



BULLYING & HARASSMENT POLICY

REVIEWED: JANUARY 2019

NEXT REVIEW: JANUARY 2020

King Stage Learning Centre is committed to maintaining a safe and healthy environment for all staff and students, and this policy explicitly acknowledges that all forms of bullying, harassment, violent or abusive behaviour are unacceptable.

All staff and students have measures in place to report and / or respond to observed reported bullying and harassment.

Employees and students taking part in bullying or harassing behaviour will be subject to disciplinary action.

King Stage Learning Centre will ensure that all staff and students are aware of the behavioural expectations when attending or working at King Stage Learning Centre and its associated activities.

Bullying

Bullying can include:

- emotional – being unfriendly, excluding, tormenting
- physical – pushing, kicking, hitting or any use of violence, damage to personal property
- racist – racial taunts, gestures
- sexual – unwanted physical contact or sexually abusive comments
- homophobic – because of, or focusing on the issue of sexuality
- discriminatory – about disability, gender, age or other differences
- verbal – name-calling, sarcasm, spreading rumours, teasing
- cyber – all areas of internet, such as email and internet chat room issues
- mobile – threats by text messaging and calls
- misuse of associated technology e.g. camera and video facilities

Harassment

Harassment related to sex, gender reassignment, race, disability, religion / belief, sexual orientation and age, along with sexual harassment, is explicitly prohibited in employment and vocational training.

Harassment is defined as any unwanted conduct related to race, age, etc that has the purpose or effect of either:

- violating the dignity of an individual
- creating an intimidating, hostile, degrading, humiliating or offensive atmosphere for an individual

If a Member of Staff Suspects Peer-on-Peer Abuse / Bullying / Harassment

If a student feels uncomfortable with the way someone is treating them, please encourage them to talk to the Academic Manager.

- It may be that they are talking to the student in a way that upsets him / her.
- It may be that another student is rudely expressing strong racial, religious or sexual opinions, which the student disagrees with.
- It may be that they are physically hurting the student or doing other things which hurt them.



If a student discloses such information to you, your primary responsibility is to ensure that the student's concern is taken seriously and report it to the Academic Manager. Do not attempt to deal with the problem yourself. When the student is talking to you, it is important to:

- stay calm
- listen, hear and believe
- give the person time to say what they want
- reassure the student they have done the right thing in telling you
- explain that only professionals who need to know will be informed
- record in writing what was said, as soon as possible
- report to a director

If Bullying / Harassment Is Suspected of Taking Place By / Towards a Member of Staff

1. Please speak to the Director. The director will decide the appropriate course of action.

2. In all proven situations of bullying and harassment involving staff, the director will apply the Staff Disciplinary / Grievance Procedures. The action taken will depend on the seriousness of the situation. If there is the possibility of some form of reconciliation and subject to the agreement of the victim, the following steps may be taken:

- When appropriate and with director, explain to the person acting unkindly that their actions are unacceptable and tell them the effect it has had on another / others.
- Ask them to consider an appropriate way of putting things right and, if necessary support them in carrying out an apology.
- Ensure that any apology / reconciliation is done with a director present so that it can be accurately recorded.
- Alternatively, bring both parties (bully and bullied) together for a "no blame" meeting. The aim is to clarify the situation through discussion and allow both sides to work out a solution that is satisfactory to them both. This will be recorded and signed by a school director.
- If, after this meeting, the bullying continues then it must be seen as deliberate act. The Academic manager will take immediate action to protect the bullied person and will begin procedures to restrict the activities of the bully.

3. In the case of staff, any further incidents of bullying by the same person the disciplinary procedure will be implemented, which may result in dismissal.

Recording Incidents

Any incidents are recorded on the student administration system or / and on the personal record of the staff member.

For more information about our policies visit our website <https://www.king-stage.com/en/about/our-policies/>