



Northamptonshire County Council

## Adult Learning Service Anti Bullying and Harassment Policy

### Policy Statement

Northamptonshire County Council Adult Learning Service (NCCALS) is committed to providing a supportive, friendly, safe and positive learning and working environment for all learners and staff so that everyone can learn in a secure atmosphere, which will enable them to maximise their experience and learning potential. Bullying, harassment and anti-social behaviour will not be tolerated in any form.

All allegations or suspicions of bullying, harassment or anti-social behaviour will be promptly investigated by a member of the management team. If allegations are proven the perpetrator will be:

- If they are a member of staff, disciplined – depending on the nature of the offence this may range from formal warning to dismissal for gross misconduct
- If they are a learner, depending on the nature of the offence this may range from a formal warning to dismissal from their learning course.

The above is independent of any criminal proceedings which may be undertaken by the police.

### Definition of Bullying, Harassment and Anti-social Behaviour

Behaviours which will be interpreted as bullying, harassment or anti-social behaviour include:

- 'Picking on' someone and causing them distress or discomfort.
- Name calling which may cause hurt and offence.
- Unwanted physical contact or abusive comments regarding someone's race, gender, sexuality, disability, culture or religion.
- Constant interruption, shouting or undermining someone.
- Gossiping in order to undermine and damage others.
- Unwanted, uninvited, offensive and derogatory statements and comments – either verbally or in writing.
- Abusive or patronising language or gestures, jokes or remarks.
- Circulation of sexist, racist, homophobic, xenophobic or discriminatory material.
- Unwanted comments on dress, appearance, size, lifestyle or body language.
- Offensive graffiti or badges.
- Intrusive questioning, banter, threats, gestures or insults; excluding someone.
- Misuse of computer technology to target potential victims.
- Exercising undue pressure on some to bully, harass or discriminate against another person.
- Damaging other people's goods and property.
- Offensive, unwanted, repetitive, obscene or malicious phone calls

## **What An Individual Should Do If They Feel They Are A Victim of Bullying, Harassment or Anti-social Behaviour.**

If a member of staff or a learner believes that they are being bullied or harassed they should:

- Let the perpetrator know they are unhappy with their behaviour and ask them to stop if you feel able to do so.
- If unable to confront the aggressor, then you should talk about it with your personal tutor, a personal guidance counsellor or another member of staff.
- If unable to resolve the matter informally the person you spoke to will be able to give advice on what to do next. Your complaint will be processed through a formal procedure, which will include an investigation of all parties concerned. Any relevant evidence will be examined.
- All parties will have a right to be represented and will be informed of the outcome of any decision made in light of the investigation within a given time-scale.
- Confidentiality and discretion will be observed during the investigation of a complaint.
- At any time the victim has the right to report the matter to the police if they so wish, any subsequent police investigation will supersede all internal investigations which may be put on hold subject to the outcome of police enquiries.