

# ITALIA CONTI

## **Bullying and Harassment Policy FE / HE**

Approved by:	Academy Quality Board	Date: 13 <sup>th</sup> January 2021
Reviewed by:	QA Team	Date: 20 <sup>th</sup> December 2021
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This policy will be reviewed and approved by the Senior Leadership Team annually.

## Contents

1. Statement of Policy .....	3
2. Purpose.....	3
3. Consequences of non-compliance .....	3
4. Definitions of Bullying .....	4
5. Features of Bullying.....	4
6. Identifying and reporting concerns about bullying .....	5
7. Students who bully others: .....	6
8. Students who have been bullied will be supported by:.....	6
9. Preventative Measures.....	6
10. Monitoring, evaluation and review .....	7
11. Links to other policies .....	7
12. Organisations that can help: .....	7
Appendix: Forms of Bullying.....	8

## 1. Statement of Policy

Italia Conti is committed to a supportive, caring and safe learning environment for all students so they can learn in a relaxed and secure atmosphere, without fear of being bullied. Bullying, including discrimination, victimisation or harassment is an anti-social behaviour, which affects everyone; it is unacceptable, and it is not tolerated at Italia Conti.

Italia Conti recognises that all students have the right to be treated with dignity and respect, regardless of their background or protected characteristic(s), including age, disability, gender reassignment, marital or civil partnership, pregnancy and maternity, race, religion or belief, gender or sexual orientation. We actively encourage and expect all students to behave in an inclusive and tolerant manner towards each other.

Everyone in the Italia Conti community has a responsibility to report any incident of bullying that comes to their attention; these reports will always be taken seriously. If bullying or harassment does occur, all students should be able to tell a member of staff and know that such incidents will be dealt with promptly, sensitively and effectively. **Anyone**, students or staff, who believes that a student is being bullied or harassed, is expected to report it to the appropriate person.

## 2. Purpose

This policy applies to all students enrolled at Italia Conti, including franchises and work placements, regardless of their background or protected characteristic(s).

Legislation and regulatory requirements which set out measures and actions for schools and colleges in response to bullying, as well as criminal and civil law include (but are not limited to):

- The Education and Inspection Act 2006
- Education Act 2011
- The Equality Act 2010
- The Children Act 1989
- The Education (Independent School Standards) Regulations 2014, which require schools to have an effective anti-bullying strategy (Section 1, paragraph 10)
- Department for Education (DfE) *Advice on Preventing and Tackling Bullying* (2017)
- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Public Order Act 1986

This policy is based on DfE guidance *Preventing and Tackling Bullying* (July 2017) and supporting documents. It also considers the DfE statutory guidance *Keeping Children Safe in Education* (2021) and *Sexual violence and Sexual Harassment between Children in Schools and Colleges* (2021) guidance. This policy also incorporates elements of Childnet's *Cyberbullying: Understand, Prevent and Respond: Guidance for Schools*.

## 3. Consequences of non-compliance

Disciplinary action will be taken against the bully or harasser as appropriate and may give rise to a student being required to withdraw from their course.

Italia Conti recognises that incidents of bullying and/or harassment may affect a student's work, morale and health. Complaints (informal or formal) will be dealt with promptly and treated confidentially. Information shall only be divulged on a need to know basis and with the knowledge of the complainant.

## 4. Definitions of Bullying

What is bullying or harassment?

**Bullying** can be defined as “behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally”, (DfE “Preventing and Tackling Bullying”, July 2017).

Bullying usually has the following characteristics:

- there is an intention to hurt or humiliate on the part of the person/people carrying out the bullying behaviour; they know what they are doing and are intentionally carrying out the action;
- there is a power imbalance that makes it difficult for the person who is being bullied to defend themselves;
- the bullying is usually persistent, not just a one-off incident.

**Harassment** is defined in equality legislation as unwanted conduct related to religious belief, political opinion, sex, gender reassignment, race, sexual orientation, disability or age, which has the purpose or effect of violating a person's dignity or of creating an intimidating hostile, degrading, humiliating or offensive environment for that person. Harassment may constitute a breach of the Italia Conti's *Student Code of Conduct*.

## 5. Features of Bullying

Bullying is deliberate, offensive, intimidating, malicious, abusive or insulting behaviour, which makes the individual feel upset, threatened, humiliated or vulnerable. It may be bullying when a person or group of people has been made aware of the effects of their behaviour on another person and they continue to behave in the same manner.

Bullying can involve physical or verbal attacks; name-calling; taunting; making offensive or malicious comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours and is the wilful, conscious desire to frighten, dominate, humiliate or hurt someone else thereby damaging their self-confidence or self-esteem.

Bullying *may* be:

- Emotional – e.g. being unfriendly, excluding, tormenting, (e.g. taking another's belongings, graffiti, threatening gestures, abusive notes)
- Physical – e.g. kicking, pushing, hitting, punching or any use of violence.
- Racist – e.g. racial taunts, graffiti or gestures.
- Sexual – e.g. unwanted physical contact or sexually abusive comments.
- Homophobic/ transphobic – e.g. because of or focussing on the issue of sexuality and / or gender.
- Discriminatory – e.g. about disability, gender, age or other differences.
- Verbal – e.g. name calling, sarcasm, spreading rumours, teasing

- Cyber – e.g. sending offensive, upsetting and inappropriate messages by phone, text, emails, instant messenger, or through on-line gaming, websites, social media sites and apps, and/or sending offensive or degrading photos or videos.
- Mobile – threats by text messaging and calls.

## 6. Identifying and reporting concerns about bullying

All concerns about bullying will be taken seriously and investigated thoroughly. The extent or effects of bullying can frequently be underestimated. Students who are bullying others also need support to change their behaviour. Students who are aware of bullying (who are often bystanders), can help to assist in addressing it and will be encouraged to do so in a safe way. All students are encouraged to report bullying by:

- Talking to a member of staff of their choice
- Contacting the campus [Welfare Team](#), or their Head of Year tutor.

The College will take the following steps when dealing with concerns about bullying:

- If bullying is suspected or reported, the incident should be dealt with immediately by the first member of staff who has been approached or witnessed the concern.
- Staff must record a clear account of concerns and pass the information to the Head of Year and relevant campus Welfare Officer.
- The Head of Year will pass information to the [Designated Safeguarding Lead](#), or deputy in their absence, where a student is placed at risk of harm. This will be dealt with in accordance with the Italia Conti *Safeguarding Policy*.
- The Head of Year and/or Welfare Officer will interview all parties and keep detailed records. All allegations of bullying are examined thoroughly and carefully to ascertain the extent of the problem. A clear and precise account of the incident or issue will be recorded at the time, by the parties concerned, and a report made to the Course Leader. This will include recording appropriate details regarding decisions and action taken. An attempt will be made to help the bully (bullies) change their behaviour.
- Where the bullying, including cyberbullying, takes place away from Italia Conti's sites or outside of normal college hours, we will ensure that the concern is fully investigated. Appropriate action will be taken, including providing support and implementing sanctions in the college in accordance with the *Student Code of Conduct* and *Disciplinary Policy* (FE / HE).

## **7. Students who bully others:**

- may be placed on the most appropriate stage of the disciplinary process.
- will be supported to understand and accept their wrongdoing and set targets for change.
- will be monitored for changed/improved behaviour
- will be referred to other agencies where appropriate.

## **8. Students who have been bullied will be supported by:**

- reassurance that the bullying will be addressed.
- support from the Welfare Officer and/or Head of Year.
- referrals to other agencies where appropriate.

## **9. Preventative Measures**

Italia Conti will:

- raise awareness of the nature of bullying through the following steps: the induction process, tutorials, Student Council (FE), Student Rep system (HE) and year group discussions, ensuring that the pastoral system has clear methods for dealing with incidents with firmness and sensitivity;
- participate in national initiatives such as 'Anti-Bullying Week';
- develop links that will support inclusive anti-bullying education;
- ensure that the pastoral system has clear methods for dealing with incidents with firmness and sensitivity;
- ensure that all teaching and non-teaching staff are aware of the procedures to be followed in cases of suspected bullying;
- ensure that all forms of abusive language, including racist, sexist, homophobic, transphobic, cyber or any other kind of behaviour which demeans individuals and is contrary to the *Equal Opportunities Policy*, is challenged and acted upon by all staff in the college;
- create and support an inclusive environment, which promotes a culture of mutual respect, consideration and care for others, which will be upheld by everyone;
- openly discuss the differences between people that could motivate bullying, such as: religion, ethnicity, disability, gender, sexuality or appearance related elements;
- challenge practice and language which does not uphold the values of tolerance, non-discrimination and respect towards others;
- celebrate success and achievements to promote and build a positive college ethos.

## 10. Monitoring, evaluation and review

Senior members of staff will lead on the implementation of the policy. Italia Conti will review the policy annually and assess its implementation and effectiveness.

An Annual Report will be made to the Principal, including statistics regarding:

- The number of reported concerns.
- Monitoring information about students involved.
- Actions and concerns.

## 11. Links to other policies

This policy should be read in conjunction with the following Italia Conti policies: *Safeguarding, Equal Opportunities, Promoting British Values, Disciplinary*, and the *Extremism and Anti-Radicalisation Policy*.

## 12. Organisations that can help:

Advisory Centre for Education	(0207) 354 8321
Childline	0800 1111
Coram's Children's Legal Centre	(0207) 359 6251
KIDSCAPE	(0207) 730 3300

The Children's Commissioner promotes and protects the rights of children, especially the most vulnerable, and stands up for their views and interests

The Children's Commissioner can be contact by:

Online: <https://www.childrenscommissioner.gov.uk/about-us/contact/>

By post:

The Office of the Children's Commissioner,  
Sanctuary Buildings,  
20 Great Smith Street,  
London,  
SW1P 3BT

By telephone: (0207) 783 8330

Main webpage at <https://www.childrenscommissioner.gov.uk/>

## Appendix: Forms of Bullying

Bullying can have potentially long-lasting and damaging psychological effects on the victim. Italia Conti recognizes that bullying is sometimes linked to prejudice and discrimination. If this is found to be the case, Italia Conti will seek to remind and educate the perpetrator(s) of Italia Conti's *Equal Opportunities Policy*. Italia Conti recognizes that racism, sexism, homophobia and transphobia are forms of bullying and will not tolerate it. There are criminal laws that apply to harassment, assault and threatening behaviour. If staff members feel that an offence may have been committed, they should seek assistance from the police.

It is not possible to list all the forms of behaviour that are considered unacceptable on Italia Conti premises. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of course:

- theft or inappropriate removal or possession of property;
- being under the influence of alcohol or illegal drugs;
- possession, distribution, sale, transfer, or use of alcohol or illegal drugs on the premises;
- fighting or threatening violence;
- boisterous or disruptive activity;
- negligence or improper conduct leading to damage of employer-owned property;
- insubordination or other disrespectful conduct;
- violation of safety or health rules;
- sexual or other unlawful or unwelcome harassment;
- possession of dangerous or unauthorized materials, such as explosives or firearms;
- excessive absenteeism or any absence without notice a doctor's certificate;
- unsatisfactory performance or conduct.

**END**