



## **MORLEY COLLEGE LONDON**

### **Anti-Bullying and Harassment at College – Policy and Procedure for Students**

<b>POLICY OWNER:</b>	Head of Student Services
<b>FINAL APPROVAL BY:</b>	Policy Committee
<b>Policy Category:</b>	Student
<b>Approved by Policy Committee:</b>	November 2022
<b>Approved by Governing Body:</b>	N/A
<b>Review Date:</b>	November 2026

## **1. Introduction, Purpose and Scope of Policy**

- 1.1 Morley College London is committed to eliminating discrimination on the grounds of sex, marital status, sexual orientation, race, colour, nationality, creed or religious belief, ethnic or national origins, age or disability and providing a learning environment where everyone is treated with respect and dignity, where no one feels threatened or intimidated and where students can study without the fear of victimisation.
- 1.2 The College recognises that bullying and harassment of students is entirely inappropriate and can seriously undermine relationships. At a personal level it can cause extreme distress and anxiety and can affect health and the continuation of studies. In some cases, it is unlawful and a criminal offence.
- 1.3 Bullying and/or harassment of any kind will not be tolerated in any form. This policy provides the framework to keep all our students safe from bullying and harassment.

## **2. Equality and Diversity Analysis Screening:**

- 2.1 In accordance with the College's Equality and Diversity Policy, the development of this policy complies with the Equality Act 2010 in ensuring due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations.
- 2.2 An equality analysis will be completed if there is a risk the policy may affect different groups protected from discrimination. If an equality analysis is required, the Chairs of the Equality, Diversity and Inclusion Steering Group will advise on completion and the analysis is to be included as an appendix to the policy.

## **3. Applicability:**

- 3.1 The Policy is applicable for all students and their interaction with other students and staff. The Staff Anti Bullying and Harassment relates to staff and all their interactions with other staff and students.
- 3.2 The College is clear that all staff and students have a responsibility to eliminate bullying and harassment. Staff should not behave in any way that could be seen as threatening or cause offence to students. Students must take responsibility for their own behaviour both on and offsite. Both staff and students have the responsibility to take appropriate action when they witness an incident.

## **4. Definitions**

### **4.1 *What are Bullying and Harassment?***

Bullying and harassment is conduct which is unwanted by the recipient where people deliberately hurt or intimidate someone else. Bullying and Harassment are generally characterised as a pattern of behaviour and not a single event, although a single event may amount to bullying. Bullying and Harassment may include:

- Being called names
- Being teased
- Being punched, pushed or attacked
- Being forced to hand over money, mobiles or other possessions
- Getting abusive or threatening text messages, emails or postings on social networking sites such as, but not limited to, Facebook, Twitter, TikTok. Cyberbullying' can take place at any time and can intrude into spaces that are

- regarded as safe and personal
- Having rumours spread about them
- Being ignored or left out
- Being attacked because of their religion, gender, sexuality, disability, appearance, ethnicity or race
- Being humiliated in public

Bullying and Harassment can take place in and out of College Centres and in online spaces.

## **5. Statutory and regulatory requirements**

- 5.1 The Equality Act 2010 prohibits harassment related to sex/gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.
- 5.2 The Protection from Harassment Act 1997 also makes it unlawful to pursue a course of conduct which the person knows or ought to know would be harassment, which includes causing someone alarm or distress.
- 5.3 Keeping Children Safe in Education is statutory guidance from the Department for Education. Schools and colleges in England must have regard to it when carrying out their duties to safeguard and promote the welfare of young people and vulnerable adults, and this guidance informs this policy and the College's [Safeguarding and Prevent Policy for Young People and Vulnerable Adults](#).

## **6. Policy Objectives:**

- 6.1 To create an environment where bullying and harassment is not tolerated and to ensure that Morley College London responds in a timely and effective manner to all disclosures of bullying and/or harassment.

## **7. Policy statement:**

- 7.1 Morley College London is committed to ensuring that young people and vulnerable adults, engaged in the breadth of its activities are not subject to bullying and harassment.
- 7.2 The College is committed to:
  - Ensuring that all students are treated with dignity by promoting a culture where bullying or harassment is neither condoned nor tolerated where it is found to exist
  - Providing an environment where students have the confidence to report incidences of bullying or harassment without fear of further victimisation
  - Ensuring that any disclosures of bullying or harassment are investigated quickly, effectively and sensitively
  - Ensuring that all students are aware that incidents of bullying and harassment, as well as malicious claims of bullying and harassment, are regarded seriously, can amount to gross misconduct and as a consequence, can be grounds for disciplinary action, including exclusion
  - Safeguarding and promoting the welfare of students receiving education or training on the College premises, with partnership providers, and in work placements.

## **8. Implementation of Policy**

### **8.1 Initial Reporting**

If an individual feels that they are being harassed or bullied, they should not feel that it is their fault or that they have to tolerate it. The first stage of escalation is to speak to a member of staff. All Morley staff are trained appropriately in safeguarding and will make a record of your disclosure and contact the Safeguarding Team.

- 8.1.1 A member of the Safeguarding Team will contact the student within 48 working hours to arrange a time to discuss the problems/issues they are facing in more detail and provide support.
- 8.1.2 If the student decides they wish to make a formal disclosure the Safeguarding Team can advise them how to do this.
- 8.1.3 Students can disclose Bullying and Harassment incidents anonymously via the anonymous reporting form at <https://www.morleycollege.ac.uk/whisper-reporting/>
- 8.1.4 Please note, if students choose to make a report anonymously the College will not be able to update them on the progress of any resulting investigation/actions taken.

### **8.2 Formal disclosures**

- 8.2.1 Formal disclosures should be made in writing to the Head of Student Services.
- 8.2.2 The disclosure must provide enough detail to enable the College to understand and investigate it. Where possible the written disclosure should include the following details:
  - Name of alleged harasser/bully
  - The nature of the behavior being disclosed
  - Date(s) and time(s) when the alleged harassment and/or bullying occurred
  - Names of any witness
  - Any action already taken to stop the alleged bullying and/or harassment
- 8.2.3 If assistance is required to articulate the disclosure, the Wellbeing Team can assist in confidence. They can be contacted via [wellbeing@morleycollege.ac.uk](mailto:wellbeing@morleycollege.ac.uk)
- 8.2.4 Both the individual making the disclosure of bullying and/or harassment and the alleged perpetrator have the right to be accompanied and represented at all stages of the procedure by a person of their choice, although this person should not be a legal professional.
- 8.2.5 If the individual making the disclosure or the alleged perpetrator are under the age of 18 their parent will be informed.

### **8.3 Formal disclosure process**

- 8.3.1 The Head of Student Services or their designated nominee, will consider the disclosure and invite the individual bringing the disclosure within five working days of its receipt to meet with them. After this meeting, the Head of Student Services may decide that a hearing with the person against whom a disclosure was made is appropriate.
- 8.3.2 Action may be taken against students whose behaviour is considered to constitute gross misconduct. In such circumstances, a member of the Senior Leadership Team (SLT) has the power to temporarily suspend a student pending an investigation. Where appropriate, the power to temporarily suspend a student can be delegated to another College manager.

- 8.3.3 If a hearing is required the Head of Student Services or their designated nominee who conducts the investigation will inform the person against who a disclosure was made within five working days of the date of the hearing and will:
- Outline the nature of the disclosure
  - Confirm that it is being handled under the formal procedure
  - Ensure that the individual is aware of the next stages of the procedure
  - Advise of the right to be accompanied throughout, but not by a legal professional.
  - All those giving information will do so in private and not in the presence of any other person involved in, or present during the alleged incident.
- 8.3.4 The Head of Student Services will act as “Chair” and is responsible for conducting the hearing in a fair and transparent manner. The hearing will be attended by a Head of School/Curriculum and another member of the College Management Team. A note-taker will also be present. All evidence relevant to the meeting will be shared with all parties five days before the hearing. The person who made the disclosure will not be required to attend the meeting.
- 8.3.5 During the hearing the Chair will present the case against the student and may refer to any evidence they deem relevant. The student will have the opportunity to respond to any disclosures made against them and provide any evidence as appropriate.
- 8.3.6 After considering all evidence the panel will decide on the outcome and whether any appropriate action is to be taken. This may include the Student Disciplinary procedure being triggered. If this is the case the stage of the Disciplinary Procedure that is to be enacted will be stated.
- 8.3.7 Both parties will be notified of the investigation outcome within five working days of the final investigation meeting. Details of any disciplinary action taken against any individual will however remain confidential, except to the complainant where necessary to assure them of their safety.

## **9. Communication and training**

- 9.1 The policy is included in the Student Support Policy as an Appendix
- 9.2 It will be communicated in the following ways:
- To students through: Student Induction, the Digital Handbook on MyDay, one-to-one and group tutorials, and via the policy section on the website
  - To staff through: Staff Induction, access to the policy via Emma and policy section on website, and further training as required.

## **10. Monitoring and Reporting**

- 10.1 The Head of Student Services and Deputy Designated Safeguarding Lead will keep this policy under review and monitor the policy and procedures and recommend and implement approved changes necessary on an annual basis. If required, a revised version of the policy will be submitted to the College’s Policy Committee and then to the Governing Body as required to ensure that any identified deficiencies or weaknesses have been dealt with without delay.

- 10.2 The Designated Safeguarding Lead/Vice Principal (Student Engagement) will report to the Audit Committee as required, any formal Bullying or Harassment disclosures that have been made (including via the Whisper Form) and provide an anonymised summary of disclosures and outcomes. The DSL/Vice Principal (Student Engagement) will report any disclosures that have been referred to the relevant external authorities.
- 10.3 The DSL/Vice Principal (Student Engagement) will submit an annual report to the Audit Committee on the steps the College has taken in the past year to implement this Policy.

**11. Related References, Policies, Procedures, Forms and other Appendices:**

- [Student Support Policy](#)
- [Student Disciplinary Policy](#)
- [Safeguarding and Prevent Policy for Young People and Vulnerable Adults](#)
- [Complaints Policy and Procedure](#)
- [Staff Anti-Harassment and Bullying Policy](#)