Bullying & Harassment Policy

Scope and Purpose of Policy

This policy is underpinned by the Group's vision – Inspirational, Inclusive and Influential and will support our work towards the key drivers of Quality, Efficiency and Growth.

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.

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

---

[1] www.acas.org.uk (October 2010)

Revision No:	4
Last Revision Date:	15/06/2021
Next Revision Date:	01/06/2023

and uninvited touching; sexual innuendos and propositions; pornographic material, graffiti with sexual content; sexual assault.

- *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:
  o Mobile Phones i.e. unpleasant text messages, taking and sharing humiliating images, videoing other people being harassed etc
  o Chatrooms and Message Boards i.e. sending anonymous or threatening messages, groups of people victimising individuals etc
  o Email i.e. sending unpleasant or threatening messages, forwarding unsuitable content including images, accessing someone else's email etc
  o Social Network Sites i.e. posting unpleasant comments and images, making private information public etc

This policy applies to:

-    All learners within the Group, regardless of mode or location of study.
-    All staff within the Group.
-    All partners and franchise organisations.
-    Visitors to the Group.

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.

Inspirational. Inclusive. Influential.
Ysbrydoledig. Cynhwysol. Dylanwadol.
www.cardiffandvalecollege.ac.uk

Revision No:	4
Last Revision Date:	15/06/2021
Next Revision Date:	01/06/2023

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 e.g. IT systems which protect staff and students, relationship management across College based on the principles of Restorative Approaches, etc.

- 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.

Responsibilities

The Governing Body will be responsible for ensuring that:

- The Policy is reviewed on a regular basis (as per the policy terms of review) and appropriate advice is given on content. The Main Board approves the policy.
- 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.

Revision No:	4
Last Revision Date:	15/06/2021
Next Revision Date:	01/06/2023

The Dean of Quality Improvement is responsible for:

- Providing appropriate training and development.
- Ensuring that appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.

All Staff are responsible for:

- 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.
- Providing feedback on the policy in learner focus groups and via other opportunities.

Visitors are responsible for:

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

Legislation and Guidance

Equality Act 2010
Additional Learning Needs and Educational Tribunal Wales Act 2018
Wales Safeguarding Procedures

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.

Inspirational. Inclusive. Influential.
Ysbrydoledig. Cynhwysol. Dylanwadol.
www.cardiffandvalecollege.ac.uk

Revision No:	4
Last Revision Date:	15/06/2021
Next Revision Date:	01/06/2023

Health and Safety Implications

There are no Health and Safety implications for this policy. Any H&S implications of research activities will be covered by the research procedures.

Welsh Language Standards

This policy provides opportunities for persons to use either the Welsh or English language. The duties which come from the Standards mean that organisations should not treat the Welsh language less favourably than the English language, together with promoting and facilitating the use of the Welsh language i.e. making it easier for people to use in their day-to-day life.

References
Linked Policies

- Equality and Diversity
- Health and Safety
- Data Protection Policy
- Quality
- Teaching, Learning and Assessment
- Safeguarding
- Learner Relationship Management
- Disciplinary (Staff)
- Grievance (Staff)

Linked Procedures

- Equality and Diversity
- Health and Safety
- Data Protection Procedure
- Safeguarding
- Bullying and Harassment
- Complaints and Compliments

Communication and Storage

This policy is published on the company website.
This policy is stored on the company intranet.
This policy is shared with learners.

Glossary

None

Inspirational. Inclusive. Influential.
Ysbrydoledig. Cynhwysol. Dylanwadol.
www.cardiffandvalecollege.ac.uk

Revision No:	4
Last Revision Date:	15/06/2021
Next Revision Date:	01/06/2023

Approval, Change and Review

This policy is reviewed every 2 years.

There is a Welsh version of this document available.

Date approved:	14/09/2012	**Responsible Manager**:	Head of ALN & Wellbeing	
Approved by:	QSB	**Executive Lead:** Deputy Principal Curriculum & Standards		
Review date:	01/06/2023	**Accessible to Students:**	Yes	

Inspirational. Inclusive. Influential.
Ysbrydoledig. Cynhwysol. Dylanwadol.
www.cardiffandvalecollege.ac.uk

Revision No:	4
Last Revision Date:	15/06/2021
Next Revision Date:	01/06/2023