

Student Bullying and Harassment Policy

Scope and Purpose of Policy

Cardiff and Vale take bullying and harassment seriously and we are committed to ensuring we have a college where everyone is treated equally and with respect. The purpose of this policy is to ensure that this ethos is embedded within the College and that all staff, students and visitors are aware of the importance that we attach to behaviours that support it. This responsibility refers to individuals when they are both in and out of College and includes use of the internet and electronic communication devices such as email, mobile phones, games consoles, social networking sites etc, regardless of ownership of the communication device.

This policy applies to all students on all learning programmes regardless of mode or location of study and to visitors.

Policy Statements

This Policy is underpinned by several key principles:

- People who access Cardiff and Vale College must be **safeguarded** and **protected** from harm.
- Our students must be supported to achieve their potential while at College, in an environment where their **wellbeing** is fulfilled so they feel good about themselves and respect others.
- While at College our students will develop the **skills** they need to enable them to progress successfully throughout their lives.
- A commitment to restorative approaches to ensure that we repair harm and build relationships.

The College is committed to:

- Reducing bullying and harassment within the College environment. We will inform all students, staff, governors and visitors that all types of harassment and bullying are unacceptable.
- Setting up procedures to ensure that bullying and harassment is dealt with quickly and consistently. Students, parents and carers need to be certain that they will be supported when bullying or harassment is reported.
- Embedding mechanisms across College to ensure that opportunities for bullying and harassment are eliminated eg IT systems which protect staff and students, relationship management across College based on the principles of Restorative Approaches, etc.

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- Informing the College community of these procedures; to ensure that everyone is aware of what bullying and harassment is and what they should do if a case of bullying or harassment arises.
- Promoting an understanding of bullying and the implications of bullying. This will be done through training for staff, through the induction and tutorial process for students and using cross-college publicity and posters.
- Recording and monitoring instances of bullying and harassment to ensure that the correct procedure is being followed and that we respond effectively to any areas of concern or trends.
- Reviewing regularly the effectiveness of our policy and our response to bullying and acting on any areas of concern.

Definitions of Bullying and Harassment

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.¹

There are a number of types of bullying:

- *Emotional* – public humiliation, excluding, tormenting via petty behaviours such as hiding belonging, making threatening gestures etc
- *Physical* - Pushing, kicking, hitting, punching or any use of violence
- *Verbal* - Name-calling, sarcasm, spreading rumours, teasing

Bullying can also be directed at a specific characteristic which is often linked to equality and diversity:

- *Racist and religious bullying* – an incident which is perceived to be racist by the victim or any other person such as: verbal abuse, name calling, racist jokes, offensive mimicry; physical threats or attacks; wearing of provocative badges or insignia; showing racist leaflets, comics or magazines; inciting others to behave in a racist way; graffiti or other written insults, even against food, music, dress or customs; refusing to co-operate in work or play.
- *Gender bullying* – against someone of the opposite sex (or someone who is Transgender), such as: abusive name calling; looks and comments about appearance, attractiveness; inappropriate and uninvited touching; sexual innuendos and propositions; pornographic material, graffiti with sexual content; sexual assault.

¹ www.acas.org.uk (October 2010)
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- *Homophobic bullying* – against someone because of their sexual orientation (this can happen even if people are not lesbian, gay or bisexual) such as: the use of homophobic language; looks and comments about sexual orientation or appearance; verbal abuse by name-calling; offensive mimicry; mockery of a person's demeanour or way of speaking; graffiti or other written insults;
- *Disability related bullying* – against someone because of a disability or learning difficulty, such as: name calling; comments on appearance; comments with regard to perceived ability and achievement levels.
- *Cyber bullying* – this is the misuse of technology and is on the increase and can involve people receiving threatening or disturbing messages from possibly anonymous perpetrators. The possible misuses of technology may include:
 - Mobile Phones ie unpleasant text messages, taking and sharing humiliating images, videoing other people being harassed etc
 - Chatrooms and Message Boards ie sending anonymous or threatening messages , groups of people victimising individuals etc
 - Email ie sending unpleasant or threatening messages, forwarding unsuitable content including images, accessing someone else's email etc
 - Social Network Sites ie posting unpleasant comments and images, making private information public etc

Responsibilities

The Board of Governors are responsible for:

- Ensuring bullying and harassment are discussed every year as part of the Safeguarding agenda.
- Appointing a Governor with responsibility for Safeguarding.

Senior Management are responsible for:

- Reviewing this Policy and the attached procedures.
- Monitoring and responding to instances of bullying and harassment within their areas. Addressing the behaviour of the alleged perpetrator and to provide support for the victim.
- Ensuring that the delivery of the curriculum does not contravene the requirements or spirit of this policy.

The Head of HR is responsible for:

- Ensuring that the College's disciplinary procedures make provision for wilful or recurrent non-compliance with this Student Bullying and Harassment Policy.

The Dean of Quality Improvement is responsible for:

- Providing appropriate training and development.

All Staff are responsible for:

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- Treating all learners with dignity and respect, to ensure their own conduct does not cause offence or misunderstanding.
- Being aware of the Anti-Bullying policy and the procedures for reporting bullying.
- Acting in line with this Policy if they witness acts of bullying or harassment, or are approached in confidence by learners who are being bullied or harassed or by learners who have witnessed such actions. Ensuring that any allegations are treated seriously and are investigated thoroughly.
- Attending CPD events on aspects of safeguarding, bullying and harassment.
- Supporting our learners through any investigation into allegations of bullying and/or harassment.

Learners are responsible for:

- Attending induction and tutorial sessions to ensure they are aware of the policy and the issues it raises.
- Behaving in a way that supports the Policy across College and in relation to cyber-bullying when outside College too.

Visitors are responsible for:

- Behaving in a way that supports the Policy across College and in relation to cyber-bullying when outside College too.

Equality and Diversity Statement

In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Equality Act.

Health and Safety Implications

- The safety of students within and out of college.
- The safety of staff when working with students within this policy.

Welsh Language Standards

This policy does not affect the Welsh language negatively. In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Welsh Language Standards.

Linked Policies

- Safeguarding
- Equality and Diversity
- Student Relationship Management
- Disciplinary (Staff)
- Grievance (Staff)

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- Data Protection Policy

Linked Procedures

- Student Bullying and Harassment
- Equality and Diversity
- Data Protection

Location and Access to the Policy

This is available from the website/ staff intranet/ Moodle and may be out of date if printed.

Date approved: September 2014

Approved by: QSB

Review date: September 2021

Responsible Manager: Dean of Quality Improvement

Executive Lead: : Deputy Principal Curriculum and Standards

Accessible to Students: : Yes

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