

HARASSMENT AND BULLYING POLICY

Policy of:	North Hampshire Education Alliance
Policy applicable to:	Queen Mary's College, Basingstoke
Policy owned by:	Kate Need Deputy Principal
Point of contact: (if different to above)	

Approved:	Approved: 6th July 2022 - SLT
Cycle of review:	<ul style="list-style-type: none"> • every three years or with legislative change
Source documents:	<ul style="list-style-type: none"> • Safeguarding & Child Protection materials
Related documents:	<ul style="list-style-type: none"> • Child Protection & Safeguarding Policy • Guidelines for Safe Internet Use • Complaints Policy • Grievance Procedures • Student Charter

This Policy is available in larger font upon request.
Please contact extension number 5300, if you need us to provide this information in a different way.

Harassment and bullying in the College or between members of the College is unacceptable.

All members of the College should respect each other.

QMC has a zero tolerance policy towards bullying and harassment, which we take very seriously and will always do our best to deal with.

What is bullying?

Bullying can be defined as behaviour which is unwelcome or unacceptable and which results in the creation of a stressful or intimidating environment for the recipient. Importantly, Bullying is behaviour that YOU find unacceptable.

What is harassment?

Harassment can be defined as any conduct related to age, disability, nationality, race, religion, sex, sexual orientation or any other personal characteristic which is unwanted, unreasonable or offensive to the recipient or any conduct which affects the dignity of any individual or group of individuals.

Bullying/harassment can take many forms including:

- unwelcome physical or verbal advances
- physical or verbal abuse
- cyberbullying (offensive messages etc) by text, email, on the internet, social media– ie any form of electronic communication
- unfair treatment/ victimisation
- inappropriate jokes or banter (including when written down in any form)
- graffiti
- remarks which are embarrassing, insensitive, threatening, or intimidating
- aggressive behaviour
- inappropriate gestures
- offensive clothing or badge-wearing
- offensive pictures
- setting a person up to fail (e.g. impossible deadlines)
- excessive supervision
- abusive or offensive screen savers

Whose responsibility?

It is the responsibility of ALL members of this College to ensure that the workplace, and our transport to and from college, are free from harassment or bullying. QMC takes reports of bullying extremely seriously, and will do all we can to resolve any issues, through mediation, support, and, where necessary, disciplinary or complaints procedures. In line with our statutory duty, we will refer any cases of bullying where a link to extremist threats or potential radicalisation is suspected to the appropriate authorities. As part of the monitoring process, incidents of harassment or bullying will be assessed annually by the Human Resources Director and Equality & Diversity Lead Teacher with the Assistant Principal, Wider College Experience, and brought to CMT for further analysis.

What to do.

If you feel that you have been harassed or bullied, or if you witness bullying or harassment, you have a number of options.

Remember that students can talk to the Wellbeing Hub at any time and staff can talk to HR or the Employee Support Line. These Services offer you an opportunity to talk, in confidence, about anything which is troubling you, and will help you to decide how to deal with your situation.

If you are a student, you could:

- Talk to the person concerned: it may be that they do not realise that they are causing offence or discomfort. If you don't feel comfortable doing this, we are happy to do it for you, and reiterate that there must be no repercussions.
- Talk to your personal tutor or one of your subject tutors.
- Talk to your Assistant Principal or to the Deputy Principal.
- Talk to the Student Support Advisors or anyone in Wellbeing or Counselling.
- Talk to anyone in the Learning Hub, or a Learning Support Assistant
- Talk to the Equality & Diversity Lead Teacher.
- Talk to a member of the Student Union Committee.
- Use the 'Comments, Suggestions and Complaints' form and box, located at the Help Desk.
- Email someonetotalkto@qmc.ac.uk or text in confidence 07624 805400, or report via the Student Portal https://docs.google.com/forms/d/e/1FAIpQLSdBV2eh1dEc0HMxwPeIq3pftAn_FIW5ybuGrHHOCg42JcO_pw/viewform

If you are a member of staff, you could:

- Talk to the person concerned.
- Talk to your line manager, Director of Learning or another senior member of staff.
- Talk to the Human Resources Director
- Talk to your Union Representative.
- Use the 'Comments, Suggestions and Complaints' form and box, located at reception.

What will happen?

If you use the 'Comments, Suggestions and Complaints' box, your form will be looked at by the relevant member of staff who will then decide what to do. You will receive a reply telling you what action will be taken and the reasons behind this.

All the other options listed involve talking to someone.

The person you talk to will listen to what you have to say and talk over the situation with you.

Whoever you are, and whoever you talk to, it is important that you decide between you at the beginning of the first meeting whether the talk is confidential or not, and whether it is formal or informal. If it is possible that the matter will be taken further, or if it is a formal discussion, one of you ought to make a confidential record of what is said between you which you are both agreed on and which is dated. This could be important for future reference.

In most circumstances, if you agree, the person you talk to will try to resolve the matter themselves before taking it further. This will probably mean someone talking to the person(s) concerned, and trying to end the situation as quickly as possible. In student matters, any repercussions following on from this initial conversation will be referred straight to the Deputy Principal, or in serious cases, the Principal. Depending on the nature of the bullying, this referral could lead to suspension, or in severe cases, exclusion, and also in referral to the police if required - these include: hate crime, racism, physical attacks and cyberbullying. It is unlawful to disseminate defamatory material in any media, including internet sites, see §127 of the Communications Act (2003), The Malicious Communications Act (1988) and The Protection from Harassment Act (1997).

You can of course write a formal letter of complaint to the Principal yourself – see Complaints Policy Stage 2 (section 5). Once this has been done, the College is obliged to do something to try to end the situation. Other people

may have to get involved and disciplinary action may be taken. The full, formal procedure for students is set out in the *Students' Charter* (<https://www.qmc.ac.uk/about-us/policies/>) and in the Complaints and Grievance (staff only) Policies.

If staff would like further guidance on how to tackle student bullying or harassment incidents please talk to the Equality & Diversity Lead Teacher, The HR Director, or to your Assistant Principal.

SLT, June 2022

Responsible Staff as of Sept 2023:

Principal:	Mark Henderson (see Val Hayes to make an appointment)
Deputy Principal:	Kate Need
Assistant Principals:	Helen Henderson, Caroline Watson
Student Support Advisors and DSLs:	Lucy Poynter, Barbara Dossett, Shani Thorpe , Lyn Oram, Shellie Rashbrook; Marianne Chedgey
Equalities & Diversity Lead Teacher	Katherine Bejide
Human Resources Director:	Sally-Anne Spooner
Counselling Coordinator:	Eleni Pickett