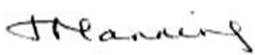






Bullying and Harassment Policy

Policy Ref: TMP6v6

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

	Name	Title	Signature	Date
Prepared by	Jackie Manning	Principal		July 2024
	Colin Foster	Assistant Principal		July 2024
Approved by	Martin Heaton	CEO		July 2024

Does this Policy require publishing on the College Website? **Yes**

Does this Policy require approval by Board of Governors? **Yes**



Bullying and Harassment Policy

Policy Ref: TMP6v6

Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2019	Initial issue	JM/CF
v2	July 2020	General procedural review, references updated, formatting changes	JM/CF
v3	July 2021	Annual review, references checked and updated	JM/CF
v4	July 2022	Annual review, references checked and updated	JM/CF
v5	July 2023	Annual review, references checked and updated	JM/CF
V6	July 2024	Annual review, references checked and updated	JM/CF

Board of Governors Approval History

Version	Approved by	Signature	Date
v4	Dominic Kohl, Chairman of the Board of Governors		July 2022
v5	Andrew Samson, Board of Governors		Oct 2023

Date of Next Policy Review: July 2025

Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

Aim

The aim of this Policy is to protect learners, staff, stakeholders, partners and visitors from harassment or bullying and to enable them, if necessary, to make a complaint or assist in an investigation without fear of reprisal regardless of their age, disability, gender identity, race, religion or belief, sex, sexual orientation, or pregnancy or maternity.

This policy should be considered in conjunction with the following TMP College Policies:

- Equality and Diversity Policy
- Safeguarding Policy - Adults at Risk
- Safeguarding and Child Protection Policy
- Compliments Comments and Complaints Policy
- Learner Disciplinary Policy

Policy Statement

It is the intention of TMP College that all members of TMP College community will be treated with respect, courtesy and integrity whilst involved in any aspect of college life. TMP College will seek to provide a safe and supportive environment in which everyone is able to study or work to the best of their abilities, free from harassment, bullying or intimidation or fear of these. All affected parties have the right to complain about unacceptable behaviour and may take informal or formal action as set out in the accompanying procedure to end harassment or bullying.

Responsibilities and Duties

It is the responsibility of all individuals to ensure that their own personal conduct is in accordance with this Policy, that they treat everyone associated with TMP College with the dignity they deserve and that they do not harass, bully or intimidate anyone.

Managers have particular responsibility to set and maintain appropriate standards of behaviour and to take action to protect the dignity of learners. Managers must take appropriate action against those violating this Policy. Staff have a responsibility to ensure that they take appropriate action should they witness harassment or bullying taking place.

The Principal has the overall responsibility for implementing and enforcing this Policy.

Learners who are concerned about harassment or bullying issues can talk to their tutor(s) or the Head of Student Welfare.

Definitions

Harassment: Offensive words, conduct, action or display; usually repeated or persistent that demeans, belittle or humiliates another person

Harassment is always unwanted, unreasonable and offensive and can result in the recipient feeling threatened or humiliated as well as being physically or mentally abused.

Harassment can take many forms including: unwelcome remarks, jokes, innuendo, teasing or verbal abuse, exclusion or deliberate isolation, patronisation, display of offensive materials or transmission of offensive material by electronic means or through the post, intentional intimidation or insults, threats or physical or sexual assault, articles of clothing displaying offensive messages or pictures.

People can be subject to harassment on a variety of grounds including (but not limited to):

- Race, ethnic origin, nationality or skin colour
- Sex
- Religion or belief
- Disabilities, sensory impairments or learning difficulties
- Status as ex-offenders
- Age
- Victimisation because a person has challenged harassment or made a complaint
- Gender identity
- Sexual orientation
- Pregnancy or maternity
- Marriage/civil partner status

This list is not exhaustive. Anyone who is in a minority, or who lacks organisational power, runs the risk of being harassed. Thus, health, physical characteristics, personal beliefs and numerous other factors may lead to harassment.

Bullying : The intentional intimidation or belittling of someone through the misuse of power or position which leaves a person feeling hurt, upset, vulnerable or helpless

Bullying occurs when an individual or a group uses strength or power to hurt, either physically or emotionally, by intimidating or demeaning others. It is usually persistent and is often covert, and is a conscious attempt to hurt, threaten or frighten someone.

Examples of bullying behaviour include:

- kicking, hitting, pushing and taking away belongings
- derogatory remarks which includes name calling, mocking and making offensive comments
- insensitive jokes or pranks
- ignoring or excluding an individual, or starting rumours about them (emotional bullying)
- unwarranted public criticism
- cyber-bullying (using text messages, social media etc)

All employees, learners, stakeholders, partners and visitors must comply with this policy and take steps to ensure that harassment or bullying does not occur. They have a responsibility at all times to behave in a way that is courteous, respectful and reasonable towards others. Any instance of bullying or harassment or other inappropriate behaviour in TMP College that is likely to cause offence or breach the dignity and respect of learners or others will be regarded as serious misconduct. All managers have a duty to establish and maintain a learning and working environment free from harassment or bullying.

Anyone who feels harassed or bullied should feel confident that complaints will be taken seriously and dealt with in confidence. No one will be penalised, victimised for honestly complaining that his or her dignity has been breached as a result of another person's words or actions.

A full investigation under this policy will be carried out when a complaint has been received and, where appropriate, every effort has been made to resolve the situation informally. Some incidents, however, by virtue of their serious nature will need to be dealt with immediately under the formal procedure laid out in TMP College's Learner Disciplinary Policy.

The use of foul and abusive language, the telling of offensive jokes, engagement in unwanted banter or making remarks that could reasonably cause offence to any person, including anything that is sexual in nature, sexist, racist, transphobic, ageist, homophobic, connected to religion or related to an individual's disability, will be viewed as a disciplinary offence, potentially leading to disciplinary action as set out in TMP College's Learner Disciplinary Policy.

Signs and Symptoms

Learners who are being bullied, may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. College staff and other adults should be aware of these possible signs and that they should investigate if a learner:

- changes their usual routine
- is unwilling to go to College or begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- begins to do poorly in school work
- has possessions which are damaged or "go missing"
- has dinner or other monies continually "lost", asks for money or starts stealing money to pay bully
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is afraid to use the internet or mobile phone, or is nervous and jumpy when a cyber message is received
- is frightened to say what's wrong or gives improbable excuses for any of the above

Positive Action

Education to prevent bullying will be provided to all learners during their time at TMP College and appropriate behaviour will be reinforced during lessons and around the school site. Curriculum opportunities are used to address bullying through:

- tutorial activities
- enrichment activities
- classroom discussions and small group work, in which learners are encouraged to develop and understand:
 - Patience
 - Empathy
 - Co-operation
 - Understanding
- British values shown below:
 - Mutual respect
 - Democracy
 - The rule of the law
 - Individual liberty
 - Tolerance of those of different faiths and beliefs

Harassment and Bullying procedures

General principles

All staff and learners have a responsibility to take informal or formal action to stop any form of harassment or bullying which they witness or which is brought to their attention.

TMP College understands that it is often the perception of the recipient that determines whether any action or statement can be viewed as harassment or bullying. It is therefore critical that whilst a full investigation is carried out the person who perceives they have been subject to the unwanted conduct is shown the full support of TMP College.

Procedures

Wherever possible a learner who believes they are the subject of harassment or bullying should ask the alleged offender to stop, or make clear that the behaviour is unwelcome. It is recognised that, in some circumstances it may not be possible to proceed on an informal basis. A Record of incidents of harassment should then be kept to assist if further formal action is required.

If an informal approach is inappropriate or does not lead to the harassment stopping then a complaint may be made using the procedure detailed in TMP College's Compliments Comments and Complaints Policy. Learners can obtain a complaint form from Reception (See Appendix 1). Once the form is received by TMP College, learners will receive a response within 10 working days.

All complaints will be investigated by an appropriate manager within 10 working days.

In the event of disciplinary procedures being invoked against the alleged harasser or bully, any learner involved must be told what is happening and be informed of their rights. If the investigation upholds the complaint, prompt action designed to stop the harassment/bullying immediately and prevent its recurrence will be taken.

Any learner who brings a complaint must be kept fully informed of the action being taken by TMP College and, if the complaint is upheld, of any disciplinary action which TMP College imposes.

Learners under 18 who bring a complaint have the right to be accompanied by their parent/guardian/carer at all times during formal interviews and investigations. The parent/guardian/carer will also be kept informed of the action being taken by TMP College.

Appendix 1: Complaints/ Compliments Form



Complaint/ Compliment Form

All complaints and compliments will be dealt with in accordance with TMP Policy *TMP21*

Compliments Comments and Complaints Policy

Complaint/Compliment Number (FOR OFFICE USE ONLY)	
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Are you raising a Complaint or a Compliment?	
Name	
Address	
Telephone Number	
E-mail Address	
Course Details	
If a third party is acting a representative, please provide details	
Do you believe you complaint/compliment is directly related to one of the protected characteristics lists? • Ethnic or racial groups • Gender • Disability (Including learning difficulty, cognitive impairment) • Mental Health (Including wellbeing) • Age • Sexual orientation • Religious belief • Socio-economic status • Transgender or transsexual • Pregnancy and maternity	



Complaint/ Compliment Form

All complaints and compliments will be dealt with in accordance with TMP Policy *TMP21*
Compliments Comments and Complaints Policy

Details of Complaint/ Compliment	
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Signature	
Date	

FOR OFFICE USE ONLY. Complaint/ Compliment received (please tick as appropriate below)				
Verbally <input type="checkbox"/>	In Writing <input type="checkbox"/>	Telephone <input type="checkbox"/>	E-mail <input type="checkbox"/>	Third Party <input type="checkbox"/>
Date Received		Date Closed		
Action Taken				
.....				
.....				
Time Taken to Complete				
Appealed: Yes/No		Upheld: Yes/No		Category:.....
Signature.....				