

## ANTI-BULLYING AND HARASSMENT - STUDENTS

### Policy and Procedure

AREA STUDENT SERVICES	
Policy prepared by: Student Services Manager	Approved by: Corporation  Agreed by: SMT
Date: Updated August 2021	Review Date: Annual

# **POLICY ON BULLYING AND HARASSMENT**

## **1 Introduction**

Bolton

### **1.3 Sexual Harassment**

Sexual harassment can be any unwanted sexual behaviour and doesn't have to be directed at you but can include comments about your appearance or someone showing / texting you naked pictures of people.

The law calls this 'unwanted conduct of a sexual nature'. It says the behaviour must create 'an intimidating, hostile, degrading, humiliating or offensive environment for you' or 'violate your dignity'.

The College deals with this type of sexual behaviour under the College Safeguarding Children and Safeguarding Adults Policies. Those who report this type of unwanted conduct would be viewed as victims and fully supported by the College Safeguarding Team whilst full investigations take place into



If the student wishes to initiate complaints proceedings about the manager's failings to investigate, they should follow the College Complaints Policy and Procedure and make an on line complaint – for help with this contact Student Services or the College Principalship.. The complaint will be dealt with according to the College Complaints Policy and Procedure and an investigation into the issue will be established.

## **2.5 Serious Criminal Offences**

In cases of an alleged assault or alleged behaviour that is considered to be a serious criminal offence, the College through the Head of Area or Safeguarding Team or for cases external to College but concerning College students, the Student or Parent / Carer, should contact the Police for their appropriate action if the complainant wishes to do so. If the Police are investigating the complaint, any College investigations will be suspended until the Police investigation is completed. At this time the alleged perpetrator may be temporarily suspended from their studies or alternative study arrangements may be made for them.

## **2.6 Fairness**

The member of staff investigating the incident is required to protect the rights of both parties involved and ensure that both are entitled to a full and fair opportunity to put their version of events.

## **2.7 Time Limits**

The investigation should normally be completed within 15 working days of the receipt of a bullying/harassment complaint being received. On occasions, e.g. where the collection of evidence can be a lengthy process, it will not be possible to keep within this timescale. In such cases, the complainant and the alleged perpetrator must both be kept informed of any need for an extension and the likely timescale for completion.

## **3 How the case will be investigated**

### **3.1 Initial response**

The investigation will be carried out by the Manager who received the complaint. They should not be connected with the case



## FLOWCHART FOR DEALING WITH BULLYING & HARASSMENT CASES

