



PREVENTING BULLYING & HARASSMENT POLICY: STUDENT VERSION

POLICY INTENDED FOR:	Students
CATEGORY:	Anti-Bullying & Harassment
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal and Deputy Principals
REVIEWED BY:	Principal
REVIEWED DATE:	August 2021
CONSULTATION WITH:	Senior Leadership Team (SLT)
RECORD OF CHANGES & ADDITIONS:	<p>Jan 2018: Removed COO and changed Academic Principal to Principal. Replaced Director of Studies with SLT</p> <p>Jan 2020: Added Chief Education Officer</p> <p>April 2021: Extended to separate harassment and to go into further detail regarding specific behaviour and instances which are considered bullying and or harassment. Specification of sexual harassment. Inclusion on victim outcomes.</p> <p>May 2021: Checked by MTH to ensure that everything is covered and worded appropriately.</p>
NEXT REVIEW:	August 2022

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INTRODUCTION

Our College community is founded upon principles of tolerance and mutual respect, in order to provide a caring, friendly and safe environment for all our students so they can learn in a relaxed and secure atmosphere.

Behaviour such as bullying, harassment and intolerance (that is deliberately hurtful towards another member of the college) is unacceptable. All members of the College, both students and staff, are expected to express their disapproval of such behaviour and to take action against it if ever it is encountered.

DEFINITION OF BULLYING

Any behaviour where the illegitimate use of power is used to hurt others is bullying. Power can mean those in a position of authority, but it can also relate to personal strength - both physical and mental - and the power to coerce through fear and intimidation.

Bullying is offensive, intimidating, malicious and/or insulting behaviour which can make a person feel vulnerable, upset, undermined, intimidated, humiliated, denigrated and/or threatened.

Bullying may be overt or covert, short or long-term, and includes, among other forms, the below:

- Emotional – being unfriendly, excluding, tormenting (e.g., hiding books, threatening gestures, “borrowing” property).
- Physical – pushing, kicking, hitting, punching or any use of violence.
- Psychological – exploiting individuals’ fears and vulnerabilities, gaslighting, etc.
- Sexual – unwanted physical contact or sexually abusive or derogatory comments.
- Prejudiced – because of, or focusing on the issue of sexuality, gender identity, ethnicity, ability, religion etc. This includes the use of derogatory and stereotyped language.
- Verbal – name calling, sarcasm, spreading rumours, teasing

DEFINITION OF HARASSMENT

Harassment is any unwanted conduct related specifically to a **protected characteristic** that has the purpose or effect of:

- violating a person’s dignity;
- creating an intimidating, hostile, degrading, humiliating or offensive environment;
- or deliberately blocking the career or academic progression of the individual(s) involved.

Such incidents may be verbal, non-verbal, digital or physical and may be persistent or an isolated incident.

Protected characteristics include:

- Age
- Disability
- Gender (including gender identity, and gender reassignment)
- Race, Nationality, Ethnicity
- Religion or Belief
- Sexual orientation
- Marital Status
- Pregnancy

Harassment includes victimisation, which is where someone is treated unfairly as a result of having made a complaint against discrimination to themselves or to others – whether or not they have raised this complaint themselves, or it has been raised on their behalf.

Examples of harassment include, but are not limited to:

- Any unwanted physical conduct, including touching, pinching, pushing and grabbing.
- Threatening behaviour – including verbal threats.
- Mocking, mimicking or belittling – this includes in person, behind a person's back and online instances of this behaviour.
- Ignoring or unreasonably excluding a person from events, meetings, clubs and societies.
- Preventing or blocking a person from doing their work.
- Continued advances after it has been made clear they are unwelcome.
- Continued contact, including face-to-face, phone and online, when it has been made clear such contact is not welcome.
- Offensive phone calls, emails, text messages, social media posts or other communication
- Racist, sexist, ageist, faith-based, homophobic, transphobic, stereotypical or otherwise derogatory jokes or comments.

Examples of sexual harassment:

- Unwelcome sexual advances or suggestive behaviour (based upon the perception of those in receipt of this behaviour).
- Sexualised Jokes.

- The displaying, distribution or showing of pornographic images.
- Sending unsolicited material of a sexual nature (including via personal accounts such as email/text and social media accounts).*

**Note: sharing any pornographic material is against college policy and warrants disciplinary action but sharing it with an unwitting/unwilling party or parties will constitute a harassment violation in addition to the violation for owning/distributing it in the first instance.*

A person may feel harassed even in a situation where the behaviour is not specifically aimed at them either by virtue of it inadvertently attacking them or due to the creation of a hostile and offensive environment.

PROCEDURE FOR DEALING WITH BULLYING AND HARASSMENT

1. Report the incident to staff
 - i. Students are advised in the Student Handbook to inform ANY member of staff or child protection officer.
 - ii. Tutors should attempt first to inform the Director of Studies or failing that, ANY member of senior staff.
2. In minor and isolated cases of bullying or harassment the incident will be dealt with according to the discipline and sanctions policy as below:
 - i. The member of staff to whom the bullying is reported will make a judgement on the correct form of sanction (demerit, detention), and record as relevant.
3. In cases of serious bullying or harassment – or in cases of prolonged or repeated bullying or harassing behaviour, the incident(s) will be recorded as below:
 - i. The member of staff to whom the bullying is reported will escalate the matter to the SLT or Principal.
 - ii. The SLT, Principal and Chief Education Officer will make a judgement as to how to proceed.
 - iii. Parents may be informed and invited to discuss the problem/incident.
4. The bullying behaviour or threat of bullying must be investigated and stopped quickly.
5. An attempt will be made to help the bully (bullies) to change their behaviour.
6. Where appropriate, the police, social services or external agencies will be consulted.

OUTCOMES

1. The victim of bullying/harassing behaviour will be consulted on next steps as pertains to them. For example, where it is appropriate for them to be removed from a harmful or distressing situation, providing the relevant welfare support for them etc.
2. If appropriate, the bully/bullies/harasser(s) will be asked to apologise.
3. In serious cases, suspension of tuition or exclusion from the college will be considered.
4. Where possible, and where appropriate for the victim of the behaviour, the pupils will be reconciled.
5. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure further bullying or harassment does not take place.

Bullying or Harassment in any form will not be tolerated.

Anyone who is aware of bullying, must report it. To remain silent, giving in to the bully/bullies/harasser(s) is not acceptable.

NOTE: A central bullying & Harassment register now exists.

FURTHER INFORMATION

For further information about preventing bullying at OIC, please speak with Kim Terrar.

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Principal

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