London Brookes College
Policy and procedures on the prevention of bullying and harassment - (students)

1. Definition

Bullying is behaviour which is intended to cause hurt, pain, suffering, humiliation, fear or degradation. Bullying tends to be mainly psychological e.g. threats and criticism. Harassment could be physical e.g. intrusion into personal space and damage to possessions, verbal or cyber-bullying e.g. social media, mobile phones.

2. Rationale

LBC will not tolerate bullying or harassment in any form. The rationale underlying this policy is a commitment to protecting all learners in the LBC community from bullying and harassment in order to ensure a safe environment for study. LBC is committed to taking a proactive approach in preventing bullying and harassment and an active approach in responding to bullying and harassment when it occurs. LBC's Bullying and Harassment Policy and Procedures should be read in conjunction with the following:

- *Learning Agreement*
- *Equal Opportunities and Diversity Policy*

3. Core principles

a) *LBC operates under an ethos in which every learner is safe from bullying and harassment*
b) *All learners and where the learner is under the age of 19, their parents/carers should be made aware of the Bullying and Harassment Policy*
c) *All learners should be made aware that, when alleging bullying or harassment, they will be given help and support and protected from victimisation*
d) *Every member of LBC staff has a responsibility to ensure that suspected bullying or harassment is dealt with promptly and fairly*
e) *Every member of staff should be aware of what constitutes bullying and harassment and of the LBC Bullying and Harassment Policy*
f) *Every member of staff should be aware of how to react to suspected cases of bullying or harassment*

4. ***Implementation:*** *The policy will be implemented as follows:*

a) *LBC will promote an ethos where every student and member of staff is respected by:*
   - *Giving students a voice*
   - *Having clear statements of expectations and behaviour available within its environment as described in the Learning Agreement*

b) *LBC will promote an ethos in which every student is safe and free from intimidating behaviour by:*
   - *Raising awareness of all members of the LBC community on the issue of bullying and the our*

attitude to it through student induction, staff induction and other communications.

- *Providing staff development to support the development of an environment in which bullying is seen as inappropriate and unacceptable.*
- *All staff, demonstrating appropriate behaviour at all times.*

c) *LBC will take measures to prevent bullying and harassment by:*

- *Discussing bullying and the LBC's policy and procedure during induction work with students.*
- *Making students aware that members of staff want to be informed about any incidents and that action will be taken when bullying is reported.*

d) *LBC will respond to incidents of bullying/harassment and has policies and procedures in place to steer its response by:*

- *Accurately recording of all incidents of bullying/harassment*
- *Taking action in respect of the perpetrators of bullying/harassment to ensure that they are clear that their behaviour is unacceptable*
- *Working with those who bully others to enable them to address their behaviour, but always within the context of the LBC disciplinary procedures.*
- *Clarifying the extent of the problem and ensuring that appropriate resources are committed to address it*
- *Raising the profile of bullying/harassment as an issue within the company to encourage students and staff to report incidents of bullying*

e) *LBC will involve where the learner is under 19 years of age parent/guardians in ensuring students are properly protected by:*

- *Keeping parents, carers or guardians informed about specific incidents involving their sons/daughters, and ensure they are included in dialogue about ways to address the problem.*

5. Quality Assurance

LBC will review the policy at agreed intervals. They will receive monitoring reports from the senior manager charged with Quality Assurance.

All incidents of bullying will be recorded and sent to the senior manager charged with Quality Assurance.

Appendix 1

What are bullying and harassment?

Behaviour can be:

- *Emotional – excluding, taunting, teasing and jokes, spreading rumors*
- *Sexual – unwanted physical contact, comments or suggestions*
- *Racist – racist taunts, graffiti and gestures*
- *Sexist – taunts or comments about the victim's sexuality*
- *Verbal – name calling, graffiti, text messages and email*
- *Physical – stalking, damage to possessions, stealing, punching, kicking, hitting or other types of violence*
- *Cyber – All areas of internet such as email and internet chat room misuse, mobile threats by text messaging and calls and misuse of associated technology e.g. camera and video facilities.*
- *Threatening behaviour and intimidation – threats*

Signs and symptoms of bullying and harassment can include:

- *Crying*
- *Nightmares*
- *Becoming anxious and withdrawn*
- *Physical signs e.g. bruising*
- *Feeling ill*
- *Changes in usual behaviour*
- *Not wanting to attend or missing classes*
- *Lack of confidence*
- *Deterioration in standard of work*
- *Bullying other students*
- *Showing unusual signs of aggression*
- *Being frightened of walking to and from the place of study*

Bullying and harassment can lead to:

- *Shyness*
- *Depression*
- *High levels of stress and anxiety*
- *Low self esteem*
- *Lack of confidence*
- *Isolation and withdrawal*
- *Panic attacks*
- *Tearfulness and hypersensitivity*
- *Poor level of achievement*
- *Poor concentration*
- *Poor memory function and forgetfulness*
- *Tiredness and fatigue, exhaustion*
- *Sleeplessness and nightmares*
- *Flashbacks*
- *Obsessiveness*
- *Aches and pains*
- *Headaches and migraines*
- *Frequent illness e.g. viral*

These lists are not exhaustive but are intended to give examples. If a student demonstrates or exhibits these signs or symptoms it should be reported to the Faculty Manager.

Appendix 2

Procedure for dealing with suspected incidents of bullying or harassment:
Guidelines for staff

1. All complaints about bullying should be taken seriously and treated sensitively. It is important to discuss possible/desirable strategies with the victim in the first instance and proceed as appropriate.
2. If you are the person to whom the incident is reported or who first discovered the incident, take time to make the situation safe if necessary i.e control of bully and support for victim.
3. Write a brief report. The relevant Faculty manager should be informed.
4. As a general guideline, members of staff will respect confidentiality of the individual. However, where confidentiality has to be broken, then the complainant should be involved in the process. In some cases the individual may first want to talk about bullying but may not wish to take matters further. In this case a strategy should be developed with the student to address the situation.

Students should be encouraged to give the following information.

• Date(s), times(s) and place(s) of incident(s)
• Name of any witnesses
• What actually happened
• How it made them feel
• Any action taken e.g. reported to a member of staff
• Original copies of any correspondence or written material connected with the issue

When a student requests or needs it, the member of staff can record this for them, taking care to ensure the students words are accurately recorded. This information will inform the mediation process if it is decided to embark on this. It will also be used as evidence in any subsequent disciplinary proceedings.

5. The victim and bully should be interviewed separately.

6. Where appropriate the Faculty manager should write to parents/carers detailing the incident and stating that LBC is taking action.

7. A meeting should be convened, if this is considered appropriate, whereby conciliation between all parties might be reached. Be sensitive to the needs of the victim and make sure there is someone present who can effectively mediate. The mediator should be a senior member of the LBC staff. The mediator can help participants to resolve their dispute and to co-exist at LBC, through using the following procedure:
• Both parties define the problem as they see it, alone with the mediator
• The impartial mediator identifies the key issues for both parties – these are listed on paper
• At the end of the individual session with the mediator, the mediator ascertains whether or not the parties are willing to meet together, along with the mediator. This is the point when real mediation can take place, if both parties are willing to try, to move towards reconciliation

• At the joint meeting, both parties should be able to speak and express their opinion, but this is led by the mediator, only one person is allowed to speak at once, to ensure this meeting doesn't turn into a battle. The mediator needs to firmly control the meeting
• The mediator sets up a plan of action which will satisfy each party and obtains agreement on these
• A follow up action is agreed and monitored at agreed intervals

8. Where it is found that the parties involved are unable to agree a way forward then the formal disciplinary procedure will be involved. When the alleged perpetrator of bullying or harassment is a member of staff, the LBC Policy on Bullying and Harassment should be followed through Personnel Procedures.

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