



TRAINING FOR
ELECTRICIANS LTD



BULLYING & HARASSMENT POLICY

Creating a Safe, Respectful, and Inclusive Learning Environment

2025



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Policy Statement

Training for Electricians Ltd is committed to creating an inclusive and respectful learning environment where all learners feel safe, supported, and valued. We have a zero-tolerance approach to bullying, harassment, and cyberbullying in any form.

Legal Compliance and Accountability

This policy aligns with the Equality Act 2010, the Protection from Harassment Act 1997, and the Online Safety Act 2023. All learners are personally responsible for their conduct and may face disciplinary action if found engaging in bullying or harassment.

Reporting and Investigation

All reported incidents of bullying, harassment, or cyberbullying will be taken seriously and investigated by a designated manager. Appropriate disciplinary action, including possible exclusion, may be taken against individuals found responsible.

Protection and Confidentiality

Training for Electricians Ltd will protect individuals who raise genuine concerns from victimisation and ensure that investigations are conducted confidentially.

False Allegations

False or malicious allegations will be taken seriously and may result in disciplinary action against the person making the claim.

Scope

This policy applies to all interactions within *Training for Electricians Ltd* premises and extends to online behavior where learners engage with each other in a *Training for Electricians Ltd*-related capacity.

Scope

This policy applies to **all learners** at *Training for Electricians Ltd*.

It covers incidents involving:

- Learners and *Training for Electricians Ltd* staff (including volunteers and temporary workers)
- Learners and members of the local community
- Learners bullying or harassing each other, whether in person or online

Incidents involving external individuals outside the *Training for Electricians Ltd* community are not within the scope of this policy; however, support and guidance will be provided where necessary.

Definitions

Bullying: Repeated, intentional behaviour that causes harm, distress, or intimidation to another person.

Harassment: Unwanted conduct related to a protected characteristic (e.g., race, gender, disability, sexuality) that violates dignity or creates a hostile environment.

Cyberbullying: The use of digital platforms (social media, email, messaging apps, forums, etc.) to harass, intimidate, or bully others. Examples include:

- Sending abusive or threatening messages
- Spreading false information or defamatory content online
- Sharing private or embarrassing information without consent
- Impersonation or online identity fraud to harass others

Harassment Related to Protected Characteristics: Behaviour targeting a person's race, gender, sexuality, disability, religion, or other protected characteristics, creating a hostile or intimidating environment.

Procedure for Investigation

Training for Electricians Ltd follows a clear and fair process to handle reported incidents:

- Initial Report: All reports of bullying or harassment are received and formally logged.
- Preliminary Discussion: Designated staff will speak with the involved parties to gather initial information and clarify the situation.
- Formal Investigation: A thorough investigation is conducted by trained staff or managers, reviewing evidence and interviewing relevant witnesses.
- Outcome Determination: Based on findings, appropriate action or sanctions are decided. Outcomes are communicated to all parties involved.
- Follow-Up Support: Ongoing support is offered to victims and, where appropriate, to perpetrators to prevent recurrence and address behavioural issues.

Support for Affected Learners

Training for Electricians Ltd ensures that learners affected by bullying or harassment receive the support they need:

- Counselling or Mental Health Support: Access to trained counsellors or mental health professionals.
- Academic Support: Adjustments or assistance in learning where bullying may have affected performance or attendance.
- Protection from Retaliation: Measures to safeguard learners from further bullying, harassment, or victimisation during and after investigations.
- Peer Support: Opportunities to engage in mentoring, buddy systems, or other peer support initiatives to rebuild confidence and wellbeing.

Confidentiality and Record-Keeping

Training for Electricians Ltd is committed to ensuring that all reports of bullying, harassment, or cyberbullying are handled with the highest level of confidentiality.

- Confidentiality: All reports, disclosures, and investigations will be treated confidentially. Information will only be shared on a need-to-know basis with staff directly involved in managing or investigating the incident. This protects both the person making the report and the individual(s) accused until a conclusion is reached.
- Secure Record-Keeping: Records of all reported incidents, investigations, and outcomes will be securely maintained. Both electronic and paper records will be stored in accordance with organisational data protection procedures, with access restricted to authorised personnel only.
- Data Protection Compliance: All handling of personal data will comply with UK GDPR and the **Data Protection Act 2018**. This includes ensuring accuracy, limiting retention to the necessary period, and providing transparency about how information is used.
- Retention and Disposal: Records will be retained only as long as necessary for operational, legal, or safeguarding purposes and securely destroyed thereafter.

- Supporting the Rights of Individuals: Both victims and those accused of bullying have the right to understand how their information is being used and can request access to records held about them through a Subject Access Request, in line with [Training for Electricians Ltd's Data Protection Policy](#).
- Safeguarding Considerations: While confidentiality is paramount, the safety and wellbeing of learners take priority. In certain circumstances, information may need to be shared with safeguarding leads, external agencies, or law enforcement if there is a risk of harm.

Responsibilities of Learners

Learners at [Training for Electricians Ltd](#) play a vital role in maintaining a safe, respectful, and inclusive learning environment. All learners are expected to:

- Report Incidents: Promptly report any bullying, harassment, or cyberbullying they experience or witness. Reports can be made to tutors, safeguarding officers, or other designated staff, and learners should feel confident that their concerns will be taken seriously.
- Treat Others with Respect: Interact with fellow learners, staff, and visitors in a courteous and considerate manner. This includes respecting differences in culture, background, beliefs, and abilities. Learners must avoid behaviours that could be perceived as harmful, intimidating, or discriminatory.
- Follow the Code of Conduct: Adhere to the rules, guidelines, and behavioural expectations outlined in the [Training for Electricians Ltd Code of Conduct](#). This includes both in-person interactions and online behaviour when using social media, email, or other digital platforms related to learning activities.
- Support Peers: Encourage a positive learning environment by supporting peers, discouraging bullying or harassment, and reporting concerns appropriately.
- Cooperate with Investigations: Provide accurate and truthful information if involved in an investigation, and participate respectfully in any meetings or discussions related to reported incidents.
- Take Responsibility for Online Behaviour: Recognise that cyberbullying is taken as seriously as in-person bullying. Learners should ensure that their online communications do not harm, intimidate, or embarrass others.
- Promote Awareness: Participate in workshops, training sessions, or awareness programmes aimed at preventing bullying, harassment, and promoting inclusion and respect.

