

At Bournemouth and Poole College we champion equality and diversity, and for us it's all about being pro-active, practical and positive. The College recognises it has a responsibility to respond to incidents of bullying (including on-line bullying) to create a positive learning environment for all. The purpose of this guidance is to ensure that incidences of bullying and harassment are challenged, addressed and resolved so that everyone is treated with dignity and respect.

Why do we need this guidance?

The College has a zero-tolerance stance towards bullying and harassment and this guidance sets out our commitment to ensure that students feel safe and are safeguarded from bullying and harassment. All students should be aware how to access support if they feel they are being bullied/harassed. All staff should be aware how to report/refer allegations of bullying/harassment.

Our commitment

- The College will ensure that all students and parents/carers are made aware of this guidance
- All reports of bullying/harassment will be taken seriously. All students and parents/carers can expect to be supported and listened to when incidents of bullying and/or harassment are reported
- All staff are expected to have an understanding of what bullying and harassment is and what to do when it occurs
- The College will run student focused campaigns to raise awareness of bullying and harassment
- Any incident of bullying relating to a person's protected characteristics, i.e., ethnicity, disability, gender, sexual orientation, gender identity, faith and religious beliefs or age will be treated as a prejudiced incident with the investigation being supported by the Quality Team

Procedure

1. If a student feels they are being bullied or harassed, they should notify a member of staff.
2. Any member of staff who receives a report of bullying/harassment should notify the Student Inclusion and Support Team via wellbeing@bpc.ac.uk or via the safeguarding number if any students are at immediate risk of harm.
3. The victim, alleged bully/harasser and any witnesses will be interviewed separately. The students will be listened to and their concerns taken seriously. All allegations will be thoroughly investigated.
4. Any student found to be involved with bullying, will be subject to the College's Managing Student Behaviour Policy Procedure. (Available on Team Hub)
5. In certain circumstances the College may feel it necessary to involve parents/carers. Depending on the age of the student and severity and nature of the bullying, the police and/or other appropriate external agencies may also be involved.
6. At all stages, both the one being bullied and the one accused of bullying, may bring along someone for support or for those under 18 a staff member can be assigned. If they have any special requirements, for example, a translator, British Sign Language interpreter, or physical access needs they must inform the person carrying out the interview so these needs can be met in order to best support them.
7. Support sessions are available for both the victim and the bully to help individuals to move forward in a more positive and confident way.

Employers

All employers shall be provided with a copy of this guidance and are expected to report any bullying and harassment concerns to the College.

Links to College values and other College policies

This guidance links to:

- Safeguarding and Prevent Policy
- Managing Student Behaviour Policy
- Equality, Diversity and Inclusion Policy
- E-Safety Policy
- Acceptable use of IT Student/Staff Policy

Who needs to understand this guidance and how will they know about it?

The following training and awareness will be put in place:

Who?	How?
Students	Guidance available on the College website Reference made to the expectations in induction process and PDT sessions
College Directors and Managers	Guidance available on Team Hub
All teaching staff	Briefing by Directors of Learning and managers; policy available on Team Hub
Business Support staff who interact with students	Policy available on Team Hub

Complaints

The College seeks to provide a supportive environment for those who wish to make a complaint. Those wishing to do this should be referred to the Complaints Policy.