

Student Anti-Harassment, Bullying and Hate Crime Process

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1. Introduction

This process is intended to be implemented in conjunction with the Anti-Harassment, Bullying and Hate Crime Policy. Hugh Baird College is an inclusive environment for all and any incident of harassment, bullying or hate crime will not be tolerated.

2. Inclusive Language

As a College Hugh Baird is mindful that the language used to describe identities can create a more welcoming environment. As such positive terminology is promoted within staff and student communities. Positive terminology covers everyone across college, every community and every protected characteristic. The college strives to be as inclusive as possible and to listen to all voices, we would ask you to be respectful and inclusive when using people's pronouns and when using their names. Hugh Baird College wants every student to feel respected and welcomed, the choices you make are important to us and we expect everyone to respect them.

3. Personal Safety

Personal safety is key to ensuring you keep yourself as safe as possible. There is lots of information available on crime stoppers website, follow the link below:

<https://crimestoppers-uk.org/keeping-safe/personal-safety>

Whether you are male or female, looking after and being mindful about your own personal safety is essential. You should follow some basic guidance to do this:

- Don't get into unknown vehicles and always use reputable taxi services
- Stand in well lit areas if you need to be out at night
- If you feel bothered or intimidated by someone on public transport report it to driver and situate yourself near them
- If you are targeted for a robbery, protect yourself by letting the thief take what they want, don't try and be brave or take a stand, you can replace stolen items
- Keep bags and pockets closed so as not to create opportunity for thieves

4. Procedures for Students

- During Induction you will be required to agree and sign a student contract, this outlines the Colleges commitment to a policy of zero tolerance of any incidents of harassment and bullying. Failure to comply with this policy will result in disciplinary action being taken.
- During your time at college, you will be asked to respect the college policy of 3 R's. This stands for Respect, Responsibility and Readiness to Learn. This process encompasses college expectations for such things as preparation for learning, behaviour, respect for diversity and attitude.
- If you feel you are being bullied or harassed, tell a Progress Coach or a Lecturer, a member of Student Services POD team or any other member of staff. The flow chart in appendix 1 shows the process college follows.
- The member of staff will refer you to the Progress Coach who will take a written statement from you. The College has a disciplinary procedure which may be used against the alleged bully/abuser depending on what action you want taken. In practice, staff have authority to communicate autonomously in a range of media, however if information displays the HEI branded logo and course titles then procedures are adhered to as stated above.
- The College works closely with Stop Hate Crime UK and other supporting agencies. Students who feel they have been a victim of Hate Crime should report to a member of staff or visit Student Services POD and speak to our Health and Wellbeing Co-ordinator. They will offer you 1-1 support and provide you with access to Stop Hate Crime UK reporting systems.
- If action is to be taken against the alleged bully, he or she will be interviewed separately.
- If you are under 18 years old or a vulnerable adult, the College would normally notify your parents/carer of what has happened and what action is to be taken.
- Confidential counselling sessions are available through Student Services if you would like additional support to help you through the incident.

5. The 3R's

To promote a culture of positive behaviours, students are expected to demonstrate:
Respect Responsibility Readiness to Learn

Respect

- for knowledge and learning
- for yourself, towards staff and other students
- for the opinions, feelings and abilities of other students and staff
- for the diversity of students
- for the College and its property and facilities
- by discouraging bullying or harassment of others

Responsibility

- make a positive contribution in class, in the workplace and on other College activities
- show commitment to learning and display a "Will Do" attitude

- hand work in on time
- attend all classes, including, where appropriate, English, maths and other lessons or
- activities that enhance employability or personal effectiveness
- work with the Progress Coach/Student Engagement Officer to improve performance
- take the initiative to improve or maintain the College and its grounds, by for example,
- disposing of your litter in the bins provided or reporting spillages.
- take the lead in College work, projects, tutorials etc. and encourage others to join in

Readiness to Learn

- be prepared for learning and bring in the correct course work and equipment
- be on time (every time) and motivated to learn

6. Training for staff and Students

- 6.1 In order to support the College's aim of preventing bullying, harassment and hate crime, awareness training will be provided to all staff. The College will also provide specific training to managers in the correct operation of the Anti-Harassment, Anti-Bullying and Hate Crime Policy.
- 6.2 Student Services POD and Safeguarding teams have developed a range of useful online training videos and include Peer to Peer abuse, Keeping Safe online, Prevent, British Values and Safeguarding. These are available for staff and students to view and discuss. These can be accessed using the following link.
https://www.youtube.com/playlist?list=PL_dXCXsamw7JaVQ5xLN0aduiH_HKSUQLZ
- 6.3 It is important to encourage students to come forward. The College operates a culture where students can be reassured that they do not have to "put up" with bullying of any kind – they should not feel humiliated, threatened or repeatedly patronised or isolated by anyone else, and if this occurs, then it is unacceptable behavior which should be reported so that action may be taken. Issues relating to bullying and equal opportunities will be addressed within the curriculum offer and Study Programme tutorial sessions. This issue will also be specifically address during the college induction programme. Through the induction programme students will be made aware of the policy and the consequences incurred if they are involved in bullying.
- 6.4 Students will be provided with opportunities to take part in tutorial activities which will provide insight into the effects of bullying, in relation to issues such as homophobia; sexism; LGBTQI, racism, Hate Crime, British Values etc. Throughout the tutorial programme, students will be encouraged to talk to other

students or a member of staff about any situation which arises during their time at college.

- 6.5 Bullying, harassment and hate crime will be issues regularly highlighted in the safeguarding bulletins to remind students of both their right to safety in the college and to remind them there are people in college they can talk with, including the designated safeguarding officer.

7. Resources and Links

Bulletins, Concerns Button, Flowcharts, Website, MyDay;
Safeguarding Team, Safeguarding Surgeries;

www.kidsmart.org.uk

www.anti-bullyingalliance.org.uk/resources.aspx

www.thinkuknow.co.uk

www.ceop.police.uk

http://lx.iriss.org.uk/sites/default/files/resources/Safe%20from%20bullying_0.pdf

www.internetsafety.com

www.digizen.org/cyberbullying

www.mencap.org.uk/dontstickitwww.nya.org.uk

www.stonewall.org.uk

www.transformingconflict.org/

www.stophateuk.org/

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/abuse-safety/sexual-harassment/>

Equality and Advisory Support Service: Freephone 0808 800 0082pe &
Sexual Abuse

Help after sexual assault or rape: Supportline: 08 08 16 89 111

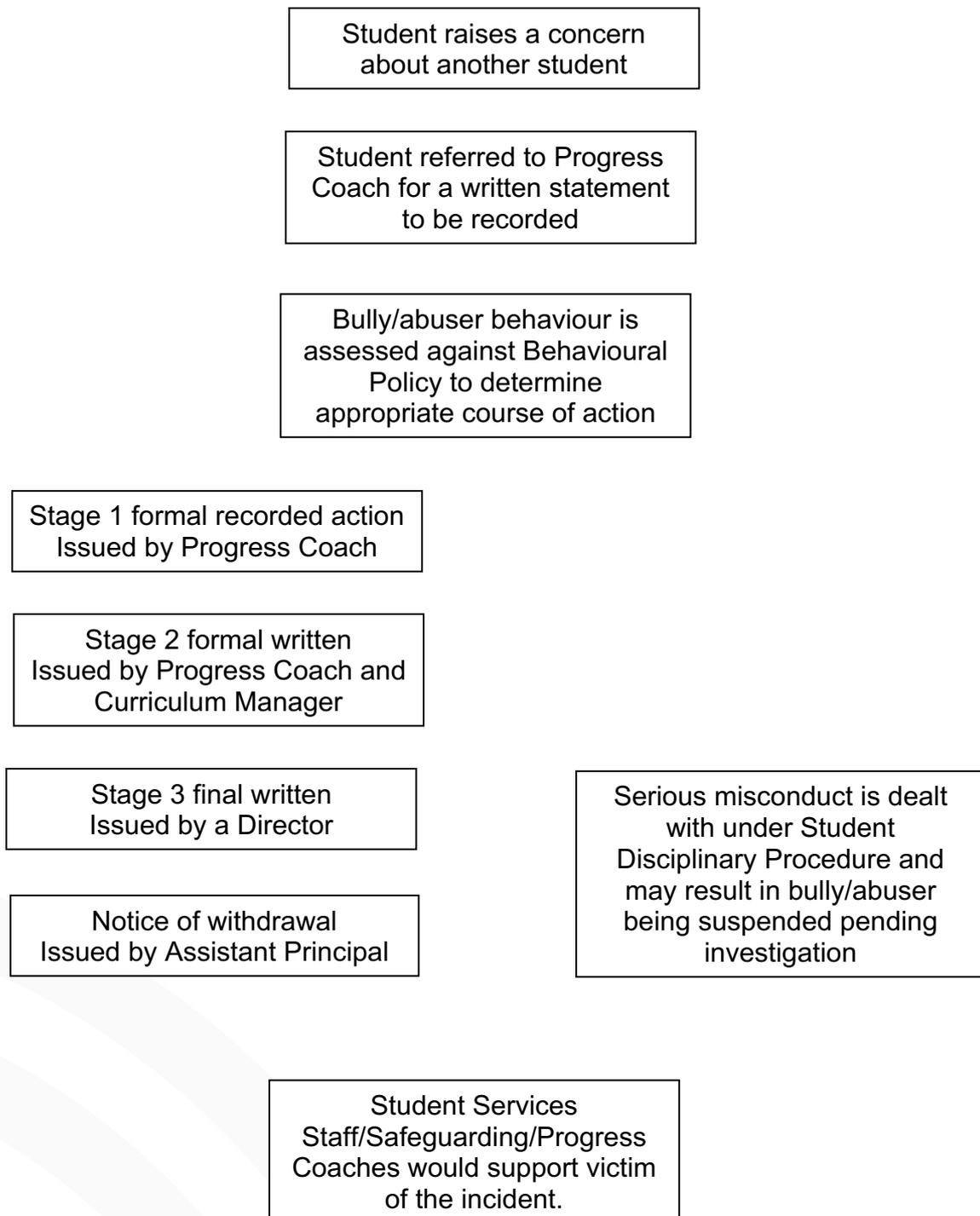
National Stalking Helpline: 0808 802 0300

Student Service online training videos:

www.youtube.com/playlist?list=PL_dXCXsamw7JaVQ5xLN0aduiHHKSUQLZ

Appendix One

Inappropriate conduct Flow Chart



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