

**EASTON COLLEGE QUALITY POLICIES AND PROCEDURES**  
**SECTION 1: POLICIES**  
**POLICY 1.7: DEALING WITH HARASSMENT & BULLYING**

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**DEALING WITH HARASSMENT AND BULLYING**

**EASTON COLLEGE COMMITMENT**

The College is committed to safeguarding and to promote and maintain acceptable standards of conduct within the workplace for staff, learners and the public alike. It is committed to ensuring that all individuals understand the nature of harassment and bullying whether physical or verbal and that neither will be tolerated. If appropriate, harassment and bullying will be dealt with as a disciplinary matter.

**WHAT IS HARASSMENT?**

Harassment is **unacceptable** behaviour, which can include not only violence and bullying but more subtle behaviour such as ignoring an individual. It subjects an individual or group to unwelcome attention, humiliation, ridicule, offence or loss of privacy. It may consist of a single event or a pattern of behaviour. Harassment may leave the individual or group feeling intimidated, upset, humiliated, embarrassed or offended. **Harassment can be based on:**

- Race, ethnic origin or skin colour;
- Sex;
- Sexual orientation;
- Disability or learning difficulty;
- Religious beliefs;
- Age;
- Physical appearance.

**Examples of harassment and bullying include:**

- Offensive remarks, gossip or jokes;
- Physical contact (from touching to serious assault);
- Threats;
- Isolation or exclusion from social activities;
- Unacceptable notices;
- Use of texting, e-mail and messaging services or chat rooms.

**Harassment is NOT** your tutor, or other staff, asking you to produce course work to deadlines or asking you to meet the College standards of behaviour.

**WHAT IS BULLYING**

The misuse of power or position through on-going and persistent attacks – either verbal, mental or physical – on an individual. The purpose of these attacks is to humiliate and undermine an individual's ability until he or she loses confidence and self-esteem.

Examples could include:

- Isolation or exclusion from activities
- Refusal to give credit for work undertaken
- Unfairly blocking promotion
- Public humiliation

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**CODE OF PRACTICE**

All members of the College have a duty to ensure that the College remains 'harassment/bullying free'. The main aims of the Code of Practice are:

- **To provide the means for open discussion of personal harassment/bullying within the College in order to maintain a climate which actively discourages it.**
- **To provide a supportive context for individuals to confront and challenge behaviour which is not acceptable**
- **To provide procedures which will enable complaints to be handled with tact, sympathy and speed, so that people who complain are not disadvantaged.**
- **To define procedures which indicate the seriousness with which formal complaints will be dealt with.**

**COMPLAINTS PROCEDURE**

Any person who feels they have been subject to harassment or bullying by a student or staff at Easton College, should make detailed notes of the incident including date, time, place, any witnesses and name of harasser. All discussion will be confidential. A complaints form can be obtained from the Student Information Centre (SIC), completed and left with the Client Liaison Officers in a sealed envelope for the attention of Assistant Principal Student Services. If the complaint is suitably serious then the complainant may be encouraged to instigate disciplinary action against alleged harasser. In very serious cases (e.g. assault) the Police may be informed.

The College guarantees that all complaints will be investigated fully and the complainant will receive all the support and assistance they need. It is normally expected that investigations will be complete within 10 working days.

**Full details of the College's Equal Opportunities Policy are available from Student Services.**

**CONTROLLED DOCUMENTS**

Complaint Form CF1

**POSTERS**

'Talk to Us'  
Harassment & Bullying

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**WHAT TO DO IF YOU ARE BEING HARASSED OR BULLIED**

1. Report it to your Course Tutor or a member of Easton College staff immediately (if you would like or need support a Learner Mentor, or one of the Client Liaison Officers will help).
2. Read the 'Dealing with harassment and bullying' policy (a copy is obtainable from the Student Information Centre and available on the College Intranet).
3. If appropriate, complete a complaint form on which you can outline the incident (CF1) (again obtainable from the Student Information Centre).
4. Return the completed complaint form in an envelope to David Bale, Assistant Principal Student Services.
5. Keep your own notes of anything said, how it was said, if there were witnesses ask them to write their own notes.
6. The Assistant Principal Student Services will take appropriate action. Either acting directly or through another channel, such as your Course Tutor by following the 'complaints' procedure.
7. Students identified as bullies may be subject to a disciplinary.
8. Be aware of the 'Talk to us' posters. If you are in doubt and you want immediate action go to Easton Hall and ask to speak to the Assistant Principal Student Services or the Vice Principal Curriculum.
9. If you are being harassed or bullied outside the College, in the local community, inform your course tutor and the Assistant Principal Student Services explaining in full the circumstances in which this occurred. Keep to the facts and what was said.

**Measures taken to Prevent Bullying**

Easton College openly promotes a 'No harassment, No bullying' approach and encourages everyone on the site to respect each and every individual working, visiting and studying there. The College has a 'Code of Behaviour', which applies to every member of the College, Contractors, visitors, and the public alike, which illustrates the awareness of the importance of every individual. All students receive an induction during which the issues of harassment and bullying are explained fully and individuals are made aware these will not be tolerated in any form.

Posters are displayed throughout the College.

Student Services organise talks on harassment and bullying.

All students are positively encouraged and supported to bring cases of harassment and bullying to the attention of Easton College Staff.