

H.E. Harassment and Bullying Policy 2023 2024

1. Purpose

UCTP are committed to providing a caring, friendly and safe environment for all of our students in which to learn in a relaxed and secure atmosphere.

2. Policy

Bullying of any kind is unacceptable at our University Centre. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell a member of the college staff. If a student feels that they are being bullied by a member of college staff they should be aware of the procedure they can follow to address the problem.

- The Principal, governors, senior and college managers, teaching and nonteaching staff, and students will have an understanding of what bullying is.
- The Principal, governors, senior and college managers, teaching and nonteaching staff will know what the college policy is on bullying, and follow it when bullying is reported.
- All students will know what the college policy is on bullying, and what they should do if bullying arises.
- UCTP takes bullying seriously. Students should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated. UCTP recognises bullying as: The use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- 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, All areas of internet, such as email & internet chat room and social media misuse Mobile threats by text messaging & calls Misuse of associated technology, i.e. camera & video facilities.

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.

3. Implementation It is the responsibility of all tutors, student services staff, learning support staff and college support staff to recognise that a student may indicate by signs or behaviour that he or she is being bullied. All college staff should be aware of these possible signs and that they should investigate:

- Change to usual routine
- begins to have a poor attendance record
- becomes withdrawn, anxious or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- shows signs of feeling ill in the morning
- attainment starts to drop
- has possessions which are damaged or " go missing"
- evidence of asking colleagues for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other students or staff
- 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 should be considered a possibility and should be investigated

UCTP will:

1. Report bullying incidents to the PL who will try to deal with the case in the first instance whilst respecting the privacy of any alleged offender
 2. In cases of serious bullying, the incidents will be recorded by PL and passed to the DTL and a meeting will be formed to discuss the problem. At this point Safe Guarding lead my be informed
 4. If necessary and appropriate, police will be consulted
 5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
 6. An attempt will be made to help the bully (bullies) change their behaviour Anti-Bullying Policy
- Inform students of the correct procedure to follow if it is a member of staff that is accused of bullying i.e.

Report to their tutor and then to PTL. The PTL will deal with the issue in consultation with a member of SMT. The outcomes will be:

- 1) The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
- 2) In serious cases, the student disciplinary policy / code of conduct 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 will be logged on the College Bullying Log. We will use supportive methods for helping students to prevent bullying. As and when appropriate, these may include:

- Reminding the student of the signed code of conduct/learner agreement (part of the induction process)
- Having discussions about bullying and why it matters during group tutorial sessions.
- Have clear guidelines on 'what to do if you are bullied' in tutorial sessions.
- Providing student support services to students who need additional support. Staff with specific responsibility:
 - Programme Team Leader
 - Deputy Team Leader
 - Tutors
 - Student services staff
 - Learning support staff
 - Student Association
 - College Counsellors

4. Associated Documents:

- Equality & Diversity Policy
- Safeguarding Policies
- Disability equality scheme
- Complaints policy and procedure
- Student Disciplinary Policy
- Race Equality Policy
- Assessment Policies
- College Charter
- Student Association Policy
- Student Welfare Handbook
- Student Code of conduct

5. Monitoring, Review and Evaluation Effective monitoring will allow UCTP to conduct impact assessments to review the effectiveness of the anti-bullying policy through CBSHE

- Regular individual tutorial sessions for students to report incidences
- Tutor training and updating support by the student services team
- Monitoring the college complaints and appeals procedures.