

## Step 5: Action

- After the investigation has been completed an appointed senior manager of the college will determine what further action may be required.

- A justified complaint may result in action being taken under the college's Disciplinary Procedures.

- Equally, a complaint which is made and considered by the college to be cynical or mischievous may result in disciplinary action being taken against the complainant.

**In cases involving a formal procedure appropriate safeguards will be put in place to ensure an harassment-free working and learning environment. These safeguards may relate to all persons involved**

### **Cases involving Young People or Vulnerable Adults**

Where a victim is under 18 or is considered to be a vulnerable adult it may be more appropriate to use the College Safeguarding Policy and Procedures. Staff will seek advice from the Vice Principal who is the Senior Designated Manager for Safeguarding.

The full Anti-bullying and Anti-Harassment Policy which details our aims and gives definitions of harassment and bullying can be downloaded from the College website.

Students tell us that they feel safe at the College. Please help us keep it this way.



You can talk to your tutor, a youth worker or other member of the learner support team. They will listen carefully, take your concerns seriously and discuss with you what to do next to ensure that the behaviour you do not like stops.

This document has been produced by the Kensington and Chelsea Student Council and College Management.

*Reviewed March 2011*

## **ANTI HARASSMENT AND ANTI BULLYING PROCEDURE (STUDENTS)**



Kensington and Chelsea College believes that every student has the right to study and use the college without fear of harassment or bullying, whether on grounds of sex, race, disability, age, religious or political beliefs, sexual orientation or any other ground which may affect a person's dignity.

We are committed to creating a positive environment where all members of the College community can thrive and will not tolerate behaviour that fails to support our values and breaches the Student Code of Conduct.

### The College's values

- Inclusiveness and Respect for all
- Visionary and inspirational approach to learning
- Creative response to learners and employers
- Transparency and openness
- Celebrating excellence

It is essential that the College's environment is such that victims of harassment or bullying feel able to bring such conduct into the open without fear of retaliation, embarrassment or feelings of guilt. In addition, there must be a well understood procedure to deal with such incidents and to counteract the effects of harassment and bullying.

## STEPS TO TAKE IF YOU FEEL THAT YOU ARE BEING HARASSED OR BULLIED

If you feel that you are being harassed or bullied you should not feel that it is your fault or that you have to tolerate it.

### Step 1: Ask the harasser to stop

- Approach the individual(s) concerned and make it clear to him/her that his/her behaviour is unwelcome.

- If you would like advice on handling the situation you should talk to your tutor or another member of staff e.g. youth workers, learning support staff or information, advice and guidance team.

### Step 2: Keep a record of the harassment and seek Mediation

- Keep record of the events but if unable to keep records this will not invalidate your complaints.

Consider the following;

- When did it start?
- What happened?
- Were there any witnesses?
- Were there any threats of reprisals?
- What did you do?

- If the harassment continues, despite your efforts to stop it you should report this to your tutor or other member of college staff

who will ensure that your complaint is investigated and will help you to try and resolve the matter informally through mediation.

### Step 3: Make a Formal Complaint

- If you consider the harassment, or bullying actions to be serious and that mediation will not work you should immediately lodge a formal written complaint to the Learner Services Manager.

- This will then be investigated according to the College Complaints Policy and Procedure.

### Step 4: Formal Investigation

- Your complaints will be considered and the College may appoint an Investigating Officer to fully investigate any formal complaint of alleged harassment, or bullying.

The College will endeavour to support alleged victims of any harassment and bullying to ensure they can work and study without fear.

- This may involve suspension without prejudice of the alleged perpetrators whilst the investigation is being completed, or in very serious cases it may include the involvement of outside bodies such as the police.