process set out below:
  - a. Report bullying and/or harassment incidents to the Tutor, who will inform Deputy Team Lead (DTL) who will try to deal with the case in the first instance.
  - b. A log form should be completed by Tutor, and a copy loaded to the CPOMS with a description of the incident. The log form is in Appendix 1.
  - c. A list of actions should be completed, including making contact with the DTL/Programme Team Leader (PTL) from the alleged perpetrator curriculum area to ensure contact ceases if this is requested by the victim.
  - d. Notifying the Safeguarding Officer, Designated Safeguarding Lead (DSL) and Director of Operations.
  - e. In cases of bullying and/or harassment with sexual or racial motivation should be reported to the Designated Safeguarding Lead and PTL via CPOMS.
2. In cases of serious bullying and/or harassment, the incidents will be recorded by tutor and passed to the PTL, who will load the form to CPOMS with actions including conversations with alleged perpetrator.
3. In serious cases parents should be informed and will be asked to come into a meeting to discuss the case. Director of Operations should be informed who will invoke Disciplinary Policy.
4. If necessary and appropriate, police will be consulted, and a crime may be reported. It is noted that students may choose to report via 101 or Hate Crime via True Vision website independent to any College investigation.
5. The bullying and/or harassment behaviour or threats must be investigated, and request made for contact to cease immediately.
6. Support will be offered to help the person perpetrating the bullying and/or harassment to change their behaviour.

The outcomes may be:

1. The perpetrator(s) may be asked to genuinely apologise. Other consequences may take place. External Services offered specialist support or counselling.
2. In serious cases, the student disciplinary policy will be implemented.
3. If possible, the students will be reconciled.
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
5. The incident(s) will be logged on CPOMS.
6. DSL may report crimes to police as required by law.

Truro and Penwith College will use supportive methods for helping students to prevent bullying. As and when appropriate, these may include:

- Signing a student code of conduct/learner agreement (part of the induction process)
- Having discussions about bullying and harassment and why it matters during group tutorial sessions.
- Providing student support services to students who need additional support or refer to an external agency in specialist area, e.g., Young People Cornwall.

Staff with specific responsibility:

- Senior Management Team (SMT)
- Designated Safeguarding Lead (DSL)
- Programme Team Leader (PTL)
- Deputy Team Leader (DTL)
- Tutors
- Student services staff
- Learning support staff
- Student Association
- College Counsellors

#### **4. Associated Documents:**

- Equality, Diversity and Inclusion (EDI) Policy 2022-24
- Safeguarding Children and Adults with Care and Support Needs Policy and Procedure September 2023
- Child on Child Abuse Policy and Procedure September 2023
- Disability Policy Statement 2021
- Complaints Procedure December 2021
- TPC Student Disciplinary Procedure 2023
- Assessment Policy 2023
- TPC Charter 2022
- Student Association Complaints Procedure 2021
- Student Handbook 2022

## **5. Monitoring, Review and Evaluation**

Effective monitoring will allow Truro & Penwith College to conduct impact assessments to review the effectiveness of the anti-bullying policy. This may include:

- Individual tutorial sessions.
- Monitoring the college complaints and appeals procedures.

## APPENDIX 1: ANTI-BULLYING AND HARASSMENT INCIDENT RECORD

This record should be completed in accordance with procedures followed under the Truro and Penwith College Anti-Bullying Policy. **Please ensure you upload your log to CPOMS and assign it to Lisa Briscoe (T) or Lucy Maggs/Steve Kenward (P) and any other relevant PTLs for follow up. Everything should be recorded centrally on CPOMS, this includes all hard copies.**

<b>Programme Team:</b>	<b>PTL/DTL/Tutor:</b>
<b>Brief Outline of Complaint/Allegation:</b>	<b>Student reporting being bullied:</b>
	<b>Student(s) alleged to have been bullying:</b>
	<b>PTL for alleged perpetrator:</b>
<b>Investigated by:</b>	
<b>Evidence Presented:</b>	<b>Date Reported:</b>
<b>Alleged incident occurred: In college/college bus/outside of college time</b>	<b>Method of Reporting:</b>
<b>Action Taken:</b>	
<b>Police involved?: Yes / No</b>	
<b>Final Outcome (include actions taken or agreed):</b>	
<b>File notes stored with:</b>	