


# P31 – Bullying & Harassment Policy

Date effective	Policy review date	Approver
17/02/2025	17/02/2026	John Sutton
Version:	2	



## 1. Policy Statement

1.1 TradeSkills4U is committed to fostering an inclusive and respectful learning environment where all learners feel safe and valued. We have a zero-tolerance approach to bullying, harassment, and cyberbullying in any form.

1.2 This policy aligns with the **Equality Act 2010**, the **Protection from Harassment Act 1997**, and the **Online Safety Act 2023**. Every learner is personally accountable for their conduct and may face disciplinary action if found guilty of bullying or harassment.

1.3 Any reported instances of bullying, harassment, or cyberbullying will be taken seriously and investigated by a designated manager. Disciplinary actions, including potential exclusion, may be taken against perpetrators.

1.4 TradeSkills4U will protect individuals who raise genuine concerns from victimisation and ensure confidentiality throughout investigations.

1.5 False or malicious allegations will also be treated seriously and may result in disciplinary measures.

1.6 This policy applies to all interactions within TradeSkills4U premises and extends to **online behaviour** where learners engage with each other in a TradeSkills4U related capacity.

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## 2. Scope

2.1 This policy applies to all learners at TradeSkills4U.

2.2 It covers incidents involving:

- Learners and TradeSkills4U staff (including volunteers and temporary workers)
- Learners and members of the local community
- Learners bullying or harassing each other, whether in person or online

2.3 Incidents involving external individuals outside the TradeSkills4U community are not within the scope of this policy; however, support and guidance will be provided where necessary.

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## 3. Definitions

3.1 **Bullying:** Repeated, intentional behaviour that causes harm, distress, or intimidation to another person.

3.2 **Harassment:** Unwanted conduct related to a protected characteristic (e.g., race, gender, disability, sexuality) that violates dignity or creates a hostile environment.

3.3 **Cyberbullying:** The use of digital platforms (social media, email, messaging apps, forums, etc.) to harass, intimidate, or bully others. Examples include:

- Sending abusive or threatening messages
- Spreading false information or defamatory content online

- Sharing private or embarrassing information without consent
  - Impersonation or online identity fraud to harass others
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#### **4. Reporting Procedures**

4.1 Learners experiencing or witnessing bullying, harassment, or cyberbullying should report incidents to:

- A tutor or course instructor
- The Head of Student Services
- A safeguarding officer

4.2 Reports can be made in person, via email, or through TradeSkills4U 's confidential reporting system.

4.3 All reports will be treated confidentially and investigated promptly.

4.4 Where necessary, external authorities (e.g., police, online platform moderators) may be involved in cyberbullying cases.

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#### **5. Roles and Responsibilities**

5.1 **Senior Management Team:** Ensures TradeSkills4U has effective policies and procedures in place to prevent and address bullying and harassment.

5.2 **Head of Operations:** Oversees implementation and ensures adequate training and resources are available.

5.3 **Head of Student Services:**

- Reviews and updates policies
- Maintains records of reported incidents
- Provides training and awareness programmes

5.4 **All Staff:**

- Educate learners on respectful conduct and online safety
  - Respond promptly to reports of bullying, harassment, or cyberbullying
  - Ensure proper reporting and intervention procedures are followed
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#### **6. Preventative Measures**

6.1 TradeSkills4U will implement the following measures:

- Regular training on bullying, harassment, and cyber safety

- Clear guidelines on appropriate online behaviour
  - A designated safeguarding team to address concerns
  - Mental health and well-being support for affected learners
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## 7. Disciplinary Actions

7.1 If an investigation finds a learner guilty of bullying, harassment, or cyberbullying, actions may include:

- Formal warning
  - Mandatory behavioural training
  - Suspension or expulsion (in severe cases)
  - Reporting to external authorities if criminal activity is involved
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## 8. Monitoring & Review

8.1 The **Senior Management Team** and **Safeguarding Team** will review this policy annually to ensure its effectiveness.

8.2 Learner feedback and incident reports will be assessed to refine preventative measures.