

Anti-Bullying and Harassment Policy

Policy Statement:

The purpose of this policy is to ensure that everyone is aware of the processes to report, investigate and resolve instances of student bullying and harassment within our College community.

At Woking College we recognise the role we have to play in supporting students to manage relationships with each other and creating a cross-College culture where equality, diversity and inclusion are valued and all students feel safe. We recognise that bullying causes real distress and affects a person's health and development and that, in some instances, bullying can cause significant harm. We believe that all young people, regardless of age, disability, gender identity, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse and that everyone in our community has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

This policy has been created with reference to a range of legislation including the **Equality Act 2010** (and additional legislation specifically related to public sector organisations from April 2011).

1. Aim

This policy outlines behaviour that would be considered inappropriate or unacceptable and provides procedures for the making and hearing of complaints.

The behaviours listed in this policy are not exhaustive, there may be other harassment practices that cause individuals to feel uncomfortable or are unwanted that will be acted upon under this policy. As such, all students, staff and visitors to Woking College will be made aware of this policy.

This policy and procedure are to be used when a student or member of staff reports bullying or harassment of a student by other student(s) at the College, or where the student is reporting a staff member.

It is the policy of Woking College that:

- 1.1 All students are responsible for creating a learning environment free of bullying, threat, harassment and intimidation.
- 1.2 Any person alleging or being accused of harassment or bullying by a student/staff member will be provided with help and support throughout the process and will be safeguarded against victimisation.
- 1.3 Harassment and bullying will be addressed by the student disciplinary policy and procedures and specified as misconduct and potentially gross misconduct.

2. Monitoring and Evaluation

- 2.1 This policy will be reviewed bi-annually to reflect changes in practice and legislation and also changes to staff designations.
- 2.2 The Assistant Principal will monitor all procedures used to act in support of a harassed student.
- 2.3 A record of each alleged bullying incident and any subsequent actions is logged on CPOMS by the safeguarding team.
- 2.4 The Assistant Principal reports annually to the **Executive**.

3. Definitions

3.1 Bullying

Bullying is behaviour that is:

- Repeated;
- Intended to hurt someone either physically or emotionally;
- Often targeted at certain groups or a protected characteristic, e.g., due to race, gender, disability, or sexuality.

Forms may include the following, however this is not an exhaustive list:

- Verbal: Name-calling, threats, insults.
- Physical: Hitting, pushing, unwanted physical contact.
- Social: Exclusion, spreading rumours, humiliation.
- Online (cyberbullying): Threats, abuse or humiliation using digital platforms.

3.2 Harassment

Harassment is unwanted behaviour that:

- Causes distress, intimidation or humiliation;
- Violates dignity or creates an offensive environment.

Forms may include the following, though this is not meant to be an exhaustive list:

- Sexual: Unwelcome sexual advances, jokes, or comments.
- Racial or discriminatory: Based on race, religion, gender, disability, or other protected characteristics.
- Targeted at any protected characteristic under the Equality Act 2010.

4. Prevention of bullying and harassment

4.1 We will seek to prevent bullying by:

- ensuring the Student Code of Conduct and Staff Code of Conduct documents set out how everyone involved in our organisation is expected to behave, in face-to-face contact and online and that these are regularly updated.
- holding regular discussions with staff, volunteers, and students about bullying and how to prevent it;
- making preventing bullying and harassment a key focus of the tutorial programme for all year groups;
- developing a culture of tolerance, respect and positive relationships within the College community;
- providing support and training for staff on dealing with all forms of bullying, including racist, sexist, homophobic, transphobic and sexual bullying;
- putting clear and robust anti-bullying procedures in place.

5. Responding to bullying and harassment

The procedures for responding to bullying and harassment are outlined below. We will make sure our response to incidents of bullying takes into account:

- the needs of the person being bullied
- the needs of the person displaying bullying behaviour
- the needs of any bystanders
- the College as a whole.

The procedure given below is shared with students explaining what to do if they are feeling harassed or bullied:

5.1 The procedure for reporting bullying or harassment.

The following points provide guidance on the procedure you may follow if you feel you are being harassed or bullied. It will not necessarily be followed in this order, as it is recognised that some incidents are so serious that they will lead to an immediate formal report of the incident.

- In the first instance ask the person to stop (do not retaliate). If you don't feel you can do this, ask a member of staff to do it. This will make it clear to the individual that their behaviour is unacceptable.
- Keep a log. Make a note of the times, places and nature of unwelcome behaviours you are experiencing. Keep any evidence such as text messages, social network screen shots or e-mails.
- Tell somebody about the incident(s) and speak to your Personal Tutor, one of your subject teachers or one of the College Safeguarding team. The incident(s) should be reported to a member of staff to ensure it is dealt with. If you feel you cannot tell a member of staff, in the first instance, you should tell a friend or a member of your family who can talk to a member of staff on your behalf.
- To ensure the incident is fully investigated, you will need to decide to make a formal report and may be asked for a written statement: Students can access support from their Head of Year throughout this process.

6. Investigating and Responding

6.1 Once an allegation of bullying or harassment has been made, the following processes will be actioned to investigate and respond to the allegation:

- The member of staff receiving the allegation should record details of the concern on CPOMS for the attention of the DSLs (Designated Safeguarding Leads)
- The Head of Year (DDSL), Pastoral Director or Assistant Principal (DSLs) will decide on the appropriate next steps for the investigation. This is likely to include:
 - taking a statement from the victim and the alleged perpetrator, as well as any other relevant witnesses.
 - Taking screenshots of any alleged online bullying and harassment is encouraged to provide clear evidence of inappropriate behaviour.
- The College will assess whether the behaviour meets the threshold for an intervention.
- Parents/carers may be informed depending on the severity and nature of the incident.

6.2 Actions following investigation may include:

- Restorative conversations.
- Robust action consistent with the Student Disciplinary Procedure (up to and including exclusion)
- Referral to external agencies (including the Police) if criminal conduct is suspected.

Support will be offered to both the victim and the alleged perpetrator, ensuring everyone involved is safeguarded.

7. What do I do if I am bullying someone?

Discuss it with your Personal Tutor, Head of Year or another member of staff. They will be able to assist you to find the help you need and will welcome the opportunity to help you to improve the way you behave towards others. Your Head of Year/ Personal Tutor can refer you to an appropriate adviser or a counsellor, if required.

This policy should be read in conjunction with the following policies and documents:

- Safeguarding and Child Protection Policy
- Student Code of Conduct
- Student disciplinary procedure (Non-academic misconduct and gross misconduct)
- Equality, Diversity and Inclusion Policy

Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

Questions for all Policies		Please Tick Box	
Is it likely that the Policy Revision could have a negative impact:-		YES	NO
1.	On minority ethnic groups?		X
2.	Due to gender?		X
3.	Due to disability?		X
4.	Due to sexual orientation?		X
5.	Due to their religious beliefs (or none)?		X
6.	On people due to them being transgender or transsexual?		X
Additional questions for Policies relating to Staff			
Is it likely that the Policy Revision could have a negative impact:-			
7.	On people due to their age?		X
8.	On people due to their marital or civil partnership status?		X
9.	On people with dependants/caring responsibilities?		X

Date of Review	July 2026	Did you make changes?	x
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If YES please speak with The Assistant Principal as a full Equality Analysis may be required.

HCL/Anti-Bullying Policy: May 2022
 Last reviewed: July 2026
 Next review: May 2028