



Anti-Bullying and Harassment Policy

September 2024

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Approved by the Board of Governors

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1. Introduction

The UK Business College's ("UKBC" or "College") is wholly committed to fostering an environment in which all students, regardless of their background and personal circumstances should be treated with dignity, respect and fairness.

The College recognises that bullying and harassment can have a serious detrimental effect on the confidence, morale, performance and health of those affected, and may in extreme circumstances ultimately lead to students withdrawing from studies. The College believes that this situation should never be permitted to materialise and will treat all reports of bullying and harassment seriously.

2. Definition of Harassment and Bullying

Bullying can be defined as 'behaviour which is offensive, intimidating, malicious or insulting, an abuse or misuse of power through means intended to undermine, humiliate denigrate or injure the recipient.'

Bullying takes on a discriminatory aspect and becomes harassment when the behaviour is directed at a person or group because of age, gender, race, disability, religion or beliefs, sexual orientation or nationality, and the behaviour is unwanted by the recipient(s).

In these circumstances the recipient(s) of such behaviour is protected under the range of anti-discrimination regulations and has recourse to the relevant laws.

Harassment is any behaviour that is unwelcome and affects the dignity of those subjected to it. For the purposes of this Policy, the UKBC will use and apply the following definition of Harassment as being: 'Unwanted conduct related to a protected characteristic which has the purpose or effect of:

- a. violating a person's dignity; or
- b. creating an intimidating, hostile, degrading, humiliating or offensive environment for them.'

Conduct which constitutes harassment may be persistent or may arise from a single incident. A key test of whether behaviour constitutes harassment is whether it is viewed as demeaning and unacceptable by the person to whom it is directed and whether a reasonable person would think the conduct amounted to harassment. It is not necessary to prove that there was an intention to harass (see further The Protection from Harassment Act 1997).

Harassment may also be a criminal offence and may contravene Health and Safety legislation. Complaints of this type of harassment can also be brought under the Protection from Harassment Act 1997.

¹ Section 26 of the Equality Act 2010
UKBC; Anti-Bullying and Harassment Policy

All further references to harassment in this policy should be taken to include bullying.

3. Scope of Advice and Help

If a student believes they are being harassed there are a number of options to consider. Every situation is different and the action the student takes depends on their particular circumstances. The student can decide to seek advice or discuss the matter with their Personal Tutor or another member of staff, the Student Support Services, or Students' Union. Students are advised to act promptly and should not feel that the unwanted behaviour is their fault, or that they have to wait until the situation becomes frequent or increasingly distressing.

Strict confidentiality should be maintained where reports of bullying and harassment are made. Where it is necessary to interview witnesses, the importance of confidentiality will be emphasised. It should be explained to everyone involved in the process that any breach of confidentiality may lead to disciplinary action. However, there are times when confidentiality will need to be broken under the terms of the Data Protection Act 1998, such as in the event of an identified risk or a criminal investigation where individuals may be required to give evidence.

4. Policy Statement

The College commits to ensuring that:

- a) All reasonable steps will be taken to ensure that the College meets its statutory obligations to eliminate and prevent harassment and bullying by addressing inappropriate behaviours and discussing concerns promptly to prevent issues from escalating.
- b) No student will feel threatened or intimidated on the grounds of their age; disability including physical impairments, long term health conditions, mental health concerns and learning difficulties; gender reassignment and gender identity; race and ethnicity; religion or belief; sex; marriage and civil partnership; pregnancy, maternity, paternity and adoption; sexual orientation whether it be from a fellow student, a College employee or a supplier, contractor or visitor to the College.
- c) All members of the College community will be treated with respect and dignity, and harassment and bullying will not be tolerated. Robust procedures are provided for students and for staff in the Employee Handbook to deal with any allegations of harassment and bullying in a fair, impartial and timely fashion.
- d) Appropriate support will be provided to anyone involved in a harassment or bullying incident.

- e) The whole College community will be made aware of this policy and their responsibilities to which they are expected to comply.
- f) No member of the College community will be disadvantaged for reporting an incident or making a complaint in good faith. Malicious complaints may, however, lead to separate disciplinary action being taken.
- g) Awareness sessions will be used as a means of communicating appropriate behaviours under this policy.

5. What to do

5.1 Options

Below is a list of actions individuals may take if they witness or experience bullying or harassment.

At UKBC there are a range of steps and actions that can be taken to reach a positive resolution and these will be different in each situation. For instance, there will be some instances where early intervention (see 5.2) is not appropriate or where an individual may not feel safe or comfortable in engaging in a formal process. While early intervention can be a very effective way to reach a positive resolution, such steps are not required before formal action is taken.

5.2. Early Intervention

Early intervention is not obligatory and will not always be appropriate, but it can lead to a resolution where an honest and constructive conversation is possible. Such conversations may enable the person who experienced the bullying or harassment to explain how and why something was hurtful and enable the alleged bully or harasser to understand the consequences of their actions. If a member of the UK Business College community believes they or another member of the UKBC community has been bullied or harassed, they may choose to, as appropriate:

- have an initial discussion with their own, or the alleged bully or harasser's, line manager or supervisor to facilitate a constructive conversation or help address the situation,
- members of staff who do not feel comfortable approaching the relevant line manager or supervisor may ask for support from their HR Department,
- have an initial discussion with the alleged bully or harasser to raise their concerns, where this is appropriate; and/or
- students who do not feel comfortable approaching the relevant line manager or supervisor, may

ask for support from a personal tutor or student representatives or, if this is not appropriate, from member of a Student Support Department.

5.3 Reporting

Reports can be made at any time and alongside any of the other listed actions within this policy. Reports help us to identify patterns and inform wider preventative and proactive initiatives. Members of UKBC community can tell us what happened by making an anonymous report, or a named report that includes their contact details to Student Support Department. If a member of the UKBC community makes a named report, they can choose whether they want to access; support only; support and informal action; or support and a formal investigation.

5.4 Support

Bullying and harassment can cause humiliation, isolation, loss of confidence and serious harm to mental health and wellbeing in both the short-term and longer-term. A range of support and advice services are available to members of the UKBC community who have experienced, witnessed or been accused of bullying and harassment.

For urgent help or support, members of the UKBC community are urged to contact emergency services in the first instance:

If you find yourself in an emergency situation or you feel unsafe, please contact the emergency services in the first instance, since these services are best placed to help you in an urgent situation.

You can:

Call 999, available 24/7.

This will provide you with all healthcare services, including mental health.

This will give you contact to the Police.

Check NHS: Urgent and emergency care services.

If you need urgent mental health support:

Contact your GP surgery to request an emergency appointment.

If your GP surgery is not open, call the free NHS medical line on **111** for help accessing the right services.

You can call the Samaritans on **116 123** to talk to someone at any time, day or night, 24/7.

You can text Shout on **85258**.

You can download the Stay Alive app, an app for those at risk of suicide and those worried about someone.

You can contact the Listening Place for face-to-face support and online and telephone support.

If you're having thoughts about wanting to die, it's important you tell someone.

Help and support is available from a range of free services and helplines who can help you right now.

There is no right or wrong way to talk about suicidal feelings – starting the conversation is what is important.

If you feel like you cannot keep yourself safe and you are in immediate danger of harming yourself or attempting to take your life:

Go to the nearest Accident and Emergency (A&E Department).

Call **999** to request an ambulance if you cannot go to the hospital yourself.

All external support and services:

If you'd like to seek support from organisations outside of UKBC, we've collated a list which you may find helpful.

Togetherall

UKBC recommends [Togetherall](#) as a support for your mental health, and is available to both students and staff. It is a safe and anonymous online space you can go to if you're feeling down, struggling to cope or just want to talk to people who understand what you're going through.

True Vision

[True Vision](#) provides information about hate crime or incidents and how to report it and where to seek help. They will only use the information that we collect about you lawfully, in accordance with the Data Protection Act 1998.

Rape Crisis

Victim Support

[Victim Support](#) is an independent charity, so you can talk to them whether or not you reported the crime to the police, and their support is free and confidential.

- It doesn't matter when the crime took place – you can get their support at any time, and for however long you need us.
- They can assist with all forms of hate crime, including but not limited to: race, religious, gender identity, sexuality or disability.
- Victim Support has specially trained staff and volunteers who are based locally across England and Wales and give people the emotional and practical help they need to recover from the impact of crime.

The Samaritans Helpline

[The Samaritans Helpline](#) has trained volunteers who are able to listen to you any time day or night. They can help you talk through whatever is troubling you, find the answers that are right for you, and offer support. You don't have to give your name or any personal information if you don't want to.

The Community Security Trust

[Community Security Trust \(CST\)](#) are a charity supporting the safety and security of the Jewish community in the UK. If you are the victim of an antisemitic incident or you have

information regarding an antisemitic incident that happened to somebody else, CST can help.

Galop

[Galop](#) is the UK's leading lesbian, gay, bisexual and trans (LGBT) anti-violence and abuse charity. They provide a range of support for LGBT victims of hate crime. Galop have a wide range of resources on hate crime on their website and can provide confidential and independent advice.

For domestic violence:

- [National Centre for Domestic Violence](#): Specialises in assistance to get emergency injunctions from being further abused.
- [Women's Aid Domestic Violence Helpline](#): Free 24-hour national helpline run by Women's Aid and Refuge.
- [Solace](#): Free advice and support to women and children in London to build safe and strong lives.

For honour-based violence:

- [Ashiana Network](#)
- [Southall Black Sisters](#)
- [Solace](#)
- [IKWRO](#)

For hate crime:

- [Hate crime - Victim Support](#)
- [Hate Crime \(supportline.org.uk\)](#)

For Islamophobia:

- [Tell Mama: Report in Anti-Muslim Hate or Islamophobia](#)
- [The Islamophobia Response Unit \(IRU\)](#)

For Disability Support:

- [Scope UK](#)

6. Policy Review

This Policy will be reviewed every year, unless there are internal or legislative changes that necessitate earlier review. The Policy will be approved by the College's Board of Governors.

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