Easy Read



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'.

Bullying and harassment



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

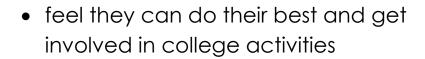
- saying nasty things to you or about you
- being ignored or left out
- being hit.

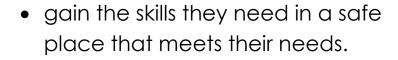


Harassment is repeated behaviour that makes you feel upset, annoyed, ashamed, or scared.

We want all students at Cardiff and Vale College to:











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: <u>Guidance for education settings on peer sexual abuse</u>, exploitation and harmful sexual behaviour.

Hard words

Bullying

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

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

Safeguard

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