

Student Harassment/Bullying Prevention Policy

Controlled Document – refer to Intranet for latest version

Category: Academic	Date Created: August 2003
Responsibility: Student Success Senior Manager	Date Last Reviewed: July 2015
Approval: Chief Executive	Version: 15.1

Purpose

Harassment or bullying threatens the physical and mental safety and wellbeing of students and staff. The purpose of this policy is to ensure a safe learning environment is provided at all times, a mature approach to resolving issues is established and inappropriate behaviour is acted upon quickly and appropriately.

Scope

This policy applies to all students while on UCOL premises or taking part in UCOL activities.

Responsibility

UCOL is responsible for providing a safe environment for students, staff and members of the public. Staff will endeavour to ensure the learning environment is a pleasant, friendly, safe and healthy place to study.

Policy Statements

UCOL regards any kind of harassment or bullying, sexual or other forms, on or off campus, as unacceptable. UCOL is committed to the prevention and elimination of all harassment and bullying within our organisation.

UCOL recognises there are numerous means by which harassment or bullying can take place, including in person or written through letter, email or other social media, and the effects of such actions can impact on the behaviour and learning opportunities of students in class or other areas on campus. UCOL will become involved in any situation where the learning environment is compromised by the actions and/or reactions of acts of harassment or bullying. In such cases, students may be required to leave UCOL premises immediately and at a later time attend a formal interview.

Students must report all incidents of harassment or bullying immediately to their Lecturer or Programme Leader or the Student Relations Coordinator or a Student Counsellor to ensure UCOL can take urgent action to resolve the issues. The staff member concerned will ensure the appropriate action is taken immediately and an incident report is completed.

A full investigation will be undertaken by qualified staff to determine the cause of the incident and resolve all issues.

On completion of a full investigation:

- Perpetrators of harassment or bullying may face disciplinary action.
- Victims of harassment or bullying will be supported through the UCOL's student health and counselling support services or other appropriate services. If the extent of the harassment or bullying, in UCOL's view, constitutes a breach of any Act as listed below, the incident will be referred to the police.

Definitions

Harassment

Harassment is physical, verbal or visual conduct that is

- Unwelcome,
- Uninvited,
- Unwarranted, or
- Offensive.

Harassment may include:

- Offensive language,
- Racist comments or ridicule,
- Suggestive remarks about a person's personal life,
- Leering, touching or pinching,
- Delivery or display of offensive printed material,
- Use of email, texting, or other electronic media to cause offense,
- Abuse of power to humiliate

Bullying

Bullying is repeated actions and/or practices that are directed against one or more persons, that is:

- Persistent exposure to negative and aggressive behaviours of a primarily psychological nature,
- Hostile and leads to stigmatisation and victimisation of the recipients.
- Unwanted by the victim(s),
- Deliberate and intentional by the perpetrator(s),

Harassment or bullying is not:

- Occasional compliments,
- Behaviour based on mutual attraction,
- Developing friendships, sexual or otherwise, between consenting adults.

Relevant Legislation

- Harassment Act 1997
- Harmful Digital Communications Act 2015
- Employment Relations Act 2000
- Human Rights Act 1993
- Crimes Act 1961
- Privacy Act 1993 (From 1 December: Privacy Act 2020)
- Health and Safety at Work Act 2015

Related Documentation

- [Student Concerns and Complaints Procedure](#)
- [Student Concerns and Complaints Policy](#)
- [Early Warning System Policy – Dangerous or Potentially Dangerous Behaviours](#)
- [Early Warning system Procedure – Dangerous or Potentially Dangerous Behaviours](#)
- [Disciplinary and Performance Management Guidelines](#)
- [Disciplinary Procedure](#)
- Student Discipline Statute (Non-Academic) 2003