



ANTI-BULLYING & HARASSMENT POLICY

LEARNERS

Updated September 2017
Approved by the Principal

This policy links to and should be read in conjunction with the following policies:

- Safeguarding and Child Protection Policy
- Learning and Behaviour Policy

1. Introduction

- 1.1 The aim of this policy is to ensure that all members of the Big Creative Academy community feel valued and have the confidence to contribute to the aims and core values of Big Creative Academy.
- 1.2 The organisation is committed to creating and maintaining a working and learning environment that is safe, secure and free from any form of bullying and harassment for all learners. Where bullying or harassment does occur, individuals should feel supported in reporting incidents and be clear about the steps they should take. This commitment reflects the principles expressed in the Safeguarding and Child Protection Policy.
- 1.3 Big Creative Academy takes bullying and harassment very seriously, any breach of this policy could lead to suspension or exclusion under the Big Creative Academy Learning and Behaviour Policy.

2. Purpose

- 2.1 The purpose of this policy is to:
 - To ensure that all members of the Big Creative Academy community are aware of the types of behavior which constitute harassment and bullying.
 - To ensure all members of the Big Creative Academy community understand that harassment and bullying is unacceptable, will not be tolerated and that appropriate measures may be taken.
 - Promote a climate within Big Creative Academy where a member of the Big Creative Academy community feels confident in bringing forward issues of harassment and bullying without fear of victimisation or recrimination.
 - Ensure that allegations of harassment and bullying are responded to quickly, positively and in confidence, wherever possible.
 - Provide support (where possible) for victims of harassment and bullying whether it takes place inside or outside of Big Creative Academy.
 - Promote awareness and understanding of issues regarding harassment and bullying.

3. Scope

- 3.1 This policy applies to all learners at Big Creative Academy including community provision. Big Creative Academy will also take appropriate action if bullying and harassment takes place outside of the learning environment and off Academy premises, where this has an impact on a learner's safety and wellbeing.
- 3.2 Governors, staff and those visiting and working at Big Creative Academy have a responsibility to ensure learners are treated with dignity and respect.
- 3.3 Everyone at Big Creative Academy has a duty to promote a culture free from unacceptable behaviour that includes the prevention of bullying and harassment.

4. Definitions of bullying and harassment

- 4.1 Bullying behaviour is defined as "Any behaviour that is unwanted, unwelcome, inappropriate, and unacceptable to the person receiving it, causing them unease, stress, distress and a possible loss of self-esteem."
- 4.2 Harassment behaviour is defined as "unwanted behaviour or conduct that creates an intimidating, hostile, degrading, humiliating or offensive environment. It may be related to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation". It may also be based on:
 - Association: harassment based on the association with a person who has a protected characteristic (as defined in the Equality Act 2010), e.g. because a person looks after someone with a disability.
 - Perception: harassment based on the perception that a person has a protected characteristic (as defined in the Equality Act 2010) when they do not, e.g. because they thought someone was a Muslim.
- 4.3 Both bullying and harassment involve persecution of the victim through intimidating, unfair, sarcastic, physical, harassing, provoking, malicious or angry behaviour that causes them to feel uneasy or threatened. This can take place over time or be a one-off incident.
- 4.4 Bullying and harassment is the abuse of power by one person over another and all types of and examples of this behaviour are unacceptable and will not be tolerated at Big Creative Education.
- 4.5 There is a fine line between bullying and harassment; each can be form of the other.

5. Different types of bullying and harassment include:

- 5.1 Physical: Hitting, kicking, spitting, tripping someone up, invading personal space, stealing/damaging someone's belongings etc.
- 5.2 Verbal: Name-calling, insulting a person's family, threats of physical violence, spreading rumours, gossiping about someone, talking about people to others behind their back or indirectly so that the person can hear, constantly putting a person down.
- 5.3 Emotional/psychological: Excluding someone from a group, humiliation.

- 5.4 Electronic: Bullying by text, e-mail, silent phone calls, bullying on the internet (in chat rooms, on bulletin boards and through instant messaging services), hate websites.
- 5.5 Racist: Insulting language/gestures based on a person's actual or perceived ethnic origin or faith, name calling, graffiti, racially motivated violence.
- 5.6 Sexual/Gender Specific: Sexually insulting language/gestures, name-calling, graffiti, unwanted physical contact, attention and sexually motivated violence.
- 5.7 Gender Identity: Insulting language/gestures based on a person's presented gender identity (perceived or otherwise), name calling, graffiti and related motivated violence.
- 5.8 Homo/Bi/Transphobic: Insulting language/gestures based on a person's actual or perceived sexuality or sexual orientation, name calling, graffiti, and homophobic, biphobic or transphobic motivated violence.
- 5.9 Marriage/Civil Partnerships: Insulting language/gestures based on person's actual or perceived marital status, name calling, graffiti and related motivated violence.
- 5.10 Pregnancy/Maternity: Insulting language/gestures related to a person's pregnancy or maternity status, name calling, graffiti and related motivated violence.
- 5.11 Age Related: Insulting language/gestures based on a person's actual or perceived age, name calling, graffiti, and age motivated violence.
- 5.12 Disability and/or learning difficulty: Insulting language/gestures based on a person's actual or perceived disability and /or learning difficulty, name-calling, graffiti, disability and/or learning difficulty motivated violence.
- 5.13 Religion and/or belief: Insulting language/gestures based on a person's actual or perceived religion and/or belief, name-calling, graffiti, religious and /or belief motivated violence.

6. Examples of bullying and harassment

- 6.1 Physical: Pushing, threatening body language, invasion of personal space, physical gestures including dirty looks, demanding money with force.
- 6.2 Direct Verbal: Teasing, isolating, abusive language, rumour spreading, ridicule of the person's work, ideas or behaviour, verbal threats of violence, gossip.
- 6.3 Indirect/Other: Telephone calls, sending notes, setting unrealistic targets, deliberate occupation of an area to exclude others, electronic harassment, e.g. text messaging, e-mails, chat rooms, chat lines, etc.

7. Preventative Steps

- 7.1 To support this policy Big Creative Academy is committed to using a number of different ways in which to communicate its commitment to dealing with bullying and harassment:
 - Ensure staff and learners are aware of what is already in place, e.g. Learning and Behaviour Policy, Safeguarding and Child Protection Policy, enrolment information and induction.

- Ensure policies are clearly understood, reinforced and evaluated, especially during induction and, where appropriate, through the tutorial process.
- Encourage student involvement in raising awareness and supporting learners on bullying and harassment.
- Have named people at Big Creative Academy to be available to deal with problems related to bullying and harassment.

7.2 Training will be offered to staff, managers and student representatives on the operation of this policy and procedure.

7.3 Information on bullying and harassment will be placed on notice boards and the Big Creative Academy website.

8. Dealing with bullying and harassment

8.1 If a learner feels he/she is being bullied they should talk to their tutor, one of their teachers, a member of Student Services or another member of staff that's trusted. When raising an issue a learner may wish to follow either an informal route or a formal route as set out in the Learning and Behaviour Policy.

8.2 When a learner confides in a member of staff that they are being bullied or harassed, they should be taken seriously and treated sensitively. Staff members should do the following:

- Inform the learner of the formal procedures and discuss how to proceed. If it is decided to formalise the incident, the learner must complete a bullying report form.
- The incident should be investigated using the disciplinary procedures.
- The learner should be kept informed of any action that will be taken to investigate the allegation, through discussion and written communication.

8.2 If a member of staff witnesses a bullying incident this should be taken seriously and treated sensitively. The following action should be taken:

- Obtain the name of the learner(s) concerned and report the incident to the tutor as soon as possible. For serious incidents inform a duty manager who can suspend the learner(s) if necessary.

9. Other considerations

9.1 During and after any investigation the situation should be monitored to ensure that bullying or harassment does not recur. Any investigation should include recommendations for a named member of staff, e.g. a tutor, to be responsible for monitoring the situation. The learner should be made aware of the support services available to them and how to access them, e.g. student services, counsellor, wellbeing lead.

10. Monitoring and Evaluation

10.1 Implementation of this policy will be reviewed by the Senior Management Team. Incidents of bullying and harassment are recorded centrally and monitored throughout the year.