

Easy Read

Cardiff and Vale College
Coleg Caerdydd a'r Fro



Bullying and harassment

A policy to help make sure people are treated well



This document was written by the **Cardiff and Vale College**. It is an easy read version of '**Bullying & Harassment Policy**'.

April 2022

Bullying and harassment



Bullying is when someone is mean to you or causes you harm. Bullying can be things like:

- saying nasty things to you or about you
- being ignored or left out
- being hit.



Harassment is repeated behaviour that makes you feel upset, annoyed, ashamed, or scared.

We want all students at Cardiff and Vale College to:



- be treated fairly and with respect
- feel they can do their best and get involved in college activities
- gain the skills they need in a safe place that meets their needs.



We take **bullying** and **harassment** very seriously.



We want all staff, students and visitors to be aware of how important this is.

This policy covers everyone involved in the college, wherever they are.



It covers behaviour in real life, and when using things like:

- the internet
- phones
- e-mails,
- games
- social networking sites, like Facebook.



People who go to Cardiff and Vale College must be **safeguarded** and protected from harm.

Safeguard means the things we put in place to help keep people safe.

We want students to feel good about themselves. We want to make sure their wellbeing is looked after.

We will make sure:



- Everyone involved with the college knows we do not accept any **bullying** or **harassment**.



- We deal with all cases of **bullying** and **harassment** well. And support people.



- We put things in place to help stop **bullying** and **harassment** from happening.



- People know how we deal with **bullying** and **harassment**. And make sure they know what to do if it happens.



- People understand what **bullying** and **harassment** is, and what harm it can cause. We will do this through things like staff training and student inductions.



- We record when **bullying** and **harassment** happens. This will help make sure it is always dealt with properly.



- We will check the rules we make about **bullying** and **harassment** often. To make sure they are up to date.



- We will make sure there is someone in charge of **safeguarding** issues.



- We will respond to all issues of **bullying** and **harassment**. And support people affected by it.

All staff must:



- Respect all learners
- Know the rules for dealing with **bullying** and **harassment**



- Support learners who are affected by **bullying** and **harassment**.

All learners must:



- Learn about the college rules about **bullying** and **harassment**.



- Follow the rules



Visitors to the college must also follow the rules about **bullying** and **harassment**.

To make this policy we have looked at guidance from the Welsh Government called: [Guidance for education settings on peer sexual abuse, exploitation and harmful sexual behaviour.](#)

Hard words

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Safeguard

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