

Bullying and Harassment Policy

1. Introduction

Aurelia Training Ltd is committed to providing training that is open and available to all, in a safe environment. We work proactively to ensure that learners and employees do not suffer discrimination because of bullying/harassment.

Aurelia Training Ltd recognises that bullying/harassment is harmful and can lead to distress, accidents, illness and poor performance.

Definitions of Bullying/Harassment:

Bullying is the intimidation or belittling of someone through the misuse of power or position that leaves the recipient feeling hurt, upset, vulnerable, isolated, frightened or helpless. These attacks may be verbal, mental or physical.

Harassment occurs when, on the grounds of race, colour, nationality, ethnic or national origin, gender, age, health status, disability, sexual orientation, political or religious beliefs, a person engages in unwanted conduct which has the purpose or effect of violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other person.

It is understood that perception of Bullying and Harassment by an individual or witnessed by another individual can cause real and actual distress; as such we at Aurelia Training treat such incidences in the same way as actual acts. This is in line with the Equality Act of 2010

From time to time, people have disagreements, nobody gets on with everyone all of the time. This is not what is meant by bullying or harassment.

Bullying and Harassment can be about:

- **Emotional** - excluding, tormenting, being unfriendly to someone
- **Physical** - threat or the direct use of violence to person or property
- **Sexual** - sexually abusive comments, unwanted physical contact or following someone around.
- **Homophobic** taunting, joking, commenting about an individual's sexual orientation
- **Ageist** - taunting, joking, commenting about an individual's age
- **Racist** - taunting, joking, commenting about an individual's race
- **Disablist** - taunting, joking, commenting about an individual's disability
- **Religion/Belief** taunting, joking, commenting about an individual's religion/belief
- **Socio-Economic** taunting, joking, commenting about an individual's financial status

Bullying and Harassment can take different forms:

- **Verbal** - Name-calling, teasing, spreading rumours, sarcasm, shouting people down, swearing, coercion and making fun of people who seem different, abusive and offensive remarks about individuals

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- **Physical** - Violence towards a person or their property, resulting in harm or damage.
- **Cyber/Electronic** Threatening or abusive, offensive and unwanted mobile phone messages/calls/texts/emails or nasty comments posted on websites, social network sites.

Signs and symptoms may include:

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|-----------------------------|------------------------------------|
| • Deterioration in work | • Withdrawal |
| • Fear of medical help | • Social isolation |
| • Unexplained injuries | • Compulsive stealing |
| • Aggression towards others | • Over eating |
| • Running away | • Lack of appetite |
| • Fear of new situations | • Increased absence |
| • Anxiety | • Poor group dynamics |
| • Depression | • Reports of concerns or incidents |

2. Policy Statement

Aurelia Training Ltd recognises that everyone has the right to be treated with dignity and respect and requires learners, staff and management, behave in such a manner towards each other as outlined in the Equality and Diversity Policy.

No form of bullying/harassment, actual or perceived, will be condoned and all reported incidents will be thoroughly investigated and appropriate action taken.

Learners or staff found to be bullying will be subject to Aurelia Training Ltd procedures including disciplinary procedures if appropriate.

This policy applies to incidents of bullying /harassment which take place in Aurelia Training Ltd premises, on Aurelia Training Ltd transport, on work placements arranged by Aurelia Training Ltd or during any activity arranged by or delivered by Aurelia Training Ltd. Other related incidents of bullying/harassment may be taken into account. In some situations victims of bullying/harassment may wish to report the matter to the police. All staff and learners will be kept informed of policy and procedures. Where a Learner reports incidents within their workplace, they will initially be advised to use their company policy and procedure, should this not meet their needs they will be referred to the Designated Person for Safeguarding who will investigate and make the relevant contact following the Safeguarding Policy and Procedure.

3. Procedures for all Staff Dealing with an alleged incident of Bullying or Harassment.

All staff have a responsibility to ensure that suspected bullying/harassment is dealt with appropriately. Any concern should be referred to the Designated Person for Safeguarding as detailed in the Safeguarding Policy and Procedure.

If the learner or individual who is being bullied does not wish to make a formal complaint, a record of the incident should be made and referred to the Designated Person and the individual informed that where there is concern for the safety of, or

risk of harm to, any individual the appropriate authority would need to be informed, in line with the safeguarding policy.

If you are a witness to an incident or an individual discloses an incident you should:

- Listen to the individual and make a record of the incidents described.
- Pass this record to the Designated Person who will investigate incident(s) and take appropriate action.
- Actions may include meeting separately with victim and bully and calling a halt to the behavior, labelling it as bullying.
- You must take into account their personal safety when arranging one to one meetings and seek advice/support from the Designated Person for Safeguarding.
- When witnessing bullying behaviour you should remind the bully that bullying is not tolerated at Aurelia Training Ltd and the behaviour could lead to disciplinary action, if **you feel it is safe to do so**. In certain circumstances it may be appropriate for a third party to be a witness to the discussion.
- The bully should also be offered support/guidance from Aurelia Training Ltd to learn to change his/her behaviour.
- Monitor the situation, daily if necessary, and keep the victim(s) informed of all action taken.
- In a serious case disciplinary procedures can be invoked straight away.
- Remember staff are not alone in dealing with these difficult situations and Aurelia Training Ltd takes matters such as these very seriously.