



ANTI BULLYING POLICY.

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Mission

'We will increase skills through the attainment of vocational and fundamental English and maths qualifications whilst improving learners' employability skills and life chances. We aim to increase employment levels, decrease NEET and meet the skills demands of the learners, Local Authorities, employers and LEP's that we serve.

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
- 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 students 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 students which constitute harassment or bullying

WHO SHOULD YOU CONTACT?

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

Learner

- Centre Regional/manager/WBL manager

- Your tutor

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 victimized
- 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:

0845 22 55 787

National Bullying Helpline

Bullying Online

www.bullying.co.uk

Advisory Centre for Education (ACE)

020 7704 3370