



BULLYING AND HARASSMENT (STUDENTS) POLICY

POLICY DETAILS	
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Author:	Lorna Smith
Owner (if different from above):	Principal
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Related Policies / Procedures	Safeguarding Policy Student Code of Conduct Prevent Policy
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1. Scope of the Policy

This policy applies to bullying and harassment and its implications for our students, staff and the ethos of the College as a whole.

2. Purpose

The purpose of this policy is to:

- 2.1.** Clarify for students, staff, visitors and employers what bullying is and that bullying in any form is always unacceptable.
- 2.2.** Explain to the College community some of the reasons why bullying and harassment occur and their impact on individuals and on the College as a whole.
- 2.3.** Provide a secure, stimulating, positive, respectful, and inclusive environment for learning.

3. Policy Statement

3.1 Results Consortium Ltd will not tolerate any form of bullying or harassment and is committed to eliminating bullying from this organisation.

3.2 Our vision is to have high standards of teaching and learning which challenge our students to achieve. Our anti-bullying and harassment policy supports this by promoting respect and tolerance for each other and for the College. We believe in tackling incidents of bullying by encouraging an environment where individuality is celebrated, and individuals can develop



without fear. This involves ensuring that all our students and staff share the same perception of what constitutes bullying, and that students are encouraged to report all incidents of bullying to a member of college staff. It is absolutely essential that all reports of bullying, or any incident where bullying appears to be taking place, be acted upon and followed up.

3.3 We educate our students about the behaviour, attitudes and skills needed to prepare them well for a life in modern Britain.

4. Definition of Terms

4.1. Results Consortium Ltd adopts the following definition of bullying:

‘a physical, psychological or verbal attack against an individual or group of individuals by a person or group of persons, intending to cause physical or psychological harm to the victim’.

4.2. Bullying is the use of aggression with the intention of hurting another person. It is usually conscious and wilful and commonly consists of repeated acts of aggression and/or manipulation.

Individuals can be bullied on the grounds of:

- Race
- Gender
- Sexual orientation
- Disability
- Socio-economic status
- Nationality
- Language
- Religion
- Other real or perceived differences However, it can also be for no apparent reason.

Bullying can take many forms, including:

- Use of IT and mobile telephones, i.e., cyber-bullying and text messages
- Being called names
- Being teased or taunted
- Being pushed or pulled around.
- Being hit or attacked
- Having bags and other possessions taken and thrown around
- Having rumours spread



- Being ignored and left out.
- Being forced to hand over money or possessions.
- Being attacked because of religion, colour, ethnicity, language, sexual orientation, disability, gender, class, age, family circumstances, etc.

4.3. Bullying can be indirect, or it can be deliberate.

It can cause instant suffering for the victim, or it can go on for years, but it is permanently damaging to the affected individual, hence, the College will always take it seriously and address it.

5. Ensuring Acceptable Performance and Behaviour

5.1. Staff have responsibility for ensuring that students adhere to their commitments as expressed in the Student Code of Conduct. Managers have responsibility for ensuring that their staff are effective in their duties and behave according to the ethos and policies of Results Consortium Ltd.

5.2. Ensuring the above has, in some circumstances, the danger of being interpreted as intimidation or even bullying. To minimise this possibility, it is important that staff, when raising serious issues, particularly persistent issues, do so clearly but politely and most importantly, respectfully.

5.3. Such an approach – particularly when support is offered – is intended to help to minimise the possibility of people feeling intimidated and improve the likelihood that issues will be resolved.

6. Responsibilities

Everyone in the College must take responsibility for promoting a common anti-bullying approach and all members of the College community are expected to report and challenge incidents of bullying without fear or favour.

7. Procedures for College Staff

We expect that staff will:

- Ensure that all alleged incidents of bullying, perceived or otherwise, are reported to line managers and acted upon.
- Provide a good role model for young people by behaving in a respectful and caring manner with students and colleagues.

- Undertake training to help them to deal effectively with issues of bullying and harassment.
- Tackle specific incidents of bullying through the disciplinary procedure, where appropriate.
- Raise awareness in the classroom of bullying, for example through the tutorial programme and induction.
- Record on Pro-Monitor and where appropriate Safeguard, monitor and investigate reported incidences of bullying and harassment in accordance with college procedures.
- Communicate the College's anti-bullying and harassment policy to students.

8. Managing Bullying Incidents

Instructions to staff:

- Ensure all disclosures about bullying and harassment are taken seriously and treated sensitively. It is important to discuss all possible and desirable strategies with the victim in the first instance and proceed as appropriate.
- Reassure the student that they have done the right thing in reporting the incident of bullying or harassment and it is important to portray a calm, non-judgmental and positive response to the student.
- Do not show your own emotions or ask any leading questions. Instead, use restorative questions to ascertain what has happened and capture all the information including who is involved.
- It is important to be honest with the student – do not promise confidentiality.
- Notes will need to be taken regarding the discussion and the staff member will need to ask the student to complete a statement which must be signed by the student, to declare a true reflection of events. It is important that staff record facts and do not add their own interpretation on the Statement, and they must date and sign all documents.
- If a student decides not to take any further action after reporting the incident the College reserves the right to investigate the incident and pursue an outcome.
- If the student or staff member decides the matter is best resolved informally, an accurate record should be kept. In some cases, speaking directly with the person concerned can be enough to end the situation. For example, sometimes students do not realise that their conduct is causing offence and explaining this to them is enough to make them rethink their behaviour.
- If the matter needs to be addressed through a more formal process or there is a serious safeguarding concern this needs to be reported to the College's Safeguarding Team.
- If there are allegations of staff bullying or harassment this needs to be forwarded to HR.

9. Procedure for students

9.1 We expect that students will:

- Support College staff in the implementation of the policy
- Become involved in the monitoring of the policy.
- Feel confident to challenge and report incidents of bullying or harassment.
- Feel reassured that bullying is taken seriously and is always addressed by the College.

9.2 How to report Bullying

- If you feel you are the victim of bullying or harassment – act promptly and tell someone. This may be your course tutor; Learner Mentor, someone in Student Services or any other member of staff.
- Restorative questions will be used by staff when speaking to you to ensure a fair process and that you have had the opportunity to have your say. You will be listened to sympathetically and your concerns will be taken seriously.
- Notes will be taken regarding the discussion and the staff member will ask the student to complete a statement, which must be signed to declare a true reflection of events. All incidents and notes will be recorded and held centrally on Pro-Monitor.
- As a result of the interview, the Student Disciplinary Procedure may be followed against the alleged bully and follow up interviews will be conducted with the perpetrator.
- If the bullying could be deemed criminal or poses a serious threat to the lives of students or the public, the Police will be informed immediately.
- Confidentiality will be maintained, but it cannot be guaranteed. If a student decides not to take any further action after reporting the incident, the College reserves the right to investigate the incident and apply disciplinary sanctions where appropriate.
- Restorative meetings will be held on some occurrences to explore a resolution where appropriate; on other occasions, an action plan may be introduced as the best course of action.
- If students would prefer to arrange contact with an external organisation to discuss their concerns, a list of specialist agency details is available with the Safeguarding Team.

10. Governing Body

Governing Body will:

- Support the Principal and College staff in the implementation of the policy.
- Designate a Governor to take lead responsibility for the implementation of the policy.
- Be fully informed on all matters concerning bullying and harassment in the College.