



Coleg Gŵyr Abertawe
Gower College Swansea

Anti-Bullying & Harassment Policy

Issue	July 2019
Review Date	July 2022
Originator	Anne Pitman Learner Services Manager
Location of Policy	BIZ-Sharepoint/Intranet/Policies & Procedures/Learner Services & Support
Approved by:	CMT – 24 October 2019

If you, or someone you know, would like this document in large print, audio, electronically or in Welsh, please contact:

Learner Services Manager: Anne Pitman
Email: anne.pitman@gowercollegeswansea.ac.uk

1. Context

Gower College Swansea and its external delivery partners are committed to providing a supportive, friendly, safe and positive environment so that students, apprentices and clients can learn in a secure atmosphere and get the most out of their experience of college life. At Gower College Swansea bullying and harassment is considered Gross Misconduct.

Any incident of bullying or harassment will be regarded very seriously and *may* be grounds for disciplinary action as outlined in the Student Code of Conduct and Student Disciplinary Procedure.

2. Scope

The policy applies to:

- All students of Gower College Swansea
- Students on work placement or educational trips
- School pupils accessing college courses
- All apprentices
- All external delivery partners
- All clients of BJB

3. Body of Policy

3.1 Gower College Swansea wants all students, apprentices and clients to:

- Feel valued and treat each other with respect
- Be aware of the Anti-Bullying & Harassment Policy and feel supported in the event of raising any concerns
- To report **any** form of bullying with the understanding that they will be fully supported in doing so

3.2 The College and our external delivery partners takes bullying very seriously and will put all measures in place in line with the Student Code of Conduct to put a stop to it.

3.3 All learners should know what the College policy is on bullying and what they should do if bullying occurs.

3.4 All staff should have an understanding of what bullying is and what the College's Anti-Bullying Policy states.

Staff need to know how to deal promptly and effectively with incidents and allegations of bullying.

All staff, when applying this policy, must ensure that students, apprentices and clients are not discriminated against or disadvantaged as a result of their race, religion, gender or disability.

4. Definition of Bullying

Bullying is when someone deliberately sets out to hurt another person.

The student, apprentice or client must decide whether to ask for help and whether to proceed with a formal complaint. Examples of bullying behaviour include, but are not limited to:

- Unwanted contact, assault or gestures
- Derogatory remarks or malicious gossip
- Insensitive jokes or pranks
- Insulting or aggressive behaviour
- Ignoring or excluding the individual
- Public criticism
- Intimidation by, for example, aggressive or threatening behaviour
- Any other action or incident which the individual or group of individuals believes constitutes harassment or bullying
- Offensive literature, pictures, graffiti, computer imagery
- Offensive text or phone messaging
- Cyber-bullying (offensive messages and images on the computer via e-mail or chat lines) including Facebook, MSN or Bebo
- Criminal damage, taking or damaging a fellow student's belongings

The actions listed above must be viewed in terms of the distress they cause the individual. It is the perceptions of the recipient that determines whether any action or statement can be viewed as bullying.

5. Definition of Cyber Bullying (taken from Bullying UK)

Cyber bullying is any form of bullying which takes place online or through smartphones and tablets. [Social networking sites](#), messaging apps, gaming sites and chat rooms such as Facebook, Xbox Live, Instagram, YouTube, Snapchat and other chat rooms .

Types of cyberbullying

Harassment - This is the act of sending offensive, rude, and insulting messages and being abusive. Nasty or humiliating comments on posts, photos and in chat rooms. Being explicitly offensive on gaming sites.

Denigration – This is when someone may send information about another person that is fake, damaging and untrue. Sharing photos of someone for the purpose to ridicule, spreading fake rumours and gossip. This can be on any site online or on apps.

Flaming – This is when someone is purposely using really extreme and offensive language and getting into online arguments and fights. They do this to cause reactions and enjoy the fact it causes someone to get distressed.

Impersonation – This is when someone will hack into someone's email or social networking account and use the person's online identity to send or post vicious or embarrassing material to/about others. The making up of fake profiles on social network sites, apps and online are common place and it can be really difficult to get them closed down.

Outing and Trickery – This is when someone may share personal information about another or trick someone into revealing secrets and forward it to others. They may also do this with private images and videos.

Cyber Stalking – This is the act of repeatedly sending messages that include threats of harm, harassment, intimidating messages, or engaging in other online activities that make a person afraid for his or her safety. The actions may be illegal too depending on what they are doing.

Exclusion – This is when others intentionally leave someone out of a group such as group messages, online apps, gaming sites and other online engagement. This is also a form of social bullying and a very common.

6. Definition of Racial Harassment

Racial harassment is any intimidating or threatening act by a person of one racial or ethnic origin against a person of another because of their race or ethnic origin.

7. Definition of Hate Crime

Hate crimes are any crimes that are targeted at a person because of hostility or prejudice towards that person's:

- disability
- race or ethnicity
- religion or belief
- sexual orientation
- transgender identity

This can be committed against a person or property.

A victim does not have to be a member of the group at which the hostility is targeted. In fact, anyone could be a victim of a hate crime.

7. Guidelines for Students

The College will offer support to anyone who is a victim of bullying.
Practical Actions you can take if you are a victim of bullying or harassment:

7.1 Talk about the problem with somebody that can support you (you can do this in confidence if you wish). A list of people you can talk to at College include:

- Lecturer
- Personal Tutor
- Student Support Officer
- Student Counsellor
- Student Health Advisor
- Assessor
- Learner Coaches

If you do not feel comfortable talking to someone in College you can also contact external agencies, contact links are included in appendix 1

7.2 Keep a record of the bullying:

- a. Keep a log of the bullying, with details dates and times of what has happened.
- b. Make sure you keep a record of any offensive e-mails, text messages or internet chat room comments. Block the person from social networking site.
- c. If you have some examples of bullying on your mobile you could either ask your mobile phone operator to block their number – or change your own mobile number. (Remember to keep the evidence)

7.3 Gower College Swansea can deal with the bullying through the Student Code of Conduct. If you feel that you want to discuss a case in confidence, we will support you with this and look at ways of minimising the impact of the situation on you.

Apprentices will need to comply with their Employer's policies.

We will also be able to point you in the direction of external support and support available over the Internet. This could be useful to you for times when you are on your own.

7.4 Once a member of staff has been alerted, they will inform your Tutor, Assessor, Learner Coach, who will talk to you about the incident. You will be listened to sympathetically and your concerns taken seriously. A strategy to deal with the incident will be negotiated with you and enacted only with your consent.

7.5 If there is a case to answer, the next step may be the College's Student Disciplinary Procedure. An investigation may take place where the Learning Area Manager or other relevant member of the staff will interview you and the alleged bully/bullies separately.

7.6 In certain circumstance the College may feel it necessary to involve your parents but will inform you before doing so.

- 7.7 At all stages in the above procedure you may bring a friend or relative to support you.
- 7.8 The aim of the investigation is to gather all the facts pertinent to the case to inform a decision as to whether the allegations made constitute a breach of the Student Code of Conduct.
- 7.9 If the Student Code of Conduct has been breached, the alleged bully(ies) will be dealt with using the College's disciplinary procedures.
- 7.10 If you are dissatisfied with the outcome, or with the way in which the complaint was handled, you may appeal using the College's Appeals Procedure.
- 7.11 Complaints raised by students or a member of staff on behalf of a student will be reviewed seriously and investigated confidentially by the relevant Senior Manager.

8. Guidelines for Staff

All complaints about bullying should be taken seriously and treated sensitively. It is important to discuss possible/desirable strategies with the victim in the first instance and proceed as appropriate.

After a complaint about bullying has been dealt with by the College, the situation must be monitored to ensure that bullying does not recur and the investigation should include a recommendation as to the person who will be responsible for monitoring the situation and the relevant timescale.

As a result of the investigation some students may be disciplined using the practice set out in the College's Student Disciplinary Procedure.

9. Support on Handling Bullying and Harassment at College

The College uses opportunities for promoting the anti-bullying policy and the College's approach to handling bullying issues in a variety of ways, including:

- Tutorial sessions
- The Electronic Student Handbook
- Student workshops
- College events
- Close links with outside agencies

10. Related Documents

- Gower College Swansea Code of Conduct
- Gower College Swansea Student Disciplinary Procedure
- Single Equality Scheme

11. The Welsh Language

- 11.1 Mae Coleg Gŵyr Abertawe yn ymrwymedig i hyrwyddo'r iaith Gymraeg, yn unol â Safonau'r Iaith Gymraeg a Mesur y Gymraeg (Cymru) 2011.
- 11.2 Gower College Swansea is committed to the promotion of the Welsh language, in accordance with the Welsh Language Standards and the Welsh Language (Wales) Measure 2011.

Appendix 1 - Links to external organisations that can offer support with bullying or hate crime:

- **Exchange Counselling Swansea:** Offer counselling and live chat
<http://exchange-counselling.wales/index.html>
- **Hate Crime:** What is hate crime and mechanisms to report and support
http://www.report-it.org.uk/what_is_hate_crime
- **Bullying UK:** Support on line, email, telephone for all forms of bullying and access to advice <http://www.bullying.co.uk/>
- **Childline:** Advice on what to do, counselling, support
<https://www.childline.org.uk/Explore/Bullying/Pages/Bullying.aspx>
- **NSPCC:** advice and support <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/>
- **NHS Live Well:** Advice and support
<http://www.nhs.uk/Livewell/Bullying/Pages/Bullyinghome.aspx>