Great Leaps Adventure
Young Persons Bullying and Harassment Policy and Procedure

Contents

- Introduction Page 3
- Definition of Bullying Page 3
- Signs and Symptoms of being bullied or harasses Page 3-4
- Definition of Harassment Page 4 -5
- Policy Statement Page 6
- Monitoring and Evaluation Page 7
- Guidelines for Young people Page 7-8
- Guidelines for Staff Page 9
- The Equality Act 2010 Page 11
- Minor Conflicts within Friendship Groups Page 12

- Appendix 1- Young Persons Bullying and Harassment Policy and Procedure Guide
- Appendix 2- Young Persons Bullying and Harassment Reporting Flow Diagram
- Appendix 3- Young Persons Bullying and Harassment Report Form

Introduction

Great Leaps Adventure is committed to providing a supportive, friendly, safe and positive environment so that young people can learn in a secure atmosphere and get the most out of their experience.

Bullying or harassment of any kind is unacceptable at Great Leaps Adventure. If it does occur, young people are encouraged to speak to a member of staff in the secure knowledge that incidents will be dealt with promptly and effectively.

This policy outlines:

Measures put in place to raise awareness of bullying and harassment behaviours and how to counter these behaviours. A list of behaviours that would be considered inappropriate or unacceptable. The behaviours listed in this policy are not exhaustive. There may be other forms of harassment that cause individuals to feel uncomfortable or isolated and these will also be acted upon under this policy. Procedures for reporting incidents of bullying or harassment.

Bullying and Harassment may result from behaviours of other young people, staff, other adults working at Great Leaps Adventure or by people from the local community.

Definition of Bullying

Bullying is about one person or a group of people exerting their power over another person or group of people. Bullying can cause the victim serious physical and mental ill health and can significantly impact an individual's chances of success both in education and in their future career.

Great Leaps Adventure does not tolerate any type of behaviour, intended to cause pain, anxiety or humiliation:

Emotional bullying includes: tormenting, excluding, anonymous letters/texts, demanding money, demanding coursework to copy

Physical bullying includes: punching, kicking, hitting or any use of violence, stealing, damaging belongings

Sexual bullying includes: unwanted physical contact or sexually abusive comments

Verbal bullying includes: name-calling, sarcasm, spreading rumours, teasing, 'putting down'

Racist bullying includes: racial taunts, graffiti, gestures

Homophobic bullying includes: comments about someone's sexuality.

Cyber-bullying includes: can relate to any of the above with the use of Information and Communication Technology (ICT) e.g. email, internet or text Messaging

Signs and symptoms of being bullied or harassed (including changes in behaviour):

- Being frightened of walking to or from Great Leaps Adventure
- Not wanting to go on public transport or organisation arranged transport
- Spending more time with staff than expected
- Being excluded or standing apart from the rest of the group
- Change in usual routine
- Becoming anxious or withdrawn
- Lacking in confidence
- Disengaging from work and activities
- Becoming aggressive and unreasonable
- Crying
- Being absent
- Asking for, or stealing money
- Sleep disturbance or nightmares
- Feeling ill
- Damaged or lost personal property
- Unexplained cuts or bruises
- Returning home hungry (money/lunch has been stolen)
- Bullying other young people or siblings
- Self-harm
- Attempted or threatened suicide.
- Developing illness and taking time off due to ill health brought about by stress

Definition of Harassment

Harassment is any conduct aimed at an individual or group that is unwanted, or any conduct which affects the dignity of any individual, or group of individuals. Harassment may be repetitive or an isolated occurrence against one or more individuals.

Physical Harassment includes: unwanted contact (e.g. unnecessary or excessive touching), assault or gestures, intimidation or aggressive behaviour.

Verbal Harassment includes: unwelcome remarks, suggestions and improper proposals, malicious gossip, jokes and banter based on a person's sex or race or which refers to a person's age, disability, sexuality, religion or personal appearance.

Non-verbal Harassment includes: offensive literature or pictures, graffiti and computer imagery, exclusion or non-cooperation and exclusion from social activities.

Harassment may be related to age, gender including gender reassignment, disability, religion or belief, race or nationality, sexual orientation or any personal characteristic of an individual.

Disability Harassment includes:

- Threats, physical or verbal abuse against a person or group because of their disability
- Jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people because of their disability
- Provocative behaviour, such as the wearing of badges, clothing or insignia which may offend
- Display or circulation of offensive materials (e.g. e-mails or texting)
- Stereotyping
- Racial Harassment includes:
- Threats, physical or verbal abuse against a person or group because of colour or ethnicity
- Jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people because of their colour, race or ethnicity
- Provocative behaviour, such as the wearing of badges, clothing or insignia which may offend
- Display or circulation of offensive literature or materials
- Stereotyping

Sexual Harassment includes:

- Threats, physical or verbal abuse against a person or group because of their gender
- Repeated and unwanted touching or verbal advances which is unwelcome (whether it is intended to offend or not)
- Jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people because of their gender
- Provocative behaviour, such as the wearing of badges, clothing or insignia which may offend
- Display or circulation of offensive literature or materials
- Stereotyping which demeans either sex or derogatory statements referring to either sex

Policy Statement

1. All young people will be made aware of Great Leaps Adventure policy on bullying and harassment and what they should do if an incident occurs.
2. Young people will be offered every support and will be listened to when bullying is reported.
3. All staff will be made aware of the Young Peoples Bullying and Harassment Policy and will receive training in recognising incidences of bullying or harassment
4. Staff will deal promptly and effectively with incidents and allegations of bullying.
5. Everyone has the right to be treated with respect. Great Leaps Adventure recognises its responsibility to respond to these issues to ensure a positive learning environment for all and to promote equality and diversity at every opportunity.
6. Young people who are bullying others will be offered the opportunity of support to learn ways of modifying their behaviour.
7. Organisation policies and procedures will be regularly reviewed.
8. All staff, when applying this policy must ensure that young people are not discriminated against or disadvantaged as a result of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Any such circumstances that may arise must be brought to the attention of the Head of Student Services.
9. Any alleged bullying or harassment of young people by staff will be reported to a senior manager.
10. Any reported bullying or harassment by people from the local community will be
11. investigated and reported to the Police as appropriate.

Monitoring and Analysis of Incidents

This policy will be reviewed annually to reflect practice and changes in legislation.

All incidents will be recorded by the Lead Tutor.
All incidents reported under the Young Peoples Bullying and Harassment Policy and Procedures will be monitored by the Head of Student Services.

Guidelines for Young people

The steps below will not necessarily follow sequentially, as some incidents may be so serious that they will lead to an immediate formal report.

- In the first instance ask the person to stop (but do not retaliate). The person may not be aware how distressing their actions may be.

- Keep a log of incidences, including text or email messages. Make a note of the times, places and nature of the unwelcome behaviour(s) you are experiencing.

- Tell someone about the incident(s) so that a Bullying Concern can be raised.

- This person may be:

    - A tutor or a member of staff

    - A member of the partnership team

- If you have concerns relating to a particular member of staff, you can discuss these with
- any other member of staff with whom you feel comfortable. This staff member must
- inform the rest of the management team. The management team can be contacted at any time.

- If you feel you cannot tell a member of staff, then you should tell a friend or a member of
- your family who can talk to a member of staff on your behalf.

- Your Tutor or other staff member will talk to you about the incident. You will be listened to sympathetically and your concerns taken seriously.

- You will be asked to complete a Young Persons Bullying and Harassment Report Form.

- The form sets out the details of the alleged bullying or harassment. If you have difficulty
- completing the Report Form, your Tutor or other staff member will be able to help you.

- Your Tutor will investigate the incident. The alleged bully and any other witnesses may be interviewed and asked to write a statement.

- The investigation will be carried out within ten Organisation working days from the date of report

- In some cases it may take longer than ten working days due to the complex nature of the incident. If this is the case Great Leaps Adventure will let you know and keep you informed of progress.

- If there is a clear case of bullying or harassment, the Young Person Disciplinary Policy and Procedures will be instigated.

- If you are under the age of 18 on the 31st August, at the start of your course, your parent, carer or guardian will need to be informed but you will be consulted on this process.

- You may bring a friend, family member, carer or guardian to any stage of the investigation.

- If you are unhappy with the outcome of the investigation, you should follow the Organisation Complaints Procedure.

- Support is available for those being bullied and harassed as well as the harasser or bully, to help individuals to move forward in a more positive and confident way.

- If you think you may be bullying or harassing someone and want to know how to change your behaviour, support is available.

- If you have been a victim of bullying or harassment, your tutor can refer you to an
- appropriate counsellor if required.

- If you would like further guidance visit www.bullying.co.uk

Guidelines for Staff

a: Allegation against a member of staff

If a young person has made an allegation against a member of staff a member of the senior management team must be notified.

b: Allegation against another young person

It is the responsibility of the young persons Tutor to conduct the investigation into any allegations of bullying or harassment by another young person.

If a young prson has made an allegation against another young person, the Tutor must notify the the supplying school and the rest of the senior management team.

The Young Person Bullying and Harassment Report Form which they have helped the young person to complete should be forwarded by e-mail.

If you need support on carrying out the investigation, contact senior management before proceeding. However it is the responsibility of the tutor and curriculum teams to address and resolve all incidents.

All reports about bullying must be taken seriously and treated sensitively.

If you are the person to whom the incident is reported or who first discovered the incident, take time to make the situation safe if necessary, i.e. control of bully and support for victim. Notify other members of the team.

The Tutor will carry out the investigation and proceed as follows:

a) Arrange to see the young person or staff member submitting the form for clarity.
b) Ask the young person to complete the Student Bullying and Harassment form and send a copy to The Lead Tutor for recording on the system.
c) Complete the investigation within ten Organisation working days of the date of submission.
d) If the student is under 18 on the 31st August, at the start of their course, inform the parents, carers or guardians that a bullying or harassment incident has been reported and that an investigation will be carried out – involve the young person and make them aware that you will be contacting their parent, carer or guardian.
e) Witness statements and interview notes will be taken, which help to inform whether a bullying or harassment incident has occurred.
f) If there is a clear case of bullying or harassment found, the young person Disciplinary Policy and Procedures will be instigated.
g) Inform Senior Management of the outcome of the investigation to record on the system.
h) Support can be offered to both the 'bullied' or harassed and the 'bully' or harasser via The Lead Tutor which may involve counselling or a workshop.
i) The Police should be informed, if deemed required by The Lead Tutor.
j) If it is found that a malicious statement on bullying or harassment has been made, then the complainant may be subject to the Young Persons Disciplinary Policy and Procedures.
k) If the young person is unhappy with the outcome of the investigation, inform the young person of the Appeal Procedure.

If appropriate, a meeting will be called whereby reconciliation between all parties should be encouraged. Be sensitive to the needs of the victim here, and make sure there is someone present who can effectively mediate.

A central record will be held by the Senior Management in order to monitor and analyse cases of bullying and harassment.

Awareness of bullying and harassment must be raised with young people through the induction and tutorial programme along with information and guidance provided by Great Leaps Adventure in the form of posters or top tips cards.

Additional awareness raising will take place during a range of workshops and other National campaigns and Organisation activities throughout the year.

Great Leaps Adventure has a commitment to providing an inclusive and safe environment in which young people can learn.

The Equality Act 2010

Under the Equality Act 2010, Great Leaps Adventure has made a commitment to the Equality Duty of:

Elimination of unlawful discrimination, harassment and victimisation.

Advancement of equality of opportunity between people who share a protected characteristic and those who do not.

Fostering good relations between people who share a protected characteristic and those who do not.

This applies to:

- Age
- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Race, including ethnic or national origins, colour or nationality
- Religion, belief or lack of belief
- Sexual orientation
- Marriage and civil partnerships

Completion of the Young Person Bullying and Harassment Report Form is the start of the investigation process.

A copy must be provided to Senior Management for recording on their system.

If the young person does not feel comfortable completing the Young Persons Bullying and Harassment Form at this stage, the Personal Tutor is still required to complete the form and send a copy to Senior Management. In such a case, the form should outline the bullying or harassment concern and how it will be followed up.

The Tutor should state on the form that the Young Person declined to complete the form at this stage and sign and date it.

This will help the monitoring of bullying and harassment within Great Leaps Adventure.

Minor Conflicts within Friendship Groups

When young people have difficulties within friendships, a decision needs to be made on the course of action. Quite often mediation will resolve minor conflicts.

It is at this stage that you discuss inappropriate behaviours, such as abusive language or offensive comments as this is a typical harassment trait if the receiver finds them offensive or unwelcome.

Appendix 1 – Young Person Bullying and Harassment Policy and Procedure – Young Persons Guide.

As a student of Great Leaps Adventure you can expect to be protected from bullying and harassment during your time with Great Leaps Adventure.

Bullying and harassment will not be tolerated.

The Young Person Bullying and Harassment Policy and Procedure has been designed to prevent
bullying and harassment wherever possible by providing guidance and information. When bullying or harassment does occur, the Policy and Procedure will help you understand the action Great Leaps Adventure will take.

The policy lists examples of bullying and harassment – you should be aware of the kind of topics which can be offensive and upsetting to other young people or staff

If you believe you are being bullied or harassed you should ask the person to stop. If you are able, you should try to explain why you feel upset. Do not respond to texts or e-mail messages in a “like for like” manner.

If the problem continues, keep a record of what is happening, what the person is doing or saying. Keep any texts or e-mail messages and dates and times of incidents.

If the person continues to bully or harass you, you must tell someone about it. A member of staff will help you. If your concerns relate to a member of staff you, speak to a Safeguarding Officer. If you feel unable to speak to a member of Great Leaps Adventure staff, ask a family member or friend to support you.

What will happen after I tell someone about my concerns?

You will be supported to complete a Student Bullying and Harassment Report Form.

An investigation will be carried and should be completed within 10 working days unless the complaint is very complex. If the investigation is going to take longer than 10 working days, you will be notified.

If you are under 18 on the 31st August your parent, guardian or carer will be informed and notified of any developments in the investigation.

If you are invited to meetings about your experience of bullying or harassment, you may bring a friend, family member, carer or guardian.

Support is available for both the bullied and bully, to help you move forward in a more positive and confident way.

If you think you may be bullying someone and want to know how to change your behaviour, support is available from The Lead Tutor.

Appendix 2 – Young Person Bullying and Harassment Reporting Flow Diagram

- Young Person reports they are being bullied/harasses
- Young Person is supported to complete the bullying and harassment report form (As much detail as possible)
- Form sent to the Lead Tutor
- Student Services records and logs allegation
- Tutor/Student services to conduct an investigation (This must include statement from witnesses, alleged and accused) that should be completed within 10 days.
- The investigation concludes under the following:
    - Malicious – Action taken against the reporter/accuser.
    - Unfounded – Consider a mediation workshop
    - Justified – Disciplinary action initiated against the bully/bullies/harasser.
    - Support offered.
    - Outcomes recorded with the Head of Student Services.
    - Appeal lodged if requested and appeals procedure provided.

Appendix 3 – Bullying and Harassment Report Form

Name:
Date of Birth:
Course/School:
Date Completed:

Please include as much detail as possible (Dates, times, locations, witnesses and any exact wording or behaviours)

Young Person Signature:

Staff Member Signature:

This form will start the investigation.
A copy will be passed to the Lead Tutor to record on the System