



Anti- Bullying and Harassment Policy

2022 - 2025

Policy Statement

JAG Training is fully committed to promoting the welfare of all learners, young people, staff and those with additional needs. We expect all staff, volunteers and partners to endorse and practise this commitment at all times. JAG Training operates a zero-tolerance approach to any form of bullying or harassment.

Review date: November 2024

ANTI-BULLYING AND HARASSMENT POLICY

It is essential that all reports of bullying or any incident where bullying or harassment appear to be taking place are not ignored but are acted upon and followed up.

1. Scope

This policy applies to all perceived incidents of bullying and harassment and their implications for our learners/ apprentices as well as the ethos of Jag Training Ltd. (JAG) as a whole. This policy should be read with other relevant Organisation policies, especially the Safeguarding, Prevent and Equality and Diversity Policies.

2. Purpose

The purpose of this policy is to:

- 2.1 Clarify for learners/apprentices, staff, parents and employers what bullying is and that bullying in any form is always unacceptable.
- 2.2 Explain to the wider community some of the reasons why bullying and harassment occur and their impact on individuals and on the Organisation as a whole.
- 2.3 Provide a safe, secure, stimulating, positive, respectful and inclusive environment for learning.

3. Policy Statement

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

4. Definition of Terms

- 4.1 JAG Training 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(s)'
- 4.2 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.

People can be bullied on the grounds of,

- Race
- Gender / Sex
- 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 also 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 /sex, class, age, family circumstances, etc.

4.3 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. JAG will take it seriously and address it.

5. Ensuring Acceptable Performance and Behaviour

- 5.1 Staff have a responsibility for ensuring that learners/apprentices adhere to their commitments as expressed in Code of Conduct. Managers have a responsibility for ensuring that staff are effective in their duties and behave according to the ethos and policies of the organisation.
- 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

Everyone in JAG must take responsibility for promoting a common anti-bullying approach and all members of JAG community are expected to report and challenge incidents of bullying without fear or favour.

7. Procedures for JAG Training Staff

We expect that JAG staff will:

- Ensure that all alleged incidents of bullying, perceived or otherwise, are reported to the quality manager and / or director and acted upon.
- Provide a good role model for young people by behaving in a respectful and caring manner with learners/apprentices and colleagues.
- Undertake training to help them to deal effectively with issues of bullying and harassment.
- Tackle specific incidents of bullying through the disciplinary procedure, where appropriate.
- Raise awareness of bullying in induction, group sessions or 1-2-1s and in reviews.
- Safeguard, monitor and investigate reported incidences of bullying and harassment in accordance with JAG's procedures.
- Keep a record of the incident (complete the Safeguarding form) where appropriate
- Communicate JAG's anti- bullying and harassment policy to learners/apprentices.

8. Managing Bullying Incidents

Instructions to 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.
- Reassure the learner/apprentice that they have done the right thing in reporting the incident
- It is important to portray a calm, non-judgmental and positive response. Do not show your own emotions or ask leading questions.
- Use restorative questions (What happened? Who was involved? How has this affected you? What would you like to happen next?) to ascertain what has happened and capture all the information including who is involved.
- It is important to be honest with the learner/apprentice. Confidentiality is vital but do not promise 'secrecy'. Make it clear that the information will be shared with only those who need to know.
- Make notes of the discussion and ask the learner/apprentice to complete and sign a statement, to declare a true reflection of events. It is important to record only facts and not add own interpretation. All documents must be signed and dated.
- If a learner/apprentice decides not to take any further action after reporting the incident, JAG reserves the right to investigate the incident and pursue an outcome.
- In certain circumstances, if the learner/apprentice is under the age of 18, JAG may involve parents/carers. Where the learner/apprentice is over 18 years of age but in possession of an Education, Health and Care Plan, JAG may decide that it is appropriate and advisable to involve the parents/carers.
- If the learner/apprentice 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. Sometimes people do not realise that their conduct is causing offence and explaining this to them is enough to make them review their behaviour.

- 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 the JAG's director.
- All allegations of staff bullying or harassment must be forwarded to the Quality manager and / or Director.

9. Procedure for learner/apprentices

We expect that learner/apprentices will:

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

10. How to report Bullying

- If you feel you are the victim of bullying or harassment – act promptly and tell someone. This may be your course tutor; Learner Mentor, someone in Learner/apprenticeship Service or any other member of staff.
- Restorative questions 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.
- Notes will be taken regarding the discussion and the staff member will ask you 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.
- As a result of the interview, a Disciplinary Procedure may be instituted against the alleged bully and follow up interviews will be conducted with the perpetrator.
- If the bullying could be deemed as criminal or poses a serious threat to the lives of learner/apprentices or the public, the Police will be informed immediately.
- Confidentiality will be maintained. Staff members are not permitted to maintain 'secrets'.
- If a learner/apprentice decides not to take any further action after reporting the incident, JAG reserves the right to investigate the incident and apply disciplinary sanctions where appropriate.
- Where the learner/apprentice is under the age of 18, JAG may make an informed decision about involving the learner/apprentices' parents or guardian. Where a learner/apprentice is over 18 years of age but in possession of an Education, Health and Care Plan, JAG may decide that it is appropriate and advisable to involve the parents/carers
- Restorative meetings will be held on some occurrences to explore a resolution where appropriate.