

RESPECT AT COLLEGE POLICY



PURPOSE OF THE POLICY

Yeovil College is committed to creating a modern environment in which all members of the community are treated with dignity, respect and equality regardless of their race, ethnic or national origin, gender, gender re-assignment, disability sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, or unrelated criminal convictions.

We acknowledge that everyone has a responsibility to discourage all types of harassment by making it clear that they find such behaviour unacceptable and treating their colleagues and peers with dignity and respect.

SCOPE

This policy covers bullying and harassment and is designed to ensure that staff and students are able to work productively in a safe and stress free atmosphere at all times.

RESPONSIBILITY AND AUTHORITY

The Safeguarding and Equality & Diversity Group is responsible for agreeing the policy, in conjunction with the Student Union. Safeguarding and Equality & Diversity Group is responsible for agreeing and implementing the procedures. All Yeovil College staff have delegated responsibility for implementing the policy and procedures.

DEFINITIONS

Bullying

Bullying is defined as offensive, intimidating, malicious or insulting behaviour or an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the individual.

Bullying can take place between staff, students, managers, visitors or contractors of the College.

Harassment

Harassment is unwanted conduct relating to gender, gender reassignment, race or ethnic or national origins, disability, sexual orientation, religion or belief, age or any other personal characteristics which

- has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive

environment for him or her, even if this effect was not intended by the person responsible for the conduct.

Harassment and bullying can have serious consequences for individuals and the College. Such behaviour may cause stress or affect health, family and social relationships. Anyone found guilty of harassment or bullying may face disciplinary penalties, which may include suspension, permanent exclusion or dismissal.

All allegations of bullying and harassment will be investigated and, if appropriate, disciplinary action will be taken. The purpose of the policy is to support the development of an environment and culture in which harassment, intimidation and bullying is known to be unacceptable and where individuals have the confidence to report such behaviour ensuring that no victimisation of complainants will occur.

All allegations of bullying and harassment will be investigated and, if appropriate, disciplinary action will be taken. The purpose of the policy is to support the development of an environment and culture in which harassment, intimidation and bullying is known to be unacceptable and where individuals have the confidence to report such behaviour ensuring that no victimisation of complainants will occur.

The following examples are not exhaustive but are included to indicate what bullying and harassing behaviour may involve. These are behaviours which should not be tolerated by anyone:

- Abuse of power
- Ridiculing or demeaning someone
- Setting someone up to fail
- Humiliation
- Aggressive behaviour
- Making threats
- Practical jokes that make others feel uncomfortable
- Misuse of access/denial of access to premises and facilities without due cause
- Undermining a person's position by constant criticism
- Unwanted physical contact
- Spreading malicious rumours
- Verbal abuse including offensive language and personal insult
- Victimisation
- Inappropriate use of communications systems including e-mail, text, social networking, mobile and land line telephones, fax and written word and pictures.
- Social isolation/exclusion
- Unwelcome sexual advances – touching, display of offensive materials, pressure for sexual favours, 'sexting', suggestive comments
- Inappropriate phone calls made to personal numbers
- Stalking

Victimisation

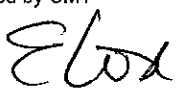
Victimisation is treating someone less favourably than others because he or she has, in good faith, complained (whether formally or otherwise) about the behaviour of another person. Making a complaint which a person knows to be untrue, or giving evidence which they know to be untrue, may lead to disciplinary action being taken.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

The following documents should be read in conjunction with this policy:

Appendix 1 defines the terms bullying, harassment or victimisation and gives examples of situations in which these may occur. It also gives details of the procedures to be followed in the event of a case of bullying, harassment or victimisation.

Equality and Diversity Policy
Respect at Work Policy
Disciplinary Policy
Safeguarding Policy
Safeguarding Procedure

Policy Review				
Author	Position	Approved by SMT	Approval date	Review date
Michelle Dennett	Head of Student Experience	Signed: 	08.09.15	Sept 2017

Initial Equality Impact Screening			
Have you consulted on this policy, service, strategy, procedure or function? Yes Details: with members of Safeguarding and E&D Group, Learner Support Services Team and Students' Union			
What evidence has been used for this assessment? The policy			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group	Negative impact	Positive impact	Evidence
Age			
Disability			
Gender (incl. Transgender)			
Race (incl. Gypsy & Traveller)			
Religion or belief			
Sex			
Sexual orientation			
Marriage & civil partnership			
Pregnancy & maternity			
Other groups (see guidance)			
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the policy proceed to a full Equality Impact Assessment? No If no, please give reasons: it does not discriminate unfairly against any group			
Declaration We are satisfied that an initial screening has been carried out on this policy and a full Equality Impact Assessment is not required. We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment			
Completed by Author: Michelle Dennett		Position: Head of Learner Support Services	Date: 02.09.15
Reviewed by Safeguarding, Equality & Diversity Group:			Date: 09.09.15
Comments from Safeguarding, Equality & Diversity Group Review:			