



Anti-Bullying Policy

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Mission

To create and sustain a safe environment where staff can deliver an innovative, challenging, quality, exciting and inspiring learning experience that meets the needs of learners, non-learners and employers in our local communities.

Values

Maximising learner / customer success and achievement through innovative delivery to improve individual's life chances and / or employment opportunities, in a safe, secure and nurturing environment underpinned by our specific values of:

Respect, Honesty, Trust, Openness, Equality of Opportunity for all.

Vision

Through a socially inclusive approach, we will provide high quality learning and training support, to equip individuals with the skills for future employment, further development and or Further Education.

Nova Training are committed to delivering excellence, providing the best possible experience and effective IAG for all of our learners and staff alike; with a strong emphasis on Equality and Diversity and a commitment to **Safeguarding** all of our learners / customers to ensure they feel safe, and are safe. We aim to be a high-performing organisation with a passion for learning and a dedication to become the training provider of choice.

INTRODUCTION

We are committed to providing a caring, friendly and safe environment for all of our learners & staff so they can learn and work in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Nova Training. If bullying does occur, all learners' and staff should be able to tell us and know that incidents will be dealt with promptly and effectively. This means that **anyone** who knows that bullying is happening is expected to tell staff, colleagues or senior management team.

POLICY STATEMENT

Nova Training has zero tolerance against bullying and/or harassment.

Bullying or harassment will not be tolerated and will be regarded as a serious offence and an infringement of the company's Equal Opportunities Policy.

WHAT IS BULLYING?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Harassment and bullying are unwelcome, unwanted conduct which may have sexual or racial implications such as:

- Unwelcome staring, touching, kissing and other physical abuse
- Verbal abuse, racial or embarrassing sexual comments, persistent offensive jokes, regular sexual innuendo, questioning about sexual activities, compromising invitations and unnecessary comments about appearance, dress or jokes about a persons' sexual orientation
- Demands or requests for sexual contact (whether or not it is implied that work or study may be affected in some way)
- Homophobia because of, or focusing on the issue of sexuality
- All areas of internet such as email and /or internet chat room misuse/face book/snapchat/tinder/Instagram etc
- Mobile threats by text messaging and / or calls
- Misuse of associated technology, i.e. camera and video facilities

- Being treated unfairly or being excluded
- Written abuse, including graffiti, computer imaging and the display of offensive material
- Bullying, including name calling, spreading rumours, teasing, sarcasm

GUIDELINES FOR DEALING WITH HARASSMENT OR BULLYING

IF YOU THINK YOU ARE BEING HARASSED IN ANY WAY PLEASE DON'T IGNORE IT:

- Reject it clearly by letting the other person know that you don't like it. You don't want the behaviour to continue, so ask them to stop. Do it in whatever way is easiest – in a private letter or face to face, using whatever response you think will be effective, polite and/or firm
- Remember that anger, guilt and apprehension about possible repercussions if you complain are common reactions to this type of situation
- Keep a record of events and all relevant papers

WHAT ARE YOUR RIGHTS?

Nova Training has an Equal Opportunities Policy.

- You have the right to fair treatment and respect from learners and members of the teaching and non-teaching staff.
- You have the right to discuss any problems and complaints with whoever you choose
- You have the right to absolute confidentiality

GOOD PRACTICE FOR ALL STAFF

Staff at all levels can help this procedure by:

- Challenging any behaviour or actions by staff or learners which constitute harassment or bullying

WHO SHOULD YOU CONTACT?

If you have a problem or complaint you can discuss the situation with:

Learner

- Centre manager/cluster manager/regional manager/ Senior manager/WBL manager/safeguarding lead
- Your tutor, etc

Staff

- A member of the senior management team
- A colleague

WHAT ACTION WILL BE TAKEN?

Nova Training promises to:

- Meet with and support any individual who is being victimised
- Take any action through the appropriate disciplinary procedure against anyone whose behaviour is unacceptable. In serious cases this may include suspension or exclusion
- Deal with any situation quickly and in confidence
- Record all incidents to monitor annually
- Meet with the perpetrator
- Where possible work with bullies to help them change their behaviour and attitudes

Help:

National Bullying Helpline

0845 22 55 787

Bullying Online

www.bullying.co.uk

Cyber bullying

www.bullying.co.uk

Advisory Centre for Education (ACE)

020 888 3377

The Nova Centre/ Senior/SMT /WBL manager/all staff

Prevent duty

Our key aim is to protect our learners from the risk of radicalisation and ensure that we have the appropriate support mechanisms in place in order to protect learners from this risk. As a training provider, we will:

- Ensure staff are able to identify learners who may be vulnerable to radicalisation
- Ensure staff know what to do if learners have been identified.
- Protect learners from the risk of radicalisation as part of our safeguarding duties, whether these risks come from within Nova Training or are the product of outside influences.
- Build learners' resilience to radicalisation by promoting fundamental British values and enabling learners to challenge extremist views. (We will be a safe space where learners can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments).
- Nova Training will assess the risk of our learners being drawn into terrorism.
- Our staff will have a general understanding of the risks affecting the learners within our community. This would include the increased risk of online radicalisation.
- Our staff will have a specific understanding of how to identify individual learners who may be at risk of radicalisation and what to do to support them.
- In line with our safeguarding policy, staff will be alert to any changes in learner's behaviour which could indicate that they may be in need of help or protection.
- As a staff, we would use our professional judgement in identifying learners who may be at risk of radicalisation and act proportionality.
- Again, as in line with our safeguarding policy, action would be taken if staff observe any behaviour that may cause concern.
- If necessary, (if we felt a learner might be vulnerable to being drawn into terrorism) we would make a referral to the Channel programme.

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