



Holden Knight Recruitment Ltd

Learner Anti-Bullying & Harassment Policy

Human Resources v1.2

Review Date: November 2027



Learner Anti-Bullying & Harassment Policy

1. Introduction

- 1.1 This policy applies to bullying and harassment and its implications for our learners and the ethos of the Company as a whole.

2. Purpose

- 2.1 The purpose of this policy is to:

- Clarify for learners, staff, parents and stakeholders what bullying is and that bullying in any form is always unacceptable.
- Provide clarity on what harassment is and define how this might present. Any form of harassment will not be tolerated.
- Provide a secure, stimulating, positive, respectful and inclusive environment for learning.

3. Policy Statement

- 3.1 Holden Knight will not tolerate any form of bullying or harassment and is committed to eliminating bullying from the organisation. Our vision is to have high standards of teaching and learning which challenge our learners to achieve.
- 3.2 Our anti-bullying and harassment policy support this by promoting respect and tolerance for each other and for the company. We believe in tackling incidents of bullying by encouraging an environment where individuality is celebrated, and individuals can develop without fear. This involves ensuring that all our learners and staff share the same perception of what constitutes bullying, and that learners are encouraged to report all incidents of bullying to a member of staff. We educate our learners about the behaviour, attitudes and skills needed to prepare them well for a life in modern Britain.

4. Definition of Terms

- 4.1 Holden Knight adopts the following definition of bullying:

'a physical, psychological or verbal attack against an individual or group of individuals by a person or group of persons, intending to cause physical or psychological harm to the victim'

- 4.2 Harassment is any form of behaviour that is offensive, aggressive, intimidating or intrusive to an individual with a sexual, physical or racial element

- 4.3 Bullying is the use of aggression with the intention of hurting another person. It is usually conscious and wilful and commonly consists of repeated acts of aggression and/or manipulation.

- 4.4 People can be bullied or harassed on the grounds of:

- Race
 - Gender
 - Sexual orientation
 - Disability
 - Socio-economic status
 - Nationality
 - Language
 - Religion
 - Other real or perceived differences However, it can also be for no apparent reason.
- Bullying can take many forms, including:
- Use of IT and mobile telephones, i.e. cyber-bullying and text messages
 - Being called names

- Being teased or taunted
- Being pushed or pulled around
- Being hit or attacked
- Having bags and other possessions taken and thrown around
- Having rumours spread
- Being ignored and left out
- Being forced to hand over money or possessions
- Being attacked because of religion, colour, ethnicity, language, sexual orientation, disability, gender, class, age, family circumstances, etc

4.5 Harassment can take many forms. These include:

- The display or distribution of offensive material, graffiti or badges
- Non-verbal abuse such as offensive gestures and body language
- Inappropriate comments about someone's appearance
- Intrusive questioning about someone's private life
- Verbal abuse such as suggestive remarks, 'jokes' and name calling
- Physical contact such as unnecessary touching, which may be of a sexual nature
- Threatened or actual physical abuse or attack.

4.6 In extreme cases, such as stalking, assault, rape, incitement to racial hatred or homophobic hate crime, harassment may constitute a serious criminal offence.

4.7 Bullying can be subtle, or it can be blatant. It can cause short-term suffering for the victim or it can go on for years, but it is always damaging and Holden Knight will always take it seriously and address it.

5. Ensuring Acceptable Performance and Behaviour

5.1 Staff have responsibility for ensuring that learners adhere to their commitments as expressed in the Learner Code of Conduct. Managers have responsibility for ensuring that staff are effective in their duties and behave according to the ethos and policies of Holden Knight.

5.2 Ensuring the above has, in some circumstances, the danger of being interpreted as intimidation or even bullying. To minimise this possibility, it is important that staff, when raising serious issues, particularly persistent issues, do so clearly but politely and respectfully.

5.3 Such an approach – particularly when support is offered – is intended to help to minimise the possibility of people feeling intimidated and improve the likelihood that issues will be resolved.

6. Responsibilities

6.1 Everyone employed by Holden Knight must take responsibility for promoting a common anti-bullying approach and all members of the learning community are expected to report and challenge incidents of bullying without fear or favour.

7. Procedures for Staff in Managing Bullying and Harassment

7.1 We expect that staff will:

- Ensure that all alleged incidents of bullying, perceived or otherwise, are reported to line managers and acted upon.
- Provide a good role model for young people by behaving in a respectful and caring manner with learners and colleagues.
- Undertake training to help them to deal effectively with issues of bullying and harassment.

- Challenge specific incidents of bullying and ensure they are reported and addressed as appropriate.
- Raise awareness in the classroom of bullying, for example through the tutorial programme and induction.
- Communicate the company's anti-bullying and harassment policy to learners.

8. Managing Bullying and Harassment Incidents

- 8.1 all Holden Knight tutors and staff ensure all disclosures about bullying and harassment are taken seriously and treated sensitively. It is important to discuss all possible and desirable strategies with the victim in the first instance and proceed as appropriate.
- 8.2 Tutors must reassure the learner that they have done the right thing in reporting the incident of bullying or harassment and it is important to portray a calm, non-judgmental and positive response to the learner.
- 8.3 Staff should not show your own emotions or ask any leading questions. Instead, use restorative questions to ascertain what has happened and capture all the information including who is involved. Restorative questions include:
 1. What happened?
 2. What did you think when you realized what had happened?
 3. What were you thinking?
 4. What impact has this incident had on you and others?
 5. Who else has been affected?
 6. What do you think needs to happen to make things right?
- 8.4 It is important to be honest with the learner – do not promise confidentiality.
- 8.5 Notes will need to be taken regarding the discussion and the staff member will need to ask the learner to complete a statement which must be signed by the learner, to declare a true reflection of events. It is important that staff record facts and do not add their own interpretation on the Statement and they must date and sign all documents.
- 8.6 If a learner decides not to take any further action after reporting the incident Holden Knight reserves the right to investigate the incident and pursue an outcome.
- 8.7 In certain circumstances, if the learner is under the age of 18, the company may make the decision to involve the parents/carers and in the case of a learner being over 18 years of age but in possession of an Education, Health and Care Plan the company may decide that it is appropriate and advisable to involve the parents/carers.
- 8.8 If the learner or staff member decides the matter is best resolved informally, an accurate record should be kept. In some cases, speaking directly with the person concerned can be enough to end the situation. For example, sometimes learners do not realise that their conduct is causing offence and explaining this to them is enough to make them rethink their behaviour.
- 8.9 If the matter needs to be addressed through a more formal process or there is a serious safeguarding concern this needs to be reported to Holden Knight's Safeguarding Team.
- 8.10 In some cases it may be appropriate to involve police and report incidents then the Safeguarding team will review on a case by case basis. All learners involved will be supported in this process and signposted to relevant agency support.

9. Procedure for learners

9.1 We expect that learners will:

- Support Holden Knight staff in the implementation of the policy
- Become involved in the monitoring of the policy
- Feel confident to challenge and report incidence of bullying or harassment
- Feel reassured that bullying is taken seriously and is always tackled by Holden Knight

10. How to report Bullying and Harassment

- 10.1 If you feel you are the victim of bullying or harassment – act promptly and tell someone. This may be your tutor; Learner Mentor, Designated Safeguarding Lead or any other member of staff.
- 10.2 Restorative questions (an example of restorative questions can be found in para 8.3 above) will be used by staff when speaking to you to ensure a fair process and that you have had the opportunity to have your say. You will be listened to sympathetically and your concerns will be taken seriously.
- 10.3 Notes will be taken regarding the discussion and the staff member will ask the learner to complete a statement, which must be signed to declare a true reflection of events. All incidents and notes will be recorded and held centrally
- 10.4 If the bullying could be deemed as criminal or poses a serious threat to the lives of learners or the public, the Police will be informed immediately.
- 10.5 Confidentiality will be maintained, but it cannot be guaranteed. If a learner decides not to take any further action after reporting the incident, Holden Knight reserves the right to investigate the incident and apply disciplinary sanctions where appropriate.
- 10.6 If learners would prefer to arrange contact with an external organisation to discuss their concerns, a list of specialist agency details is available with the Safeguarding Team