

Policy and Procedure for Dealing with Bullying and Harassment 16 +

Current Status:	Operational – Awaiting Approval	Last Review:	June 2025
Policy Owner:	Group Head of Pastoral Support and Administration	Next Review:	June 2026
Roles Responsible for Review:		Originated:	June 2022
Approved by:	SET Curriculum	Committee:	Sixth Form Educational Excellence Committee
Type of Policy:	Students / External	Quality Assured by:	Policy Group

1. General

1.1 This policy applies to all students at Eastern Education Group (EEG) colleges which includes:

- Abbeygate Sixth Form College
- One Sixth Form College
- West Suffolk College
- University Studies & Professional Development (including all PPL centres)

1.2. This policy should read alongside the Student Conduct Procedure, Student Disciplinary Policy and the Safeguarding Children and Adults at Risk Policy.

2. Our Commitment

2.1. EEG is committed to the elimination of discrimination, harassment and victimisation particularly on the grounds of sex, sexual orientation, race, religion or belief, age, disability, gender reassignment, pregnancy and maternity and marriage or civil partnership.

2.2. EEG recognises students learn most effectively when they feel safe and valued as individuals, so we are committed to nurturing a culture of dignity and mutual respect in all our colleges and centres.

2.3. EEG believes that any form of harassment, bullying, victimisation or intimidation is unacceptable, undermines the dignity of an individual, is morally wrong and can have an adverse effect on learning performance, morale and physical and mental health. It is not necessarily the action, but how the recipient feels about the action that is the important thing to consider.

2.4. EEG will regard all allegations of bullying as a serious matter which will be investigated.

2.5. All allegations will be treated seriously, confidentially and within reasonable

timescales. Disciplinary action will be taken if appropriate in accordance with our Student Conduct Procedure and Student Disciplinary Procedure.

2.6. Students who are victims of bullying will be treated sensitively and will be protected against victimisation for making/being involved in a complaint.

3. Definition

3.1 Bullying is defined as **persistent**, offensive, abusive, intimidating, malicious and/or insulting behaviour, abuse of power or unfair sanctions which make the recipient feel upset, threatened, humiliated or vulnerable resulting in the confidence of the individual being undermined and giving rise to unacceptable levels of stress.

- Repeatedly shouting or swearing at students both in public and in private
- Spontaneous rages, often over trivial matters
- Public humiliation
- Personal insults and name calling
- Persistent unjustified criticism
- Spreading malicious rumours
- Freezing out, ignoring or excluding
- Persecution through threats and instilling fear
- Constantly undervaluing effort
- Never listening to another's point of view
- Physical attacks
- Humiliating text messages, e-mails, images or graffiti.

Some examples of **less obvious bullying**:

- Deliberately sabotaging or impeding learning performance
- Withholding learning related information or supplying incorrect information
- Knowingly destroying a relationship between other people.

4. Legal Context

4.1. Bullying is psychological harassment and can take many forms, from inappropriate comments and manipulative behaviour to more explicit forms of intimidation and abuse, including threats and violence.

4.2. Bullying is contrary to the duty of care to provide a safe environment for students and may breach health and safety legislation.

4.3. While there are no specific laws that deal explicitly with "bullying" per se, it may be unlawful if it involves either:

- Criminal assault or intimidation
- Discrimination
- A course of harassment

5. Allegations of Bullying (Complaints)

5.1 *Informal Complaint*

5.1. **Students who feel they are being bullied by other student(s) should raise the matter informally first with their Personal Progress Tutor or the Head of School. In the majority of cases, this will resolve the majority of incidents (e.g. isolated, minor or unintentional incidents). If a mutual agreement can be reached, the situation should be resolved and the complaint should be considered closed.** Accurate reports will be added to the Student Welfare Database, Intuition, and cross referenced on the student's ILP.

5.2 ***Formal Complaint***

If the complaint is not resolved informally, then the student should follow the Student Conduct Procedure and Student Disciplinary Procedure to formally raise the complaint. The allegation will be investigated and if the accusation is upheld, will be treated as a serious disciplinary offence. Both the complainant and the accused will have the right to be accompanied at any investigatory meeting and disciplinary hearing.

5.3 ***Student Behaviour***

Any behaviour directed against staff or other students by students will be dealt with under the Student Disciplinary Procedure.

6. Document and Record Keeping

6.1. All records relating to allegations of bullying and investigations will be added to the Student Welfare Database, Intuition, and cross referenced on the student's ILP.

6.2. be stored in Intuition.

7. Procedure

7.1. When a student informs their Personal Progress Tutor (PPT) of an allegation of bullying, the PPT will refer it to the teacher/Programme Lead e.g. minor classroom relationships, or to the Head of Pastoral Support if the incident is of a more serious nature.

7.2. The Head of Pastoral Support/PPT/teacher/Programme Lead will talk to the student about the situation and if appropriate will inform Student Welfare. The member of staff will recommend a course of action depending on the nature of the incident. If a group of students are alleged to be involved, all parties may be brought together in order for the situation to be resolved.

7.3. Whatever the suggested outcome, the student will be offered support from their PPT/teacher/Programme Lead/Head of Pastoral Support.

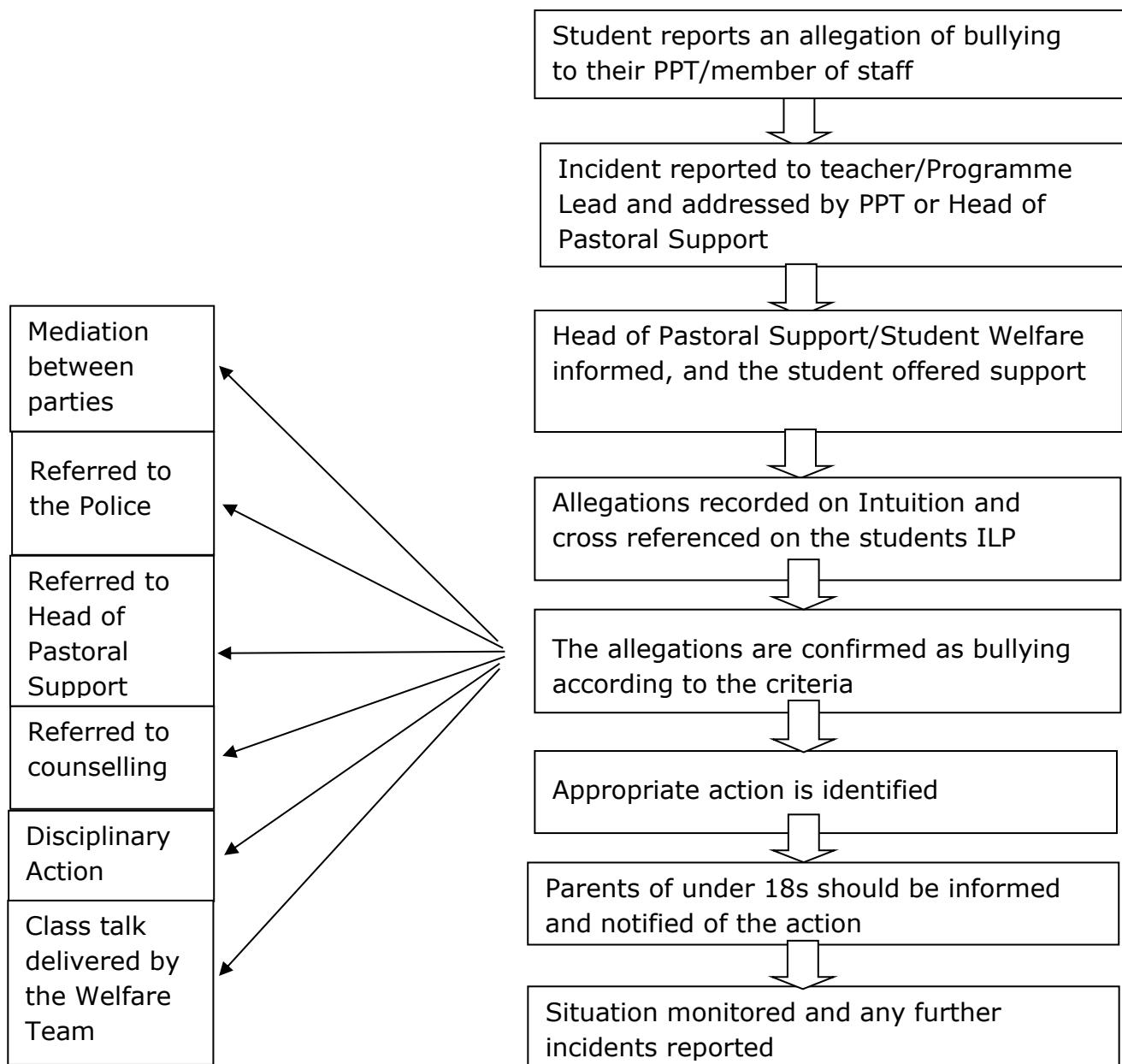
7.4. Allegations of crimes will be reported to the Police by the Student Welfare Department in line with their boundaries of confidentiality, even if the student does not agree with this action.

7.5. The perpetrators of bullying incidents may be subject to disciplinary

procedures which could result in the student being excluded from college.

7.6. Accurate reports will be added to the Student Welfare Database, Intuition, and cross referenced on the student's ILP.

Bullying and Harassment Action Flow Chart



Revision History – Policy name

Revision date	Reason for revision	Section number	Changes made
June 2024	Review	ALL	EEG Policy Creation
July 2025	Review		Add teacher and change Course Director to Programme Lead